

I-9 Processing Compliance

Payroll Forum

August 20, 2018

OFFICE OF THE SENIOR VICE PRESIDENT

World Class Services for
a World Class University



Office of Human Resources

UNIVERSITY OF MINNESOTA

Agenda

- Welcome
- I-9 Process Changes
- Resources
- Q&A



Changes to the I-9 Process

The University of Minnesota Form I-9 processing standard requires that:

- Faculty, staff and student workers must complete Section 1 and present 1-9 required documents on or before first day of work for pay
and
- I-9 Administrator must complete Section 2 by the end of first day of work for pay.



Changes to the I-9 Process

- If a faculty, staff, or student worker is not able to complete Section 1 of the I-9 form and present their required documentation on or before their first day of work for pay, they may not work and their start date must be delayed.
- If a faculty, staff, or student worker continues to work for pay beyond the first day, and the I-9 was not completed AND the I-9 cannot be completed immediately, the employee must be terminated. They may be rehired when the I-9 can be completed.



Changes to the I-9 Process-Reporting

- Monthly report on each college / unit's I-9 compliance will be sent to HR Leads, Deans, and Vice Presidents
- Will be made available 2nd Monday of each month starting Monday, September 10.



Changes to the I-9 Process- Communication

- New standard included in all offer letters
- Coordination with student communications
- Coordination with ISSS communications
- Communication from OHR Vice President Kathy Brown to all supervisors
- Communication from VP Brown to all HR Leads and Deans
- HR Leads meetings
- Senior leadership involvement in developing this plan



I-9 Employment Eligibility Verification New Hire Scenarios

Go to the matrix on the OHR website:

<https://humanresources.umn.edu/supervising-u/i-9-eligibility#anchor-scenarios>



Impact of Appointment Changes

- Changes to a hire date may impact the faculty, staff or student workers' eligibility for benefits. Examples include health, dental, life, retirement, disability and tuition benefits.
- Changing an appointment start date could negatively impact a foreign national student's tuition benefits and their non-immigrant student visa status. Please consult with us before making appointment changes. Contact Heather Kidd (kidd0029@umn.edu) or Amy Kucera (kuce0011@umn.edu).



I-9 Employment Eligibility Verification Basics

Training Hub Online Course

I-9 Employment Eligibility Verification

<https://training.umn.edu/courses/11540>



I-9 Employment Eligibility Verification Basics

OHR Website:

I-9 Employee Eligibility Verification

<https://humanresources.umn.edu/supervising-u/i-9-eligibility>



I-9 Express Tips

- Ensure that SSN is entered in PeopleSoft and I-9 Express
- Section 2–Employee ID Field–Please enter
- Avoiding Tentative Non-confirmations (TNC)
 - Review Section 1 to ensure the data is correct
 - Look at the documentation in detail to be sure everything matches
 - If there is a TNC, be sure to review and correct
- Rehires–employees previously employed in another department not found in I-9 Express–Call Contact Center



Foreign National Faculty, Staff, and Student Workers



Foreign National Support Desk

- **We Moved to Donhowe!**
- **Walk-in Service – No appointments**
 - 210 Donhowe
 - Thursday, 8/22 – Wednesday, 9/5 8:30am – 4pm



Intl Student and Scholar Services

- ISSS Website: <https://issss.umn.edu/>
- U.S. government regulations require that J Scholars for Twin Cities campus are required to physically report in person to ISSS and that this should happen before the I-9 process begins <https://issss.umn.edu/jscholarnew/Checklist.html>
- Changing an appointment start date could negatively impact a foreign national student's tuition benefits and their non-immigrant student visa status. Please consult with us before making appointment changes. Contact Heather Kidd (kidd0029@umn.edu) or Amy Kucera (kuce0011@umn.edu).



Foreign National Employment Verification Requirements

Ensure your Foreign National faculty, staff, and student worker knows they must bring the following to the OHR Foreign National Employee Support Desk:

1. Valid (Unexpired) Passport
2. Most Current I-94
3. I-20 or DS2019
4. Offer letter (for correct start-date)
5. SSN or Receipt from Social Security



Foreign National Employment

How do I know if a foreign national employee has completed their I-9?

1. Go to I-9 Express. Search for the employee by SSN/Name. Review the status.

C=Complete

P=Pending (Incomplete)

R=Reverification (Documentation expired. Reverification is required)

S=SSN Applied For (I-9 Verified. May work)

D=Receipt Due (I-9 Incomplete. May not work)

M=Missing

I=Invalid

2. When a faculty, staff, or student worker comes to the OHR Foreign National Help Desk and completes their I-9, they will be given a yellow form indicating that they have met this requirement.



Using Reports to Monitor Your I-9 Compliance

- Delivered I-9 Express Reports
- University Custom Query/Reports



I-9 Express Reporting

All locations have the access to run the reports, the results will be your location only. Two place to run the reports:

- **Dashboard:**This is on the first page after you are logged into I-9 Express
- **Reporting Center:** To access, clicking on reporting on the left hand side of the page. This will bring you to the reporting home and you will see a list of delivered reports.



I-9 Express Reporting

Most useful reports:

- **Pending I-9:** Lists all faculty, staff, and student workers that have completed Section 1 and Section 2 is ready for completion. This runs from the dashboard. Results can be downloaded to Excel. This report should be run on a daily basis to assist in keeping in compliance for completing Section 2.
- **SSN Applied For:** Lists all faculty, staff, and student workers that still have the SSN for in Section 1. This runs from the dashboard. Results can be downloaded to Excel. This should be run at least once a week as this report tracks those employees needing the SSN entered into I-9 Express and PeopleSoft. Faculty, staff, and student workers need to show you the SSN within 90 days. The SSN is required in I-9 Express for auditing purposes and required for year-end processing in PeopleSoft
- **E-Verify Issues:** Lists all faculty, staff, and student workers with e-verify issues. This runs from the dashboard. Results can be downloaded to Excel. This should be run on a daily basis to ensure the timeliness completion of the I-9.
- **Employee Audit Report:** Shows all changes made to a faculty, staff, or student workers' I-9 including who has viewed the I-9. This report can be run from Employee Details page or in the reporting home if multiple employees. Run this report on demand when there is a question about what has changed in an employee's I-9.
- **I-9 User:** Lists the current I-9 User in your location. Run this on a monthly basis to ensure the lists contains valid I9 Users. This list can assist you in determining who should be added or who should be deleted.



I-9 Express Reporting - Pending I-9

- **Description:** The I-9 Pending Completion means that Section 1 of the Form I-9 has been completed electronically and it is awaiting the completion of Section 2. **Note:** If the faculty, staff, and student workers completes Section 1 twice with different SSN numbers, the employee will appear on this report twice.
- **Parameters:** The report is a list of all faculty, staff, and student workers who have completed Section 1 and Section 2 has not been completed for your location.
- **Format:** The report is only available Online or in Excel.
 - **Online:** Click in the employee's name for direct access to the employee's record to complete Section 2.
 - **Download to Excel**
- **Contents: Columns in Excel are listed below from left to right for each employee listed in the results.**
 - Type of transaction–P (Pending)
 - Location Code (Employee Location)
 - Location Name (Employee Location)
 - SSN (Employee)
 - First Name (Employee)
 - Middle Name (Employee)
 - Last Name (Employee)
 - Maiden Name (Employee)
 - Date of Birth
 - Entry date
 - Start Date (Employee)
 - Immigration Status
 - Work Expiration
 - Work Expiration Reason
 - Receipt Due Date
 - Receipt Due Document
 - Preparer Name – if they employee had a preparer for Section 1
 - Section 2 Signature Name
 - E-Verify Status
 - SSA Referral Date
 - DHS Referral Date
 - DHS Referral Date 2
 - E-Verify Case Number
 - Receipt Code



I-9 Express Reporting–SSN Applied For

- **Description** – This is a list of Forms I-9 with Section 1 completed using the **SSN Applied For** option. This option should be used if the employee does not have a Social Security number or the employee has applied for a Social Security number and it has not yet been issued. The employee should provide their SSN to you within 90 days. I-9 Management will track these employees for you.
- **Parameters** – The report is a list of all employees that have completed the I9 process with Applied for SSN.
- **Format** – The report is only available Online or in Excel.
 - **Online** – Click on the employee’s name for direct access to the employee’s record to enter the SSN.
 - **Download to Excel**
- **Contents** – Columns in Excel are listed below from left to right for each employee listed in the results.
 - Type of transaction – P (Pending)
 - Location Code (Employee Location)
 - Location Name (Employee Location)
 - SSN (Employee)
 - First Name (Employee)
 - Middle Name (Employee)
 - Last Name (Employee)
 - Maiden Name (Employee)
 - Date of Birth
 - Entry date
 - Start Date (Employee)
 - Immigration Status
 - Work Expiration
 - Work Expiration Reason
 - Receipt Due Date
 - Receipt Due Document
 - Preparer Name – if they employee had a preparer for section 1
 - Section 2 Signature Name
 - E-Verify Status
 - SSA Referral Date
 - DHS Referral Date
 - DHS Referral Date 2
 - E-Verify Case Number
 - Receipt Code



I-9 Express Reporting - E-Verify Issues

- **Description** – E-Verify is a federal government program that verifies the information on an eligible employee’s Form I-9 with the Social Security Administration (SSA) and the Department of Homeland Security (DHS) databases to determine if the employee is eligible for employment in the United States. If you are using E-Verify, the employees listed in this category have an open E-Verify case attached to their current/active Form I-9. This includes EMPLOYMENT AUTHORIZED, DHS NO SHOW, and FINAL NONCONFIRMATION cases that have not been closed.
- **Parameters** – The report is a list of all employees open E-Verify cases
- **Format** – The report is only available Online or in Excel.
 - **Online** – Click on the employee’s name for direct access to the employee’s record to review the E-Verify issue.
 - **Download to Excel**
- **Contents – Columns in Excel are listed below from left to right for each employee listed in the results.**
 - Type of transaction – P (Pending)
 - Location Code (Employee Location)
 - Location Name (Employee Location)
 - SSN (Employee)
 - First Name (Employee)
 - Middle Name (Employee)
 - Last Name (Employee)
 - Maiden Name (Employee)
 - Date of Birth
 - Entry date
 - Start Date (Employee)
 - Immigration Status
 - Work Expiration
 - Work Expiration Reason
 - Receipt Due Date
 - Receipt Due Document
 - Preparer Name – if they employee had a preparer for section 1
 - Section 2 Signature Name
 - E-Verify Status
 - SSA Referral Date
 - DHS Referral Date
 - DHS Referral Date 2
 - E-Verify Case Number
 - Receipt Code



I-9 Express Reporting-Employee Audit

- **Availability:** This report is available to all clients.
- **Report Description:** The report contains data for all. The purpose of the Audit Report is to track the addition of I-9s as well as any edits or changes made to the faculty, staff, and student workers's I-9 including a description of the event, the time and date of the event and the name of the person that performed the event.
- **Report Format:** The report is only available in CSV, Excel, PDF and Word format.
- **Report Parameters:** The report can be run for a single faculty, staff, and student worker or multiple employees, but if only one new hire it is best to run from the Employee Details page.
- **Report Contents:** Each row of the report contains the information (columns) listed below from left to right for each SSN Requested
 - SSN (Employee)
 - Last Name (Employee)
 - First Name (Employee)
 - Middle Initial (Employee)
 - Date of Birth
 - Date
 - Event
 - Source
 - Signature Method
 - Location
 - Field Updated
 - Before
 - After
 - Description



I-9 Express Reporting - I-9 Users

- **Report Description:** The report provides a list of all authorized users.
- **Report Format:** The report is available in CSV, Excel, PDF, and Word format.
- **Report Parameters:** Set at the time the user requests the report.
 - **Group:** Filter the report contents to only include faculty, staff, and student workers in the specified group. The default setting is ALL.
 - **Location:** Filter the report contents to only include faculty, staff, and student workers from the specified location. The default setting is ALL.
- **Report Contents:** Each row of the report contains the information (columns) listed below from left to right for each Form I-9 on file. Rows are alphabetically sorted by year/month, location code, and location name.
 - User ID
 - SSN
 - First Name
 - Last Name
 - Creation Date Time
 - Role
 - Role Level
 - Action Date
 - Action Desc
 - Action Target Location
 - System Last Action Date
 - Termination Date



MyU Reporting Center

All locations have the access to run the reports, the results will be your location only.

- **I9 Needed Query:** Lists all faculty, staff, and student workers that have do not have I-9 information in PeopleSoft on the Visa/Permit page it is blank page. Units are encouraged to run this query at least every three days, However, it is best if this query is run daily to ensure the I-9 process is completed timely and are in compliance.
- **Foreign National Expiring Warning Report (UMPYAE005 - UM NRA Exp Warning Rpt):** This report list all faculty, staff, and student workers with expiring documents within 90 day. This report should be reviewed each pay period to assist in getting the necessary documents to continue employment before the expiration date. This will prevent any disruptions in the new hire'svpay.

The custom report/query can be found in the Reporting Center in MyU

- I-9 Needed Query can be found under Human Resource Management >Pay/Time Queries. This query is run on demand.
- UMPYAE005 - UM NRA Exp Warning Rpt can be found under Reports Under for Me – This report is run every Saturday after Payroll Close.



MyU Reporting Center - I9 Needed

- **Location:** Reporting Center–Pay/Time Queries
- **Description:** Provides a list of all new faculty, staff, and student workers missing I-9 information in PeopleSoft
- **Format:** Available in Excel format.
- **Parameters:** Dept ID, ZDEPT ID or College
- **Contents**
 - Last Hire Date
 - Section 1 Due Date
 - Section 2 Due Date
 - Employee ID
 - Empl_Rcd Number
 - Employee Name
 - Employee Status
 - Action
 - Action Reason
 - Effective Date
 - Original Hire Date
 - Job Code
 - Employee Type
 - Full/Part Time
 - Standard Hrs per week
 - Employee Class
 - Company
 - Campus
 - Location
 - College/ College Description
 - ZDEPT ID/ ZDEPT Description
 - DEPT ID/Department Description
 - Supervisor ID
 - Supervisor Name
 - HR Contact Name



Foreign National Visa Expiration Warning Report (PY FN EXP WARN RPT)

- **Location:** Reporting Center – Reports Run for Me
- **Description:** Provides page per department ID
- **Format:** Available in PDF
- **Contents**
 - Company
 - Company Description
 - Department
 - Department Description
 - As of Date
 - Warning Messages
 - Instructions
 - Employee Name
 - Employee ID
 - Visa Type
 - Visa Type Description
 - Expiration Date
 - Dates Left (Before Expiration)



Payroll Updates

- Watch for W-4 e-mail to all employees
- SSN Accuracy
 - Number
 - Name
- Online Off-cycle and Payroll Update
 - Be sure to monitor your submissions
 - Was your submission approved?
- PLEASE check pre-confirm





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