Online I-9
Reverification of Employment Authorization Date
When Original I-9 Was Prior to Online System

1. Employee completes Section 1 of the Online I-9. (Administrator may complete Section 1 with employee from I-9 Administrator site if necessary).
   a. Use employee’s original hire date as start date
      i. May have to lookup hire date in PS Job Data for employee
   b. Use “Default” as the location

2. I-9 Administrator completes section 2
   a. May need passport information if required (See PeopleSoft Identification Data>Citizenship/Passport if necessary)
   b. Once I-9 is successfully added, the E-Verify status will say “The current I-9 is not eligible for verification through E-Verify.”
c. Click on Add Comment to describe why the online process is being used, but not E-Verify (extension or reverification of current employee).

d. Complete Short Description and Comment Line and click Continue—See Sample below.
e. The comment short description will show on Employee Detail page. You can click on the Short Description to see the detailed comment.

3. Employee completes Alien Information Request form
   a. Employee completes Part 1
   b. In Part 2, employee checks the Current Employee – Reverify Expiration Date box
   c. Employee checks appropriate visa classification and current employment authorization date field.
   d. If appropriate, employee can complete the substantial presence test, but it’s not required.
   e. Employee reads certification statement and signs & dates the form.


5. Payroll updates new data into PeopleSoft Identification Data>Visa/Permit page.
   a. If necessary, Payroll will also update PeopleSoft Tax Data.