

# New Employee Process

Congratulations! You've successfully hired a new employee to Michigan State University. As part of the hiring process the new employee must complete an I-9.

- Communicate to the employee to complete Section 1 of the I-9 online prior to their start date. Please provide:
  - Location Code (Organizational Code)
  - Date of Hire
  - Link to complete Section 1: [www.hr.msu.edu/ua/i9/](http://www.hr.msu.edu/ua/i9/)
  - Deadline
- The employee must bring proper documentation to the verifier no later than 3 calendar days from their date of hire in order for the verifier to complete Section 2
- The employee's online confirmation/receipt pages will provide a list of the required documents
- New employees have the ability to complete section one 180 days in advance.

# Sample Letter or Email Communication

Congratulations on your new position with Michigan State University!

In order to complete the hiring process for your new position, please complete an electronic I-9 form (Section 1) and sign it with an electronic signature on or before *[insert date of hire]*.

To complete Section 1 of the electronic I-9 go to <http://www.hr.msu.edu/ua/I9/> and select “Section 1 (to be completed by new employee)”.

Enter the following for “location”: **[insert organization number]** in the drop down box.

Your employment date is: **Month, DD, YYYY**

Section 1 of the I-9 must be completed by your employment date

## Please remember:

- Complete Section 2 of the I-9 with an MSU Verifier no later than 3 calendar days from your employment date.
- To bring documentation to complete Section 2 of the I-9. Please refer to your online confirmation/receipt page for a list of the documents required.

# New Employee Process

The employee will be directed to go to: [www.hr.msu.edu/ua/I9](http://www.hr.msu.edu/ua/I9) and select “Section 1 (to be completed by new employee)”.

<https://www.hr.msu.edu/ua/I9/>

MICHIGAN STATE UNIVERSITY

## HUMAN RESOURCES ADMINISTRATORS & SUPERVISORS

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MSU Human Resources >> Ua >> I9 >> Form I-9

### FORM I-9

MSU Human Resources verifies employment eligibility for the university using the Form I-9 online system. New employees as well as unit/department administrators share a responsibility for completing sections of the I-9 Form.

New employees to the university must complete Section 1 of the I-9 Form on or before the first day of employment. Original, unexpired documents from either List A or List B and C must be presented to the unit verifier within three business days of the first day of employment.

### Access to the Electronic I-9 System

- [Section 1 \(to be completed by new employees\)](#)
- [Section 2 \(to be completed by unit verifiers\)](#)

# New Employee Process

The employee will be prompted to enter select the location code from the drop list. The employee will then click Continue.

## WELCOME TO THE MICHIGAN STATE UNIVERSITY I-9 MANAGEMENT SYSTEM

This site provides access to complete Section 1 of the Form I-9.

To begin, enter your Location.

Please enter your Location. This information is only used to identify your account and it is protected by industry standard SSL encryption.

**\*required fields**

LOCATION\*

CONTINUE

On the next Welcome screen, select Personal Information or the green continue button at the bottom to proceed to the next page.

# New Employee Process

Employee Personal Information appears on the screen. In the text fields provided, the employee enters the required Section 1 information.

## PERSONAL INFORMATION

Standard, 10002030

**Personal Information**

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**PERSONAL IDENTIFICATION**

Social Security Number\*  Confirm Social Security Number\*  - OR -  SSN Applied For

First Name (Given Name)\*  Middle Initial  Last Name (Family Name)\*  Other Last Name Used

Email Address  Telephone  Date of Birth\*

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**PHYSICAL ADDRESS**

Street Address\*  Apt

Zip code\*  City\*  State\*

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**SIGNATURE**

Must enter **N/A** if an Middle Initial, Apt Number, Email Address or Telephone Number is not provided

Employee may use PO Box for address

SSN Field can be left blank

'Other Names Used' now 'Other Last Names Used'. Fill with N/A if not provided

# New Employee Process

The employee enters the employment date and selects the appropriate Citizenship Status option.

If either Lawful Permanent Resident or Alien Authorized to Work is selected, required information such as Alien Registration Nbr, I-94 Admission Nbr or Foreign Passport Nbr. Enter N/A in fields not provided.

Click **Continue**.

Aliens Authorized to work now only need to provide one of the following:  
Alien Registration Nbr, I-94 Admission Nbr or Foreign Passport Nbr. Enter N/A in fields not provided

*A message will appear above each section if any required information was missed. All missing information will be highlighted in red.*

## Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instruccionen en Esp:](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

[View Employee Information](#)

Employment Date (mm/dd/yyyy)

### Citizenship Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am

- 1. A citizen of the United States [?](#)
- 2. A noncitizen national of the United States (see instructions) [?](#)
- 3. A lawful permanent resident [?](#)
- 4. An alien authorized to work until [?](#)

### Preparer and/or Translator Certification [?](#)

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

# New Employee Process

An employee review page will appear to let the new hire confirm their entered data.

After the employee reads the statements at the bottom, they will check the box for their electronic signature, and click continue.

If any information is incorrect the employee can change it by clicking the “Edit Personal Info” link or the back button.

## EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

test test

**Date of Birth:** 01/01/2000

**U.S. Social Security Number:** Applied for

**Address:** 1407 ABC Way East Lansing, MI 48823

**Work Status:** A Citizen of the United States

## EMPLOYEE ELECTRONIC SIGNATURE

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

- By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:**
- Agree to electronically sign this document.
  - Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
  - Understand that the employer may electronically verify your work authorization with the United States Government.

[Edit Personal Info](#)

« BACK

CONTINUE »

# New Employee Process

The new hire has the option to print or email the receipt.

Note: The SSN is masked for their protection.

In addition, the new hire will receive a customized list of documents needed for the completion of Section 2. The list of acceptable documents varies according to the citizenship status entered in Section 1 of the I-9.

## NEXT STEPS

Print this page

You're almost done...

Click the continue button at the bottom of the screen to finish.

### THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

#### RECEIPT CODE

pgfcp3rar

#### EMAIL RECEIPT CODE

Please remember to bring this with you to your appointment!

## ACCEPTABLE DOCUMENTS

Please remember to bring ORIGINAL, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while List B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below.

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide not to consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

### LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

### LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card
- Voter's Registration Card with Photo
- U.S. Military Card
- U.S. Military Draft Record
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Native American Tribal Document with Photo
- Canadian Driver's license

### LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)



# New Employee Process is Complete!

- The new employee has now completed Section 1 of the Form I-9, and must present the Acceptable Documents to an MSU I-9 Verifier that proves identity and authorization to work in the United States, no later than 3 calendar days of the date they began work.

The screenshot displays a web interface for the Employment Center. At the top, it says "WELCOME TO YOUR EMPLOYMENT CENTER!". Below this, there are two tabs: "Welcome" and "Congratulations", with "Congratulations" being the active tab. The main message reads "Congratulations! You are finished with the process." To the right, there is a header "Test N Page, Standard, 10070642" and a progress bar with two items: "Personal Information" and "I9", both marked with a green checkmark and a lock icon. At the bottom, the EFX logo is visible, along with the text "2019 Equifax, Inc., All rights reserved" and links for "Privacy Policy" and "Terms of Use".