New Employee Process – Step 1

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.
  • Employer Code for Michigan State University: 16628
  • Location Code
  • Employment date

• The employee must then bring proper documentation to the verifier within 3 days of their start date in order for the verifier to complete Section 2 within 3 days.

• The employee’s online confirmation/receipt pages will provide a list of the required documents.
Sample Letter or Email Communication

Congratulations on your new position with Michigan State University! I look forward to seeing you at your new employee orientation on [insert date].

Orientation is held in the Nisbet Building, 1407 S. Harrison, East Lansing, MI 48823 at the Human Resources Solutions Center located in Suite 110. Driving Directions are at: https://maps.msu.edu/__public/pdfs/driving.pdf.

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 before your scheduled orientation date noted above.

To complete Section 1 of the electronic I-9 go to http://www.hr.msu.edu/I9/ and select “Click here to access MSU’s online I-9 system”.

The Employer Code for Michigan State University is 16628
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 to bring:
• Documentation to complete an I-9. Please refer to your online confirmation/receipt page for a list of the documents required.
New Employee Process – Step 1

The employee’s location code is their Primary Organizational Unit Code. The employee’s employment date is their Start Date.

[Image of website interface showing employee search and appointment details]
New Employee Process – Step 2
The employee will be directed to go to: www.hr.msu.edu/I9 and select “Click here to access MSU’s online I-9 system.”
New Employee Process – Step 2
The employee will be directed to newI9.com. The employee is prompted to enter their Employer Code: 16628
New Employee Process – Step 2

The employee will be prompted to enter the text that appears in the box – this is for added security. The employee will then click Continue.
New Employee Process – Step 3

Section 1 of the I-9 form appears on the screen. In the text boxes provided, the employee enters the required Section 1 fields.

- If Employee does not have a Last Name or First Name fill with ‘Unknown’
- ‘Other Names Used’ now ‘Other Last Names Used’. Fill with N/A if not provided
- Must enter N/A if an 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
- Must enter N/A if an Apt Number, Email Address or Telephone Number is not provided
- Employee may use PO Box for address
- SSN Field can be left blank
New Employee Process – Step 4

The employee then selects the appropriate Citizenship Status option. If either Lawful Permanent Resident or Alien Authorized to Work is selected, required information such as Alien number or I-94 number must be provided. Click **Continue**.

A message will appear at the top of the page if any required information was missed. All missing information will be highlighted in green.

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.

New radio button. Employee must indicate they did not use a preparer translator or the preparer must check they assisted.
New Employee Process – Step 5

A 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 “Change Information” link.
Electronic Signature Statement

Below is a larger image of what the new hire is attesting to when they electronically sign their I-9. The statement can also be read in Spanish.

Employee Electronic Signature  (English | Español)

☐ By checking this checkbox I attest to the following:

- 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 understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.
New Employee Process – Step 6

The new hire is presented with a link if they wish to print the I-9. 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 documents varies according to the citizenship status entered in Section 1 of the I-9.
New Employee Process is Complete!

• The new employee has now completed section 1 and logs out.
• The employee will need to bring identification that proves identity and authorization to work in the United States, within 3 business days of the date they began work.
• The printed receipt page can be kept by the new employee for their records.
• New employees have the ability to complete section one 180 days in advance.