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.
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/](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 and select “Section 1 (to be completed by new employee)”.

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.

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>Enter the employee's Social Security Number in the provided field.</td>
</tr>
<tr>
<td>Confirm Social Security Number</td>
<td>Enter the confirmation of the Social Security Number in the provided field.</td>
</tr>
<tr>
<td>OR - SSN Applied For</td>
<td>If the Social Security Number is not applied for, fill in this field.</td>
</tr>
<tr>
<td>First Name (Given Name)</td>
<td>Enter the employee's first name in this field.</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Enter the employee's middle initial in this field.</td>
</tr>
<tr>
<td>Last Name (Family Name)</td>
<td>Enter the employee's last name in this field.</td>
</tr>
<tr>
<td>Other Last Name Used</td>
<td>Enter the other last names used, if applicable.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Enter the employee's email address in this field.</td>
</tr>
<tr>
<td>Telephone</td>
<td>Enter the employee's telephone number in this field.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Enter the employee's date of birth in this field.</td>
</tr>
</tbody>
</table>

**PHYSICAL ADDRESS**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Enter the employee's street address here.</td>
</tr>
<tr>
<td>Apt</td>
<td>Enter the employee's apartment number here.</td>
</tr>
<tr>
<td>Zip code</td>
<td>Enter the employee's zip code here.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the employee's city here.</td>
</tr>
<tr>
<td>State</td>
<td>Enter the employee's state here.</td>
</tr>
</tbody>
</table>

**SIGNATURE**

*Employee may use PO Box for address*

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

*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 number or I-94 number must be 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.
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.
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.
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.