

Verifier's Responsibilities

The new hire will present their identification within 3 calendar days from the hire date.

The verifier will go to: www.hr.msu.edu/I9 and select the link for Section 2 for Verifier Access to MSU's online I-9 system. This is a single-sign on access for the verifier once logged into the EBS system.

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.

Newly hired and rehired 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 an employee)

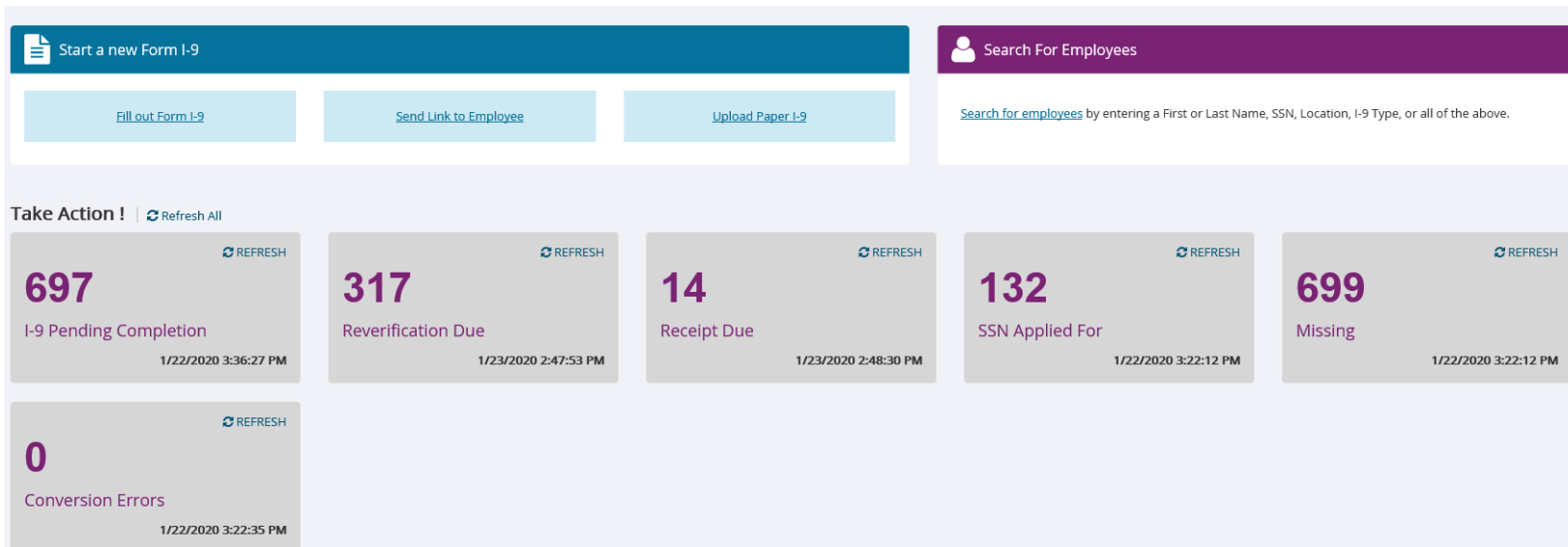
[Section 2](#) (to be completed by an I-9 verifier)

Verifier's Responsibilities

Once logged on, the verifier will see his/her dashboard. To perform a quick search, select the link for search employees in the top right corner. New hires who have completed Section 1 will be found in the Pending completion tab.

Upon first logging in, refresh one or all of the tabs, by clicking the word refresh in each tab. 

Welcome to I-9



The dashboard is titled "Welcome to I-9" and features several key sections:

- Start a new Form I-9:** A blue header with three buttons: "Fill out Form I-9", "Send Link to Employee", and "Upload Paper I-9".
- Search For Employees:** A purple header with a search icon and the text "Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above."
- Take Action!** A section with a "Refresh All" button and five data cards:
 - 697 I-9 Pending Completion:** Last updated 1/22/2020 3:36:27 PM.
 - 317 Reverification Due:** Last updated 1/23/2020 2:47:53 PM.
 - 14 Receipt Due:** Last updated 1/23/2020 2:48:30 PM.
 - 132 SSN Applied For:** Last updated 1/22/2020 3:22:12 PM.
 - 699 Missing:** Last updated 1/22/2020 3:22:12 PM.
- 0 Conversion Errors:** Last updated 1/22/2020 3:22:35 PM.

Dashboard

- Pending – I-9s with Section 1 completed.
- Reverifications Due – an employee’s work authorization is expiring so renewal process can be started.
- SSN Applied For – employee has not yet received their Social Security Number.
- Missing – the employee has a record on The Work Number, but does not have an I-9 on file.
- Conversion Errors – I-9s that have been flagged with errors during the historical conversion process




Verifier's Responsibilities

The main responsibility of the verifier will be to complete section 2 of pending I-9s. To begin this process, click the Pending completion tab, then click the name of the employee from the list of pending I-9s.

Search Results: Pending

Type:

 Export to Excel

E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, D=Receipt Due, M=Missing, I=Invalid, F=E-Verify w/o I-9
(Red=Problem, **Bold**=Urgent)

Type	Name	Location	SSN	Employment
P	test.test	10002030		
P	Test_Test	10002030		01/01/2016
P	Test_Test	10070642		08/26/2019

Showing 1-3 of 3

Verifier's Responsibilities

- Review the Employment Date and Location for accuracy and make applicable changes in Section 1.
- Enter the Full Middle Name as appears on provided documentation.
- Select the set of documents that were presented to you and click continue.

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee. * Required Field

[Review/Change Section 1 Information](#)
[View and Print or Email Employee Receipt](#)

Employee: Test Test
 *** Employment Date:** 1/1/2016
 Location: 10002030

Full Middle Name:

*** Select the set of document(s) presented by the employee:**

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt (s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A
List A proves identity AND work authorization: [Receipt \(e.g., replacement\) What's This?](#)

List B and C
List B proves identity: [Receipt \(e.g., replacement\) What's This?](#)

List C proves work authorization: [Receipt \(e.g., replacement\) What's This?](#)

Employee terminated before completing I-9

Verifier's Responsibilities

Enter the data from the documents provided into the system:

- The Issuing Authority is typically on the document provided (SSA, State DMV, etc).
- The document number is entered, along with an expiration date (if applicable), then click continue. All documents must be unexpired.

Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List B document - Driver's License Issued by State or Possession with Photo

Issuing Authority:

Choose the State or Territory on the Drive

Document #:

Expiration Date (mm/dd/yyyy):

List C document - Original Birth Certificate or Certified Copy with Official Seal

Issuing Authority:

Document #:

Verifier's Responsibilities

NOTE:

- If a document is presented from list B it must have a photo on it and unexpired.
- To see examples of each type of document listed, click Sample Document. Examples of documents are also available in the Help menu.
- DO NOT make copies of supporting documentation, unless required for E-Verify purposes.

Verifier's Responsibilities

On the Employer Review page, review the information and make any edits if necessary. You will electronically sign, by selecting the attestation check box, and click continue.

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information. After verifying that the information is correct, complete the signature block at the bottom of the page.

← EMPLOYER REVIEW

Corrected field

Name:
test test

Address:
1407 ABC Way

Employment Date:
01/23/2020

Alien Registration Number/USCIS Number:

Alien Work Until Date:

Obtained I-94 from USCIS:

Group:
None

Full Middle Name:

Other Names Used:

City, State & Zip:
East Lansing, MI 48823

I-94 #:

Reverification Due Reason:

Location:
Default

U.S. Social Security Number:
Applied for

E-mail Address:

Receipt Due Date:

Foreign Passport Number:

Receipt Code:

Date of Birth:
01/01/2000

Telephone Number:

Work Status:
A Citizen of the United States

Receipt Due Document:

Country of Issuance:

I9 Data Id:

[Change Information](#)

Document Information Summary

List B document: Driver's License issued by State or Possession with Photo

Issuing Authority: Michigan

Document #: T0123456789

Expiration Date (mm/dd/yyyy): 01/01/2021

List C document: Original Birth Certificate or Certified Copy with Official Seal

Issuing Authority: State of Michigan

Document #: 12345

Employer Electronic Signature [English](#) | [Español](#)

*I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. **The employee's first day of employment (mm/dd/yyyy): 1/23/2020**

- I also attest to the following:
- I understand the employee's work authorization may be verified electronically with the United States government.
 - If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
 - I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

[Previous](#) [Next](#) [Continue](#)



Verifier's Responsibilities

The Employee Detail page will display, indicating the I-9 has been successfully added, in the blue banner.

Employee Detail

The I-9 was successfully added.

<p>Name: test test</p> <p>Address: 1407 ABC Way</p> <p>Employment Date: 01/23/2020 Change Employment Date</p> <p>Alien Registration Number/USCIS Number:</p> <p>Reverification Due Date:</p> <p>Obtained I-94 from USCIS:</p> <p>Group: None</p> <p>Form I-129 Filing Date: Change Extension Of Stay</p>	<p>Other Names Used:</p> <p>City, State & Zip East Lansing, MI 48823</p> <p>TWN Hire Date:</p> <p>I-94 #:</p> <p>Reverification Due Reason:</p> <p>Location: Default Change Location</p> <p>Full Middle Name: Change Full Middle Name</p>	<p>U.S. Social Security Number: Applied for Change SSN</p> <p>E-mail Address:</p> <p>Termination Date: Change Termination Date</p> <p>Receipt Due Date:</p> <p>Foreign Passport Number:</p> <p>Receipt Code: pgfcp3rar</p> <p>Previous Locations:</p> <p>Audit Report: View/Download</p>	<p>Date of Birth: 01/01/2000</p> <p>Telephone Number:</p> <p>Work Status: A Citizen of the United States</p> <p>Receipt Due Document:</p> <p>Country of Issuance:</p> <p>I9 Data Id: 47908648</p>
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Section 3
New I-9
Upload Paper I-9
Receipt Update