

SuccessFactors: Recruiting/Onboarding Quick Reference Guide

COMPLETING SECTION 2 OF FORM I-9

Last Revised: 06/14/2019

Duke | HUMAN RESOURCES

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Overview

Welcome to SuccessFactors! This Quick Reference Guide (QRG) was created to instructions for completing Section 2 of Form I-9 of employment verification.

For additional details on working with SuccessFactors, online training videos are available and be can found on the Manager’s Section of the HR Website under Recruitment and Hiring via the following link:

<https://hr.duke.edu/managers/recruitment/successfactors>.

Onboarding: Form I-9 Section 2 Steps for Onboarding Coordinator:

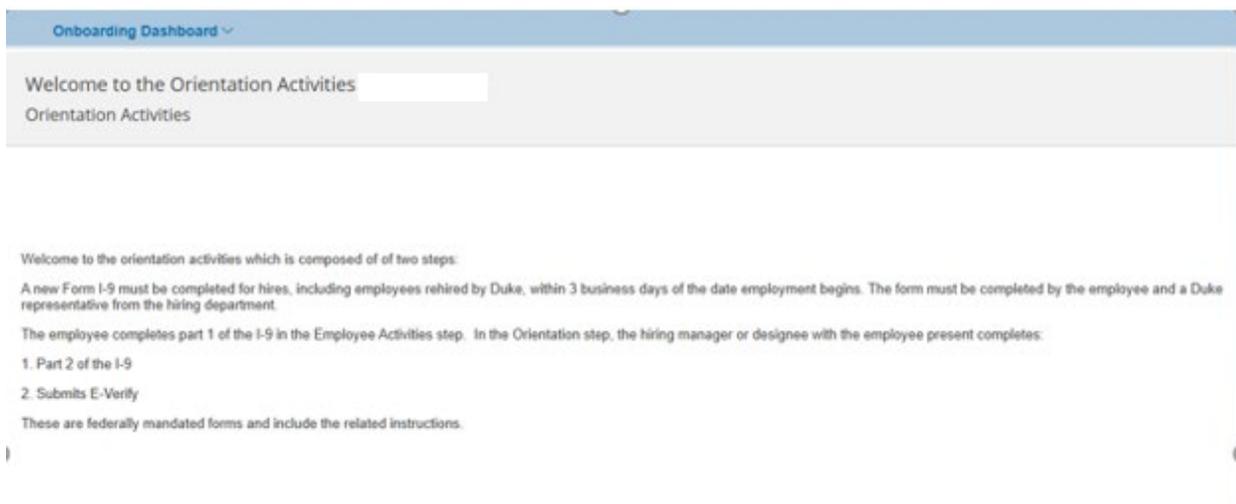
A NEW FORM I - 9 MUST BE COMPLETED FOR HIRES/REHIRES WITHIN 3 BUSINESS DAYS OF THE DATE EMPLOYMENT BEGINS.

Section 1 of the I-9 is completed by new hired as one of their onboarding tasks.

Section 2 of the I-9 is completed by a Duke representative from the hiring department.

Foreign nationals should meet with a Duke Visa Services representative for completion of the I-9.

ALL NEW HIRES MUST HAVE THEIR EMPLOYMENT AUTHORIZED THROUGH E-VERIFY.



FORM I-9 OUT OF COMPLIANCE:

I-9 forms that are out of compliance (beyond 3 business days from hire date) will require an explanation for why the form was completed late.

In the example below, the explanation is to correct the hire/start date:

The screenshot shows a web interface for handling a Form I-9 out of compliance. At the top, the title is "Form I-9 Out of Compliance" with a sub-header "Orientation Activities". Below this is a paragraph of text explaining the 3-day compliance rule and the consequences of non-compliance. There are four radio button options: "Suspend the New Hire's Employment", "Change the New Hire's Start Date (New Hire has not started work)", "Do Not Change the New Hire's Start Date", and "Terminate the New Hire's Employment". The second option is selected. At the bottom, there is a "Show Onboarding version information" link and three buttons: "Cancel", "Back", and "Next".

Form I-9 Out of Compliance
Orientation Activities

The Form I-9 has not been completed within 3 Federal business days of the New Hire's start date and the Department of Homeland Security (DHS) requires all employers to complete the Form I-9 within 3 Federal business days of the New Hire's start date. Legally you are required to terminate the New Hire until he/she can bring in the proof of eligibility. If you choose to continue the employment of the New Hire, your company will be out of compliance with this rule and may be subject to fines if you are audited by the DHS. Please select how you would like to proceed.

- Suspend the New Hire's Employment
- Change the New Hire's Start Date (New Hire has not started work)
- Do Not Change the New Hire's Start Date
- Terminate the New Hire's Employment

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Cancel Back Next

Change Start Date:

Change Start Date
Orientation Activities

The Form I-9 has not been completed within 3 Federal business days of the New Hire's start date and since the New Hire has not started work, you have decided to change the New Hire's start date. Please change the start date below, or click the Back button to choose another option.

I confirm that the New Hire has not started work yet and that I can change his/her Start Date.

Current Start Date

New Start Date

Please document the reason for the change in start date (30 lines max).

Instructions for Completing Section 2 of the I-9:

Form I-9 Section 2 Instructions
Orientation Activities

Employee Responsibilities:
Employees must present unexpired original documentation that shows the employer their identity and employment authorization. Your employees choose which documentation to present.
Employees must present:
• One selection from List A, or
• One selection from List B in combination with one selection from List C.

List A contains documents that show both identity and employment authorization. List B documents show identity only. List C documents show employment authorization only. In certain circumstances, your employee may present an acceptable receipt in lieu of a List A, B, or C document. Receipts only temporarily satisfy the document presentation requirement and the employee will need to bring in the original documents within 90 days of the start date.

Employer Responsibilities for Section 2
An employer or an authorized representative of the employer completes the next set of panels. Employers or their authorized representatives must physically examine the documentation presented and sign the form.

The employer or authorized representative must:
• Ensure that any document your employee presents is on the List of Acceptable Documents or is an acceptable receipt.
• Physically examine each document to determine if it reasonably appears to be genuine and to relate to your employee presenting it. If you determine the document does not reasonably appear to be genuine and relate to your employee, you should allow your employee to present other documentation from the List of Acceptable Documents.

Enter the information regarding the documents on the next set of panels. Return the documentation presented back to your employee.

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Step 1: Confirm citizenship/immigration status.

Confirm Employee's Citizenship/Immigration Status [redacted]
Orientation Activities

The employee has completed Section 1 of the Form I-9 with a citizenship/immigration status of A CITIZEN OF THE UNITED STATES. Confirm with the employee that the citizenship/immigration status is correct.

Is the citizenship/immigration status selected correct? Yes No

Step 2: Select work authorization documents.

Section 2: Employer or Authorized Rep Review & Verification [redacted]
Orientation Activities

Ask the employee for the documents she/he will use to prove identity and employment eligibility to work in the United States. Physically examine each document to determine if it reasonably appears to be genuine and relate to your employee presenting it. If you determine the document does not reasonably appear to be genuine and relate to your employee, you should allow the employee to present other documentation from the List of Acceptable Documents. Please ensure that any document your employee presents is on the List of Acceptable Documents or is an acceptable receipt.

Select the Proof of Eligibility Document(s)
After reviewing the documents, please select which documents the employee presented, either one from A, or one from B and List C.

LIST A: (Identity and Eligibility)
UNITED STATES PASSPORT

OR

LIST B: (Identity)
... NONE

AND

LIST C: (Eligibility)
... NONE

Does the employee have the proof of eligibility document(s) with him or her today? Yes No
Is this List A document an original or a receipt for lost, stolen or damaged one?

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Cancel Back Next

Step 3: Input work authorization document numbers.

Section 2 - Employer Review and Verification
Orientation Activities

Please examine and record the document(s) selected by the employee as proof of eligibility to work in the United States. Also record the issuing authority and the document number and expiration date, if any.

LIST A UNITED STATES PASSPORT

Passport # * Expiration Date

Issuing Authority

I reviewed the document selected above. It identifies the employee and proves the employee is eligible to work in the U.S.

Start Date: *

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.

[If you are not sure what a document looks like, click here to review eligibility documents.](#)

Step 4: Review name, Social Security number, and date of birth. If information is incorrect, click on incorrect data and update.

Review and Approve - Orientation Activities Next >>

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click "Finish" on the pop-up to return to the Review and Approval page.

New Hire Name & SSN Information

Name: _____

Do you have a social security number? [Yes](#) Social Security Number: _____

I acknowledge my last name differs from that shown on my social security card. [Yes](#)

Date Of Birth: _____

Step 5: Review citizenship status, hire date, and documents. If information is incorrect, click on the incorrect data and update.

Review and Approve - Orientation Activities

Employment Eligibility Information

Citizenship Status: [A CITIZEN OF THE UNITED STATES](#)

List A Document: [UNITED STATES PASSPORT](#)
 Document Id: Issuing Authority: [U.S. DEPARTMENT OF STATE](#) Expiration Date:

Start Date: [06/13/2019](#)

Is Citizenship Status Correct? Yes

Form I-9 Out of Compliance

Suspend the New Hire's Employment: Change the New Hire's Start Date (New Hire has not started work): Do Not Change New Hire's Start Date: Terminate the New Hire's Employment:

Yes No

Comments: [start date entered wrong](#)

Close << Back Next >>

Step 6: Confirm if someone other than the new hire helped complete the I-9.

Review and Approve - Orientation Activities

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

Preparer/Translator Information

Did you need someone to help you answer the I-9 questions? [No](#)

<< Back Finish

Step 7: Electronic Signature Agreement:

Default password: onboardingPW77 if you have not already setup your own password.

Please, enter your password. After you key in your password, click the "Submit" button. Afterwards the list of forms will be displayed that require your signature. The first form will automatically be displayed. Click the "Click to Sign" button. A check mark will appear near the form you have electronically signed and the next form will be displayed for signature. Continue the process until all forms are signed.

Agreement to Use Electronic Click Signature to Sign Documents

I, _____, agree to sign these electronic PDF documents using "click" signature technology. I understand that a record of each document and my signing of it will be stored in electronic code. I intend both the signature I inscribe with the "click" signature technology and the electronic record of it to be my legal signature to the document. I confirm that the document is "written" or "in writing" and that any accurate record of the document is an original of the document.

Corporate Representative Title

Password
[Forgot Password](#)

Step 8: Photo-matching is only required if using a passport, permanent resident ID card, or EAD (I-766) card.

a) Scan and upload required document

Initial Verification Document Upload _____
Initial Verification

If an employee presents an Unexpired U.S. Passport or U.S. Passport Card as the verification document, the employer must make a copy of that document and keep it on file with Form I-9.

As the employer, you must make a copy of the document and keep it on file with the Form I-9. You can either scan and upload the document or copy the document for future uploading into the employee's I-9 file. Please choose which option you will use:

Scan and Upload Now

Scan the document and upload the file. File must be in PDF, GIF, PNG, JPEG or TIFF format and no larger than 4 MB.

Scan and Upload Later

Browse for scanned copy of passport, then press Upload

Check to make sure document successfully uploaded:



Initial Verification

Initial Verification

Initial Verification

Last Name:		First Name:	
Middle Initial:		Other Names Used:	
Social Security Number:		Date of Birth (mm/dd/yyyy):	
Citizenship Status:	Citizen of the United States		
Document Type:	Unexpired U.S. Passport or U.S. Passport Card		
Hire Date (mm/dd/yyyy):	6/13/2019	Doc. Expiration Date (mm/dd/yyyy):	
Alien Number:		I-94 Number:	
Passport #:			

Step 8: Photo Matching

b) Confirm photo – Click the “Confirm” button even if no image appears.

Initial Verification

Confirm Photo
A photo of the employee being verified is displayed below. You are required to compare the displayed photo to the photo shown on the employee's documentation. Please read the instructions and confirm whether the photos are the same.



Please compare employee's DHS-issued photo document with the photo displayed. Photo matching helps ensure that the documents provided by employees are valid.

To match an E-Verify photo with a photo document, simply compare the photo shown in E-Verify to the photo on the DHS-issued document provided by the employee. The two photos should be identical.

Do NOT match the photo in E-Verify to the in-person employee.

[Click to enlarge](#)

Determine if the photograph in E-Verify appears identical to the photograph on the employee's photo document, and then select Confirm or Reject.

Confirm
The photo on the employee's document matches the photo displayed in E-Verify. Clothing, hair style, facing direction, and appearance on the document should be identical to the photo displayed by E-Verify.

Reject
The photo on the employee's document is not identical to the photo in E-Verify.

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Step 9: Submit to E-Verify

- a) Click on “Submit to E-Verify”



Step 9: Submit to E-Verify - Initial Verification

- b) Confirm verification result is “**Employment Authorized**”

Initial Verification

Initial Verification

Last Name:		First Name:	
Middle Initial:		Other Names Used:	
Social Security Number:		Date of Birth(mm/dd/yyyy):	
Citizenship/Immigration Status:	Citizen of the United States		
Document Type:	Unexpired U.S. Passport or U.S. Passport Card		
Hire Date(mm/dd/yyyy):	6/13/2019	Doc. Expiration Date(mm/dd/yyyy):	
Alien Number:		I-94 Number:	
Passport #:			

Initial Verification Results

Last Name:		First Name:	
Initial Eligibility:	Employment Authorized		
Case Number:	2019164141709KJ		

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Cancel Resolve Case Next

If employment not authorized immediately (Verification in Process), click the “Next” button to continue to Refresh Case Status.

Click on “Refresh Case Status” until a new E-Verify result returns. You may return to open E-Verify tasks shown on your Onboarding dashboard at a later time to check E-Verify status and close the case once employment is authorized.

Initial Verification

Initial Verification Result

Last Name:		First Name:	
Initial Eligibility:	Verification in Process		
Case Number:	2019164140246JJ		

Verification Response

Eligibility:	Verification in Process
Response Date:	

This case has been submitted, but additional time is needed to verify employment eligibility. Please note that you may not take any adverse action against the employee due to the additional time required.

You will be notified when the case status is updated.

If you created this case in error and no longer need to verify employment eligibility, click Resolve Case.

[Refresh Case Status](#)

Step 10: Complete the E-Verify step by answering employment question and closing the case.

Is the employee currently employed with this company? Answer “YES”

Click on “Finish” to exit Form I-9 Section 2 onboarding

Completing the E-Verify Process for [redacted]
Initial Verification

EMPLOYMENT AUTHORIZED

To complete the E-Verify process, please answer the question below regarding the employment status of the employee.

Is the employee currently employed with this company? Yes No

Click "Finish" to complete the E-Verify process.
If you click "Close", the activity will remain in the Work Queue at its current status.
To resolve the case manually, click "Resolve Case" and choose the appropriate resolve reason.

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Cancel Resolve Case Back Finish

NOTE: Cases should only be closed with an E-Verify response of “Employment Authorized.**”**

If you receive a Tentative Non Confirmation Result, you will need to click the “Resolve Case” button and ask the new hire if he/she plans to contest the results (recommended since the new hire cannot remain on the payroll if employment is not authorized through E-Verify).

For assistance with Tentative Non Confirmation Result, please contact the HR Information Center at 919-684-5600.