Completing I-9 Forms for H1B1, TN, O-1 Hires

HR Data Services
2011
Required Paperwork

• Requirements:
  • All hires should be Pre-Started
    - Completed on-line I-9 Form and scanned I-9 documentation (identity and eligibility for legal work in the U.S.)
    - Entry in PeopleSoft enables UTS accounts, parking passes, EmoryCard and library access
Required Paperwork

- Completed on-line Direct Deposit or CASHPAY Form
- These hires should see Mary Chenault regarding tax status as soon as possible (do not have them complete GA state and Federal tax forms!)
Completing the I-9 Form

• It is your responsibility to make sure the employee fills out section 1 accurately and completely
  - Check that last name is under last name, etc..
• NEVER tell a hire what documents to give you for I-9 purposes
Completing the I-9 Form

- H1B1, TN and O1 hires should check the 4th box above the date in section 1.
- The end date for work authorization can be found on the I-797 form in the left lower box for H1B1s and on the I-94 card for TNs and O-1s.
Completing the I-9 Form

• The alien or admission number must be supplied in section 1
• The number may be found on the I-94 arrival/departure card as 11 digits
• SSN = “applied for” if not yet assigned
• The employee MUST electronically sign and date the form
Completing the I-9 Form

- Section 2 - Employer completes
- You may accept list B & C documents from H1B1, O-1 or TN hires, but most will not have the necessary documents
- Entire list A section must be completed if list A documents are used
Completing the I-9 Form

- Completing List A H1B1, TN, O-1 hires:
  - Document Title = Foreign Passport
  - Issuing Authority = home country
  - 1st Document # = Passport # (not VISA # or SEVIS #) - look in the passport booklet under the section from the home country
Completing the I-9 Form

- 1\textsuperscript{st} Expiration Date = Passport Expiration
- 2\textsuperscript{nd} Document # = I-94 Alien #
- 2\textsuperscript{nd} Expiration Date = expiration of work authorization (program end date) on I-797 form for H1B1 and on I-94 for TNs or O-1s
Completing the I-9 Form

Certification Statement

• Be sure to fill in the first date of work for the new hire

• Electronically sign and date
Completing the I-9 Form

• HR Data Services MUST have a complete, online I-9 form and scanned I-9 documents before a hire will be processed into PeopleSoft HR
• All hires must present original documents for the I-9 (no faxes or copies)