Completing I-9 Forms for J-1 Scholar Hires

HR Data Services 2011
Hiring Paperwork

- Requirements:
  - 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 online Direct Deposit or CASHPAY Form

• Scholars 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

• All hires should be Pre-Started
• 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

• J-1 scholar hires should check 4th box above the date in section 1
• The end date for work authorization can be found in:
  - section 3 of the DS-2019 for J-1 scholars
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 for J-1 scholar hires, but most will not have the necessary documents
- Entire list A section must be completed if list A documents used
Completing the I-9 Form

• Completing List A for J-1 scholar 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

- 1st Expiration Date = Passport Expiration
- 2nd Document # = I-94 Alien #
- 2nd Expiration Date = expiration of work authorization in section 3 of the DS-2019
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)
Completing the I-9 Form

- Completing List A for J-2s (J-1 dependents)
- Employment Authorization Card:
  - Document Title: EAD
  - Issuing Authority: DHS/USCIS
  - Document #: Card # that starts w/three letters
  - Expiration Date: expiration date of work authorization on front of the card