Agenda

- New Hires
  - HR Web
  - Pre-Start and I-9 Requirements
- Students not Hired – Why?
- Common Pitfalls
- Q&A
Provide the online orientation link to the student for completion of orientation
- All students must Pre Start themselves whether they are rehires or new hires.
- HR Rep checks Pre Start to determine how to proceed with the I9.

Access HR Web > Student New Hire > Hiring Managers Add
Key the Student ID or use the magnifying glass to look up the student
Hiring Managers Add

- A Student will fail to show up when he or she is:
  - Not registered yet
  - Not carrying a full course load
  - Not in good standing
  - Doesn’t have a social security number
Address Information

Click Edit National Id for Non-US Citizens and key the correct SSN.

If the SSN is not available, HRDS will reset the Pre Start record once the student obtains the SSN and the student will update the SSN in Section 1 of the I9.

- Must contact HRDS to reset the Pre Start record.

- Student must have a US Address for W2 purposes

[Address Information Form]

- Address: 4812 Gloria Ave
  - City: Encino
  - State: CA
  - Postal Code: 91436-1527

- National ID: ********047

- Date of Birth: 02/16/1993
Health and Safety Questions

- Click the magnifying glass to select the appropriate work Setting for the student and answer the questions.
The student may need additional training based on how the health & safety questions are answered. The EE will receive an email for training. The HR Rep will need to contact the sender of the email to stop the emails.
HR Rep will key the student job data information

Job Data
- Job Code dictates if the student is paid biweekly or monthly
- Job Posting # only applies to Federal Work Study positions
- The Job Posting # is automatically populated by Eagle Ops
- Accurate comp rate for biweekly or monthly EEs
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9900</td>
<td>Undergrad Student Employee/BW</td>
</tr>
<tr>
<td>9901</td>
<td>Training Fellow</td>
</tr>
<tr>
<td>9905</td>
<td>Research Fellow/Trainee</td>
</tr>
<tr>
<td>9998</td>
<td>Work Study Student</td>
</tr>
<tr>
<td>9909</td>
<td>Grad Student EE/MO</td>
</tr>
<tr>
<td>9910</td>
<td>Undergrad Student Employee/Mo</td>
</tr>
<tr>
<td>9911</td>
<td>Grad Student EE/BW</td>
</tr>
<tr>
<td>9912</td>
<td>Grad Asst Teaching</td>
</tr>
</tbody>
</table>
HR Rep will key the student account data information

- Pay Configuration = No Lunch, 30 min lunch, 45 min lunch or one hour.

- DDI is received from Payroll. It is usually four-digits and never a variation of the department number.

- DDI also controls shift eligibility for an EE.

- Click Off-Site Clock if the student is permitted to clock in/out off-site.

- If the SK is defaulted to the department, the radial button for “Yes” will be selected and no SK information will be keyed.

[Image of HR Rep keying student account data information]
Review all information for the student hire on the Summary tab. Print for your records.

After reviewing information for accuracy, **click Save**.
Pre start for Students

### Onboarding Dashboard

#### Student I-9 Completion & Orientation Progress

Search by name or empid.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
<th>Empid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sullivan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-9 Status Last Login</th>
<th>Name</th>
<th>NetID</th>
<th>I-9 Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Ayuso, Sullivan Armando</td>
<td>SAYUSO</td>
<td>Employee must complete section 1</td>
</tr>
</tbody>
</table>

If no information returns, student has not logged in...
**Rehiring A Student**

- Students need not complete a new I-9 within three years of termed employment.
- Hiring official will need to complete Section 3 of a new I-9 for a student being rehired within three years of the date of initial execution of the Form I-9.
- Individuals with multiple student positions (not to exceed 20hrs/wk) need only have Section 3 of a new I-9 completed **one time**.
  - **Example:** Dora Explorer’s student employment termed with Yerkes effective 05/12/2011. Dora applies for a student position with SON, RSPH and University Libraries and is hired for all three positions effective 08/01/13, 08/12/13 and 10/15/13 respectively. The hiring official for SON will complete Section 3 of the I-9 with a hire date of 08/01/13. Dora will not complete Section 1 of the I-9. RSPH and University Libraries will see Section 3 of the I-9 completed in Pre-Start and will not complete Section 3 for the effective dates of Dora’s hire.
- HRDS no longer recognizes 365 days as the guideline to complete a new I-9 for student termed employment.
  - Not compliant with DHS

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**DHS I-9 Requirement**

- Section 2. Employer or Authorized Representative Review and Verification

**List A**
- Identity and Employment Authorization
- Document Title
- Document Number
- Expiration Date (if any/mixed/dlyyyyy)

**List B**
- Identity
- Document Title
- Document Number

**List C**
- Employment Authorization
- Document Title
- Document Number
- Expiration Date (if any/mixed/dlyyyyy)

**Certification**
- I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents 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.

**Signature of Employer or Authorized Representative**
- Date (mm/dd/yyyy)
- Title of Employer or Authorized Representative

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**Section 3. Reverification and Rehires**

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Completing Form I-9

Section 3: Reverification and Rehires
To be completed within three years of the date of initial execution of the Form I-9.
### I-9 Dashboard for P102386 - Choi, Sarah Aujin (20527)

The next action links will progress the I-9 to the next appropriate stage. The employee may change the work status here: http://www.hr.emory.edu/correct

#### I-9 and eHRAF

<table>
<thead>
<tr>
<th>Onboarding Event</th>
<th>Status</th>
<th>View Current Date of Last Action</th>
<th>Data Services Modifier</th>
<th>Next Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 Form, eVerify</td>
<td>Complete</td>
<td>View 07/18/2014</td>
<td>LEOWS</td>
<td>Reopen I-9 Section 2 (if necessary)</td>
<td>Delete (if necessary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Employee: Correct Section 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact 19</td>
<td></td>
</tr>
<tr>
<td>1-9 Form, eVerify</td>
<td>Manager must complete section 3 for hire</td>
<td>View 10/28/2012</td>
<td>EBLACK</td>
<td>Validate EIN/TIN</td>
<td>Delete (if necessary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Complete section 3</td>
<td></td>
</tr>
<tr>
<td>1-9 Form, eVerify</td>
<td>Manager: Attach Documentation for Data Services</td>
<td>View 07/09/2014</td>
<td></td>
<td>Validate EIN/TIN</td>
<td>Delete (if necessary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Complete section 3</td>
<td></td>
</tr>
</tbody>
</table>

#### Audit Trail

**Document Audit Trail**

1-9 Audit

#### I-9 Documentation

Select a file to upload:

- Document: [Choi Sarah.pdf](attachment:Choi Sarah.pdf)
  - Date of Upload: 09/10/2012
  - Type: Approval
  - Approval: null
- Document: [Choi Sarah.pdf](attachment:Choi Sarah.pdf)
  - Date of Upload: 10/29/2012
  - Type: Approval
  - Approval: null
What Keeps Students From Being Hired?

- I9 not complete
- All of the work authorization documents have not been uploaded to the Pre Start record.
- Work authorization documents are not visible.
- Student hiring information has not been added to HR Web>Student Hire.
- Student hiring information was not SAVED in HR Web>Student Hire.
- Student has an active staff position.
Pitfalls

• **SAVE** data after keying information into HR Web

• Comp Rates – monthly vs. biweekly