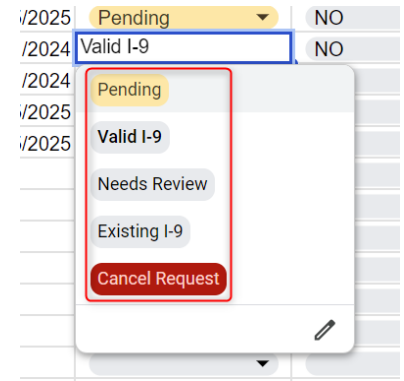


I-9 Verification Process

The I-9 verification process is crucial to the wage appointment workflow for both compliance and operational reasons. At VTNSI we are fortunate to have a dedicated HR team working in conjunction with the Finance team to help manage this all important component of the wage appointment process. Let's begin by defining some terms. Understanding what these terms mean helps us understand the process itself and consistent use of these terms ensures that the automated processes that facilitate the workflow operate as intended.

Terms used in the I-9 Verification Process

I-9 Status Terms - The proper application of these terms is crucial to the proper system operation. Automated routines are checking the system at regular intervals for the status terms. As it finds a new status for a request, it executes the next step in the automated process. When entering status terms you should use the dropdown feature in the spreadsheet. That ensures that you are using the term the program is searching for. If the system is checking for "Existing I-9" but it finds "Existing I9" it won't take the next action as we intended.

A screenshot of a spreadsheet showing a dropdown menu for I-9 status. The menu is open, displaying options: Pending (highlighted in yellow), Valid I-9 (highlighted in blue), Needs Review, Existing I-9, and Cancel Request (highlighted in red). The background shows a table with columns for dates (e.g., /2025, /2024) and status (e.g., NO).

- **Needs Review** - When an appointment request is received, the first status assigned to a new request is "Needs Review." That status means that the I-9 situation for that individual is unknown because the HR team hasn't yet begun its review process. Once the HR team reviews the individual's record in BANNER, the status will be changed.
- **Existing I-9** - This status means that the candidate has a current, valid I-9 verification and does not need to go through the verification process for this appointment. Individuals with this status may continue through the appointment process with no further action from the HR team.
- **Pending** - This status means that the applicant will need to complete the I-9 verification process before beginning work in this position. Once a Pending status is noted, the hiring process can continue. Individuals in this status will receive a start date that is determined, in part, by the I-9 start date entered later in the process.
- **Valid I-9** - This status indicates an individual who was required to complete the I-9 verification process and has done so successfully. Although it looks similar to the "Existing I-9" status, the system uses the "Valid I-9" status to calculate the start date. That step is skipped when the status is "Existing I-9".
- **Cancel Request** - This status indicates that the appointment request was canceled by the Finance team and so the I-9 review will be archived with no further action.

Additional Terms Used in this Process - these are additional terms that are used in various steps in the process

- **Visa Restrictions** - This term indicates whether or not the applicant is in the country on a student visa. Typically, students in the country on a student visa are restricted to working no more than 20 hours per week while school is in session. If the applicant holds a student visa, the Visa Restrictions flag will be set to "YES".
- **I-9 Hire Date** - We are prohibited from allowing individuals to begin working more than 3 days before they complete Part 2 of the I-9 verification process. The I-9 Hire Date reflects the date the applicant can begin work and is determined by the date the verification process ends. This date is critical to the proper functioning of our system. When an employee their "official" start date it is set as the later of the start date entered by the requester and the I-9 start date. If the I-9 start date isn't entered correctly, an individual may receive authorization to work prior to the date they can lawfully begin.
- **E-Verify** - The online process the university uses to conduct the I-9 verification process. E-Verify consists of two parts that must be completed to obtain a valid response.

- **Section 1** - The portion of the E-Verify process completed by the applicant online. This step must be completed before further action by the department is taken.
- **Section 2** - The portion of the I-9 verification process that is completed by the department by examining, scanning and processing the documents provided by the applicant and noting that in the E-Verify system.
- **I-9 Review Log** - The sheet in the HUB-Labor workbook that contains the requests for appointment for any appointment type processed through the HUB-Labor. This could be wage, GRA or others.
- **I-9 Email** - This is a system generated email that notifies the applicant of need to do an I-9 verification. It explains the process and notifies them of the opportunity to to present their Section 2 documents for scanning in anticipation of the Section 2 completion. This email reminds the applicant that they may not begin work prior to getting a work authorization email from the department.
- **TimeClock Plus Email** - This is a system generated email that informs the applicant that their position has been created, gives them their authorized start date and provides information about using TC+, keeping up with payroll deadlines and required training they must complete.

With these terms in mind, let's step through the process.

1. A request is received from one of the appointment request portals. The request is recorded on the appropriate log sheet e.g. Current Wage Appointments, GRA Appointments, and an entry is made in the **I-9 Review** sheet with a status of **Needs Review**.
2. The HR team will look the individual up in BANNER or the onboarding portal to determine the status of any previous verification process.
3. Based on the results of that review the HR representative will take the following actions:
 - If the individual is on a student visa, set **Visa Restrictions** to YES. If not, set restrictions to "NO".
 - If the individual has an unexpired I-9 verification on file, set the I-9 Status to "**Existing I-9**".
 - If the individual does not have a current I-9 verification, set the I-9 Status to "**Pending**".

The changes made on the **I-9 Review** sheet will automatically update on the appropriate log sheet for entries in the **I-9 Status**, **Visa Restrictions** and **I-9 Hire Date**.

4. Based on the new status the following actions will take place:
 - **Existing I-9** status will alert the Finance team to proceed with the appointment in BANNER providing funding has been approved.
 - **Pending** status will cause an I-9 email to be sent to the applicant.
 - With either of those two statuses noted, the Finance team will generate a P12W in DocuSign for routing. If **Visa Restrictions** is marked "YES" the email will contain language about the "20 hour" rule. If the I-9 Status is **Pending** the P12W will contain language explaining that the actual start date will be based on the **I-9 Hire Date** to be determined later.
5. In response to the **I-9 Email**, the applicant should bring their documentation to the HR Team for processing. The team will process and file the documentation until **Section 1** has been completed.
6. When the appointment is approved in BANNER the applicant will receive instructions from the Division of Human Resources for completing **Section 1**.
7. When the NSI HR Team gets notice that **Section 1** has been completed, they will proceed with completing **Section 2**. They will change the **I-9 Status** from **Pending** to **Valid I-9**, record the **I-9 Hire Date** and mark the request for archiving in the Send to Archive checkbox.
8. When the system reads the status as **Valid I-9** it will generate the **TimeClock Plus Email** with the authorized start date as the later of the requested start date or the **I-9 Hire Date**.
9. The system will check for items marked for archive and move those to the I-9 Archive.

Here are some important things to remember.

- When provided, always use the dropdowns to ensure the system reads the correct terms.
- Although they look the same, “**Existing I-9**” and “**Valid I-9**” have two different meanings to the system. The status “**Existing I-9**” means no further action is needed. Whereas, “**Valid I-9**” means the position can be established, but with restrictive language in the **TimeClock Plus Email**.
- It is important that the **Visa Restrictions** be noted with the first step of the process. The P12W is generated once the **I-9 Status** is changed from **Needs Review**. If the **Visa Restrictions** are not set, that language is not included in the P12W when it is generated.
- It is crucial that the **I-9 Hire Date** be entered in the appropriate cell. If the **I-9 Hire Date** is left blank, or entered incorrectly, the employee could receive an erroneous start date. As an aid in the process, if a date is not set in the **I-9 Hire Date** for any record with a **Valid I-9** status, the **I-9 Hire Date** cell will be red.

1/2024	Valid I-9	NO		9/25/2024	☐
1/2024	Valid I-9	NO		9/25/2024	☐
1/2025	Valid I-9	NO		9/26/2024	☐
1/2025	Valid I-9	NO			☐