



Federal Form I-9

Guide to Completion

Human Resources

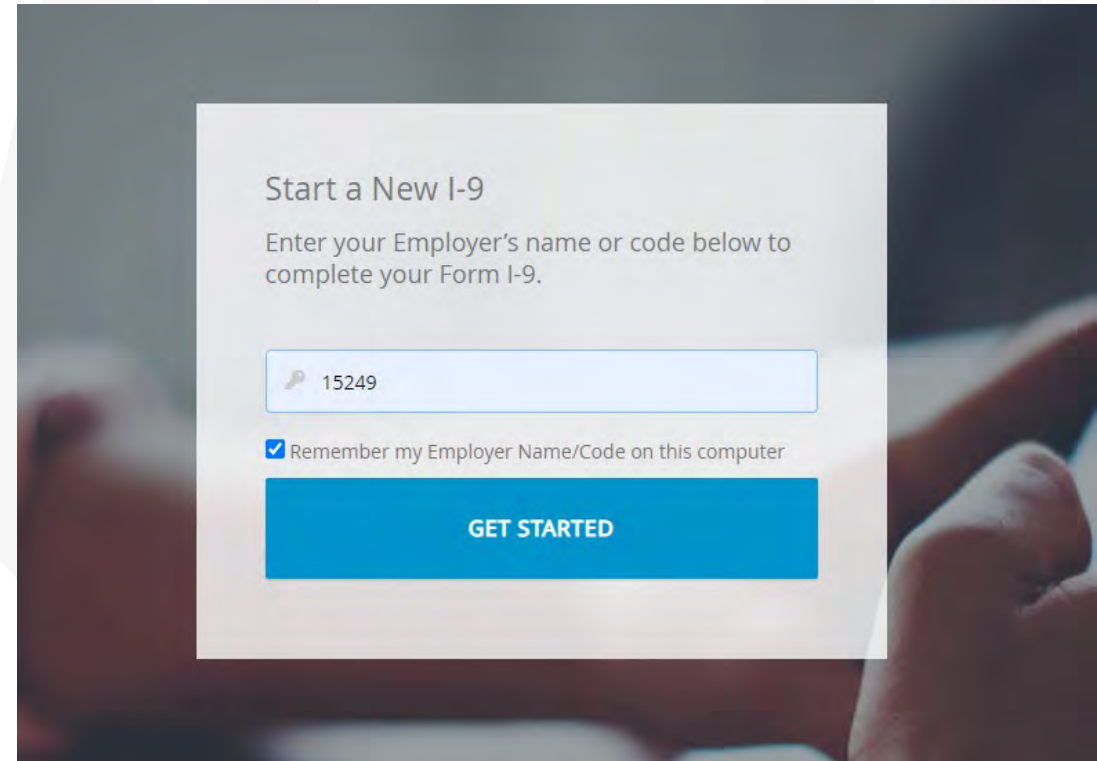
02/18/2022



UNIVERSITY OF
Nebraska
Omaha

New Hire - Section 1

- Send link and reference documents to new hire
 - “Completing Your Electronic I-9”
 - “Acceptable Documents for Form I-9”.
- Do not specify which documents they should bring.
- www.newi9.com
- Employer Code: 15249
- International New Hires should be directed to HR.

A screenshot of a web form titled "Start a New I-9". The form is displayed on a dark background with a large, faint "U" shape. The form itself is white with a light blue border. It contains the following elements: a title "Start a New I-9", a subtitle "Enter your Employer's name or code below to complete your Form I-9.", a text input field with a key icon and the value "15249", a checkbox labeled "Remember my Employer Name/Code on this computer" which is checked, and a blue button labeled "GET STARTED".

Start a New I-9

Enter your Employer's name or code below to complete your Form I-9.

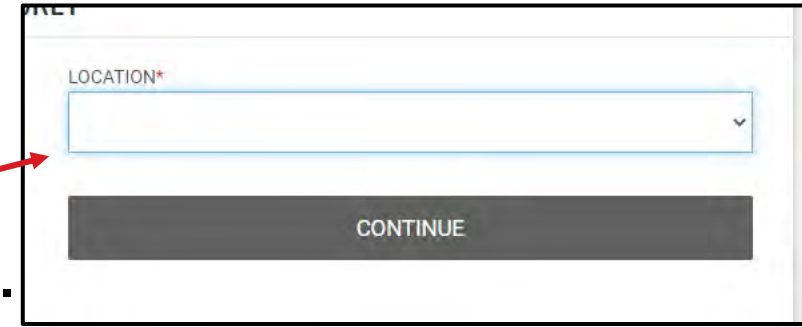
15249

☒ Remember my Employer Name/Code on this computer

GET STARTED

New Hire Section 1

- Select department in location menu.
- From the menu, choose “personal information”



LOCATION*

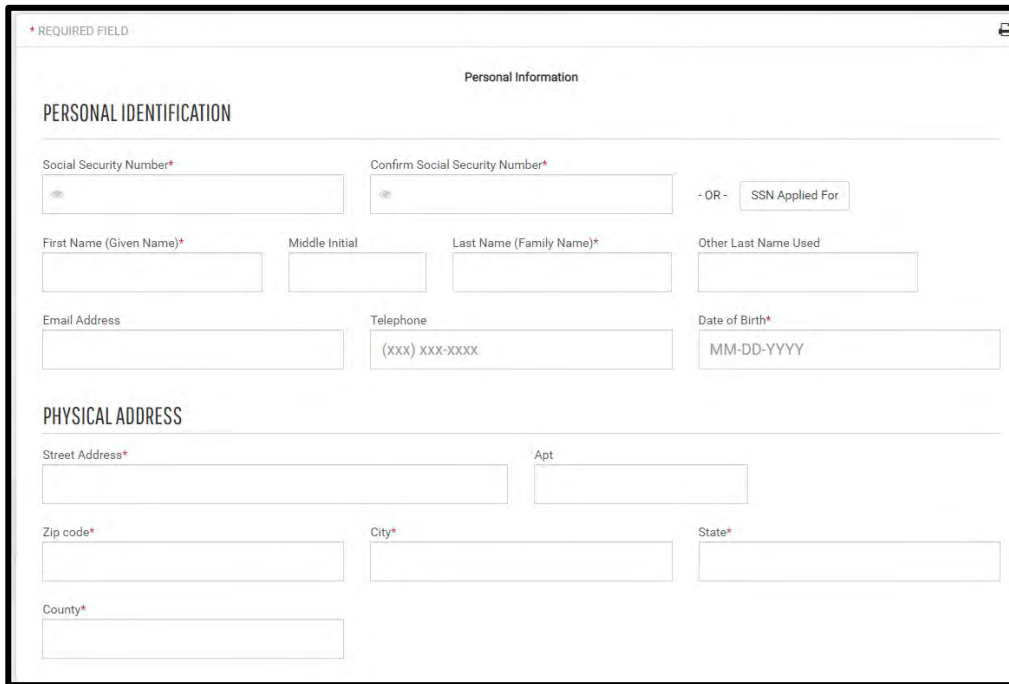
CONTINUE



2 Forms to Complete

Personal Information

- Complete all required fields.
- Initial the form and click continue.



* REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number* Confirm Social Security Number* - OR - SSN Applied For

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

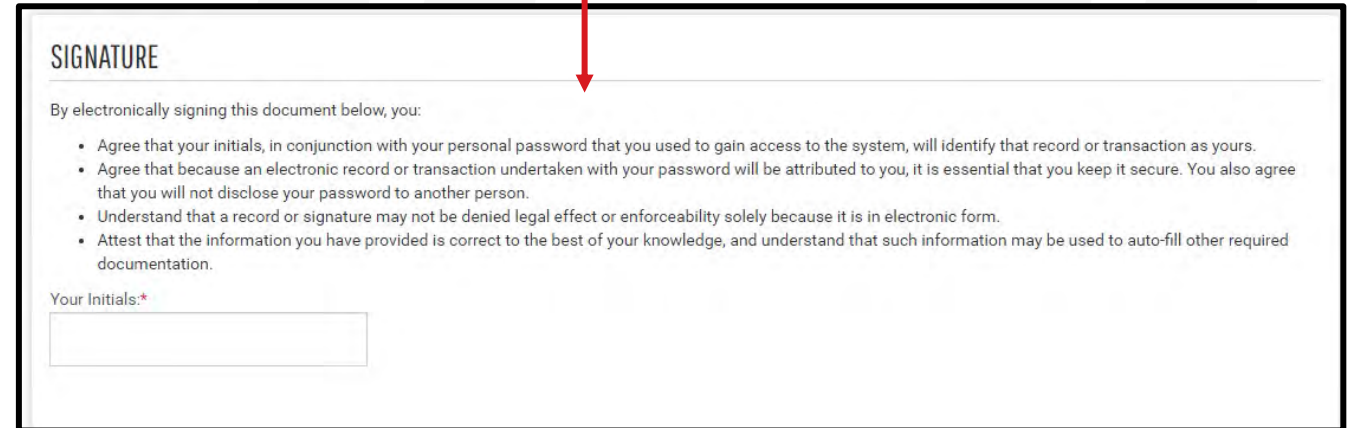
Email Address Telephone (xxx) xxx-xxxx Date of Birth* MM-DD-YYYY

PHYSICAL ADDRESS

Street Address* Apt

Zip code* City* State*

County*



SIGNATURE

By electronically signing this document below, you:

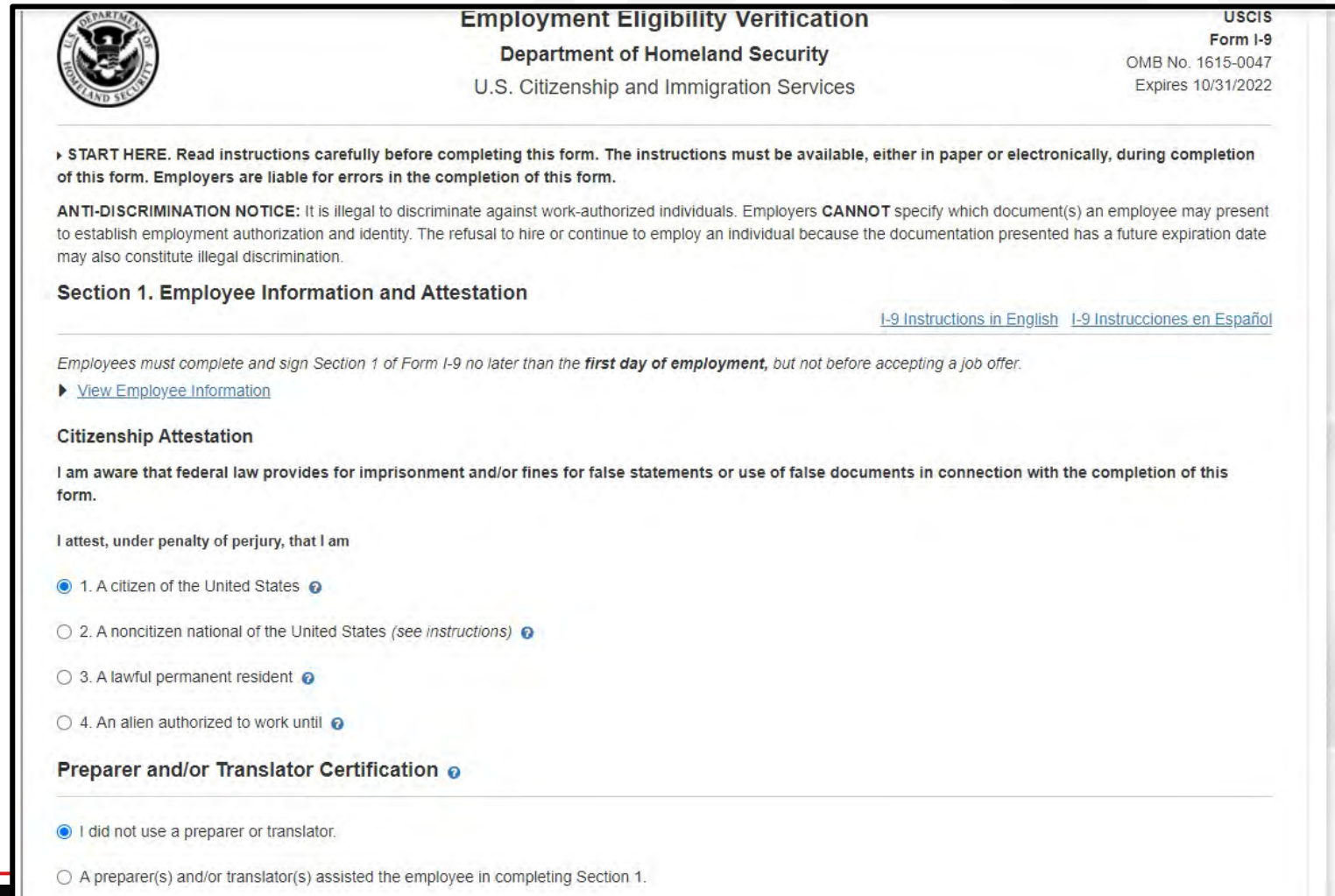
- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials:*



New Hire Section 1

- Indicate citizenship status
- Indicate if a preparer or translator was used.
- Click Continue



The screenshot shows the USCIS Form I-9, Employment Eligibility Verification, Department of Homeland Security, U.S. Citizenship and Immigration Services. The form is titled "Employment Eligibility Verification" and "Form I-9". It includes the USCIS logo and the text "U.S. Citizenship and Immigration Services". The form is dated "Expires 10/31/2022".

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

[View Employee Information](#)

Citizenship Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am

- ☒ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (see instructions)
- ☐ 3. A lawful permanent resident
- ☐ 4. An alien authorized to work until

Preparer and/or Translator Certification

- ☒ I did not use a preparer or translator.
- ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

New Hire Section 1

- Ensure information is Correct.
- Check the box to Serve as a signature.
- Click continue

EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Fake F Fakerson

Other Names Used: Fakie

Date of Birth: 01/01/1985
U.S. Social Security Number: Applied for

Address: 123 Sesame St Apt 3 Council Bluffs, IA 51503
E-mail Address: Fake@fake.com
Telephone Number: 6059965351

Work Status: A Citizen of the United States

EMPLOYEE ELECTRONIC SIGNATURE

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

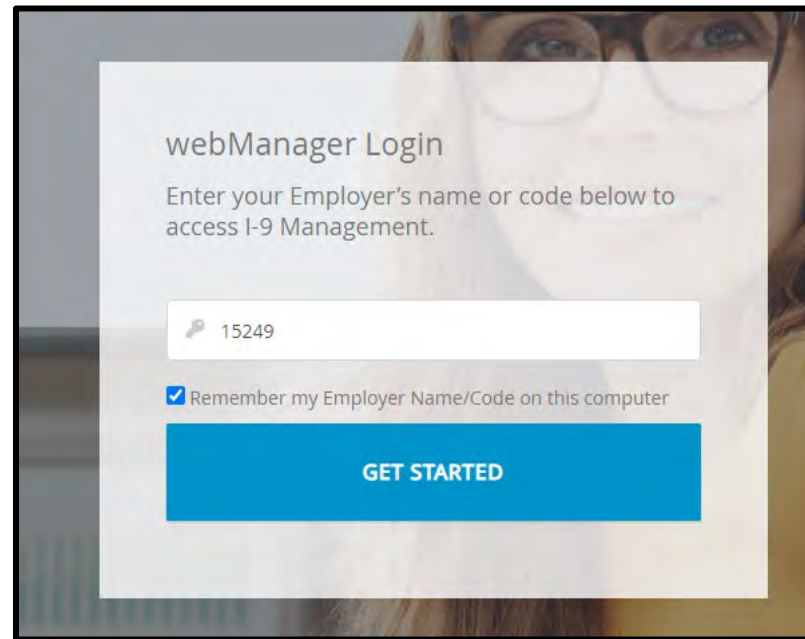
☐ **By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:**

- Agree to electronically sign this document.
- Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- Understand that the employer may electronically verify your work authorization with the United States Government.



Employer - Section 2

- www.i9express.com
- Sign in
 - Employer code 15249
- Find the employee on the list

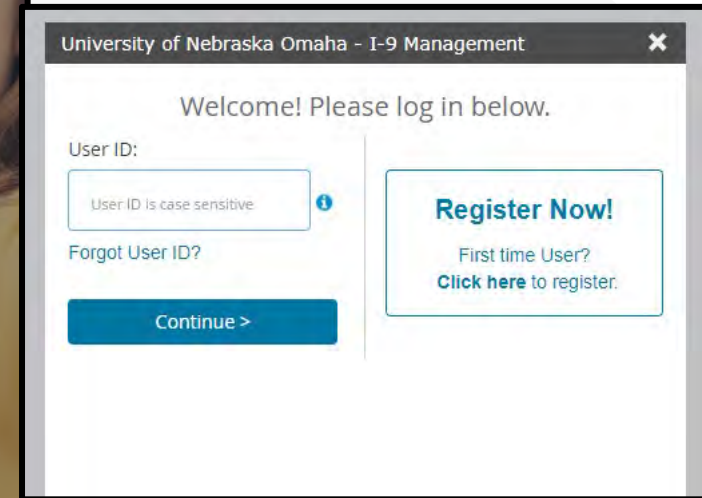


webManager Login

Enter your Employer's name or code below to access I-9 Management.

☒ Remember my Employer Name/Code on this computer

GET STARTED



University of Nebraska Omaha - I-9 Management

Welcome! Please log in below.

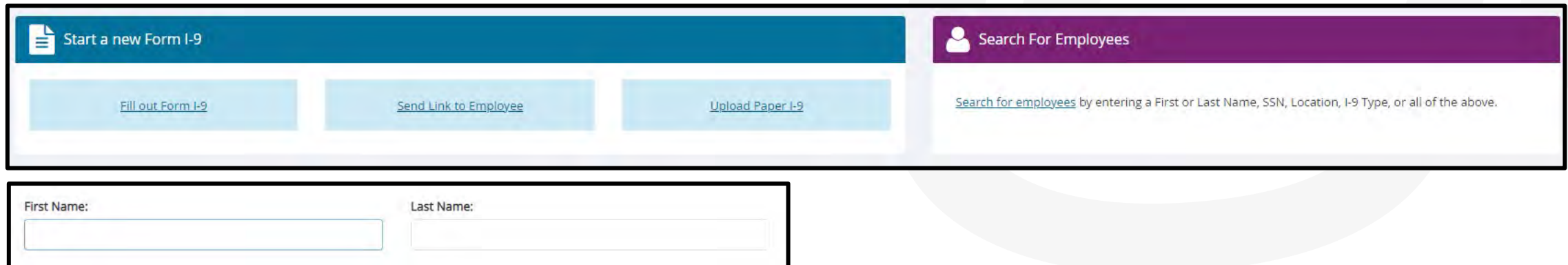
User ID:

[Forgot User ID?](#)

Continue >

Register Now!

First time User?
[Click here](#) to register.



Start a new Form I-9

[Fill out Form I-9](#) [Send Link to Employee](#) [Upload Paper I-9](#)

Search For Employees

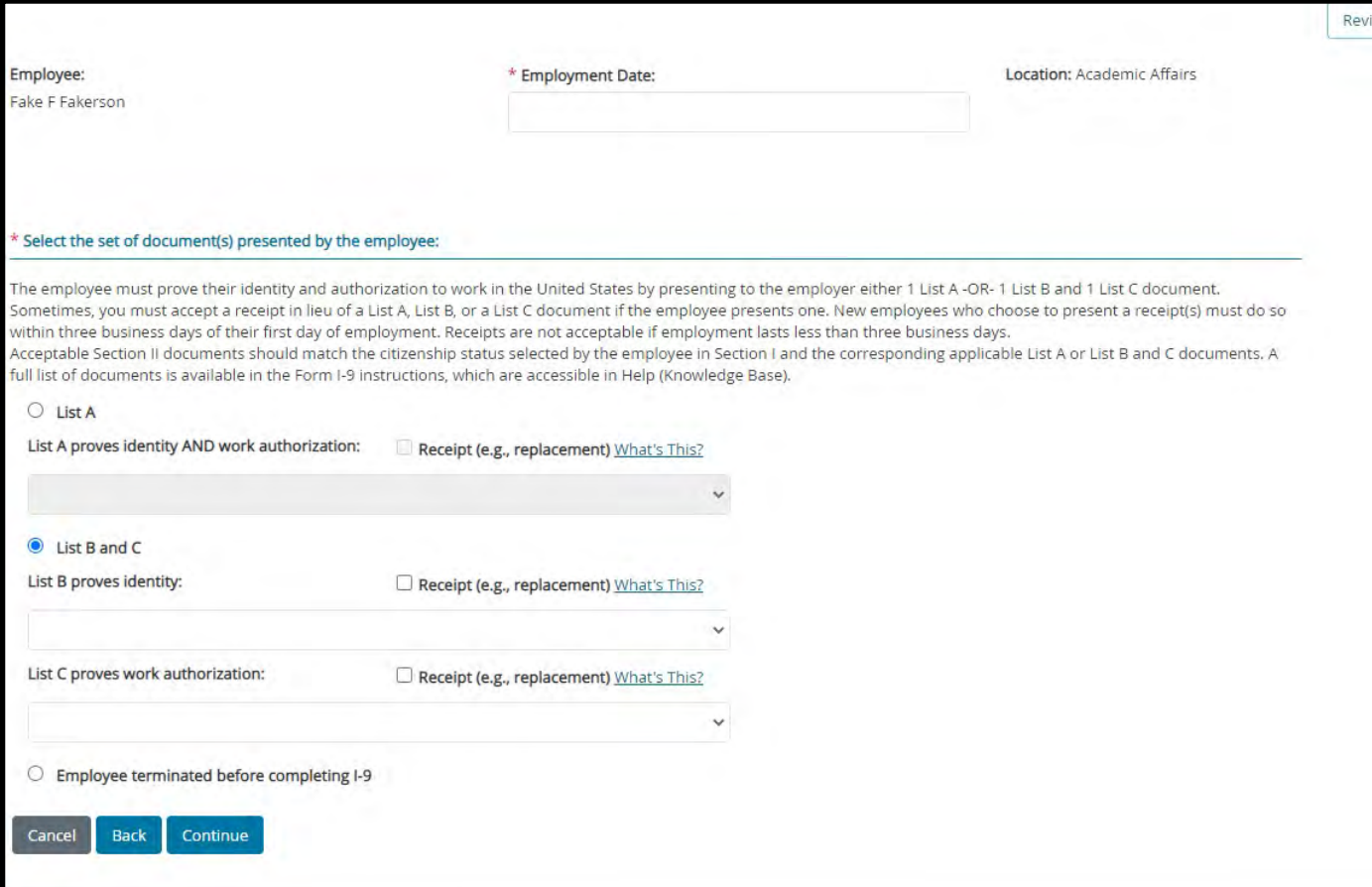
[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

First Name:

Last Name:

Employer Section 2

- Enter the employee's start date.
- Use the drop downs to indicate the type of identity and authorization documents provided.
- Click continue.



The screenshot shows a web form titled "Employer Section 2" for an employee named "Fake F Fakerson". The form includes fields for "Employment Date" and "Location" (Academic Affairs). A section titled "Select the set of document(s) presented by the employee:" contains instructions and three radio button options: "List A", "List B and C" (selected), and "Employee terminated before completing I-9". Each option has a checkbox for "Receipt (e.g., replacement)" and a "What's This?" link. At the bottom are "Cancel", "Back", and "Continue" buttons.

Employee: Fake F Fakerson

* Employment Date:

Location: Academic Affairs

* Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

☐ List A

List A proves identity AND work authorization: ☐ Receipt (e.g., replacement) [What's This?](#)

☐ List B and C

List B proves identity: ☐ Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization: ☐ Receipt (e.g., replacement) [What's This?](#)

☐ Employee terminated before completing I-9



Employer Section 2

- Examine Documents
- Enter Document information
- If a LIST A document is presented, scan it.

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and do

List B document - Driver's License Issued by State or Possession with Photo

Issuing Authority:

Choose the State or Territory on the Drivers License... ▼ [Sample Document](#)

Document #:

Expiration Date (mm/dd/yyyy):

List C document - Social Security Account Number Card Without Employment Restriction

Issuing Authority:

Social Security Administration [Sample Document](#)

Social Security Number (XXX-XX-XXXX):

[Cancel](#) [Back](#) [Continue](#)

Employer Section 2

- Review and attest.

 Corrected field

Name: Fake F Fakerson	Other Names Used: Fakie	U.S. Social Security Number: Applied for	Date of Birth: 01/01/1985
Address: 123 Sesame St Apt 3	City, State & Zip: Council Bluffs, IA 51503	E-mail Address: Fake@fake.com	Telephone Number: 6059965351
Employment Date: 09/22/2021			Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:	I-94 #:	Receipt Due Date	Receipt Due Document
Alien Work Until Date:	Reverification Due Reason:	Foreign Passport Number:	Country of Issuance:
Obtained I-94 from USCIS:		Receipt Code:	I9 Data Id:
Group: None	Location: Academic Affairs		

[Change Information](#)

[Employer Electronic Signature](#) ([English](#) | [Español](#))

***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. The employee's first day of employment (mm/dd/yyyy): 9/22/2021**

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

☐ I have read and agree with the certification statement above.

Enter Password:

[Cancel](#) [Back](#) [Continue](#)



E-Verify

- Real-time verification
- Automatic part of process
- Photo matching for List A documents. (attach document here)
- Case should be “Closed”.

E-Verify

Origination Date:
09/21/2021

Reason for Delay:
Initial query submitted on time.

Current Status Date:
09/21/2021

Current Status:
Photo Matching

Photo Matching Document:
N/A

History

Photo Matching

Origination Date:
11/18/2020

Reason for Delay:
Initial query submitted on time.

Current Status Date:
11/18/2020

Current Status:
Employment Authorized -Case - 2020323201534EA - Auto Closed

Photo Matching Document:
N/A

History

If this says anything other than “Employment Authorized, Case Close”, call HR

Hire/Entry	Type (click to view)	E-Verify	Actions
11/18/2020	Original I-9	View History	Attach File

Examining Documents

- According to the USCIS I-9 handbook for Employers, identity and work authorization must be verified through the examination and documentation of acceptable documents.
- The employee may choose which acceptable documents to provide. The Employer must physically examine each document. Documents cannot be presented electronically or via video chat. Copies cannot be accepted. All documents must be unexpired. So long as the documents are on the list of Acceptable Documents, appear genuine and appear to “reasonably relate” to the employee in question, they must be accepted. If the documents do not appear genuine or to relate to the employee, they cannot be accepted. If documents cannot be accepted, the employee must be provided an opportunity to present other documentation.
- If the employee presents a document with a spelling error or with a different name after a name change, these can be accepted, so long as they appear to reasonably relate to the employee.
- Employees must present a list A document or a combination of a List B and List C Document.
- <https://www.uscis.gov/book/export/html/59502>



Acceptable Documents – List A

- Establish Identity and Employment Authorization.
- US Passport or US Passport Card.



Acceptable Documents – List B

- Establish Identity
- Have a photograph
- Driver's License or ID card issued by state
- ID Card issued by federal, state or local government
- School ID Card
- Voter Registration Card
- US Military card or Draft Record
- Military Dependent's ID Card
- US Coast Guard Merchant Mariner Card
- Native American Tribal Document



Acceptable Documents – List C

- Establishes Work Authorization



Consular Report of Birth Abroad (Form FS-240)



Certification of Birth Abroad Issued by the US Dept. of State (FS-545)

Examples of “List C” Documents Verifying Authorization to Work

Social Security Cards

- Providing it does not bear the following restrictions
 - NOT VALID FOR EMPLOYMENT
 - VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - VALID FOR WORK ONLY WITH DHS AUTHORIZATION



Certification of Birth Issued by the US Dept. of State (DS-1350)

- Native American Tribal Document
- Employment Authorization document issued by DHS



US Citizen ID Card (Form I-197)



ID Card for use of Resident Citizen in the US (Form I-179)



Original or Certified Copy of a state, county or municipal authority, or outlying territory issued birth certificate bearing an official seal.

I-9 Anywhere

- In situations where a new hire will work remotely 100% of the time and live out of state, I-9 Anywhere can be utilized to fulfill the Form I-9 obligations. Do not send the new employee the normal newI9.com link. Send the new employee the I-9 anywhere form found on the HR website. Instruct them to return the form to unorecords@unomaha.edu. Human Resources will reach out to them with further information.
- This process cannot be used for international hires.



Questions

- Please contact Human Resources with any questions or if a case closes with anything other than “authorized to work” such as a tentative non-confirmation.
- UNOrecords@unomaha.edu
- christopherelston@unomaha.edu
- egould@unomaha.edu



UNIVERSITY OF
Nebraska
Omaha



The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNO is an AA/EEO/ADA institution. For questions, accommodations, or assistance please call/contact the Title IX/ADA/504 Coordinator (phone: 402.554.3490 or TTY 402.554.2978 or the Accessibility Services Center (phone: 402.554.2872). UCTEMP20