

## NEW PROCESS EFFECTIVE AUGUST 13, 2012

### FOR COMPLETING I-9 EMPLOYMENT ELIGIBILITY VERIFICATION AND UPLOADING FORMS INTO GMS

- » The Onboarding I-9 process functionality has been removed from GMS and the process has returned to a manual process.
- » The I-9 must be completed outside of GMS. Forms can be found at the following location: <http://www.uscis.gov/files/form/i-9.pdf> .
- » The I-9 document should NOT be uploaded in GMS with the hire documentation during the Hire and should NOT be combined with the hiring documents.

### *DO NOT UPLOAD I-9 DOCUMENTS DURING HIRE PROCESS*

Hire Employee  
Trainer, Kimberly # - 0838-US-0388 Desktop Support #

GU-08 - Information Technology (Administrative Field-United States of America)  
GU-IDEAA-3H2 - Job group 3H2 (IDEAA Job Group-United States of America)  
IPEDS-6 - Other Professionals (IPEDS-United States of America)

Job Classification

Company Insider Types

Workers Compensation Code from Job Profile 8868 - College or Schools - Private (United States of America)

Work Shift

First Day of Work 08/10/2012

Continuous Service Date 08/10/2012

Probation Start Date / /

Probation End Date / /

End Employment Date / /

Benefits Service Date / /

Company Service Date / /

**Attachments**

| Worker Document                                | *Document Category                             | Comment  | File   | Updated By | Upload Date |
|--|--|--|--|------------|-------------|
| <input type="text" value="enter search text"/> | <input type="text" value="enter search text"/> | <input type="text" value="enter search text"/> | <input type="text" value="enter search text"/> |            |             |

All Comments (0) Process History Related Links

- » The I-9 form & supporting docs should be securely scanned and then uploaded to the newly hired employee's worker history. This is a secured area in GMS for these types of documents.

***AFTER APPLICANT HAS BECOME AN EMPLOYEE UPLOAD I-9 ON THE MAINTAIN WORKER DOCUMENT FILE***

The screenshot displays the Workday interface for an employee profile. At the top left, the Workday logo is visible. Below it, the text 'View Worker: Trainer, Jennifer (46979)' is shown with an 'ACTIONS' dropdown menu. The 'Available Actions' menu is open, listing various options such as Benefits, Compensation, Job Change, Organization, Payment, Payroll, Personal Data, Talent, Time and Leave, Worker History, Favorite, and Security Profile. The 'Worker History' option is highlighted with a red box, and its sub-menu is open, showing options like 'View Worker History', 'View Worker History by Category', 'View Worker Document File', and 'Maintain Worker Document File'. The 'Maintain Worker Document File' option is highlighted with a yellow box. The main profile area shows 'Job Details' for Jennifer Trainer, including fields for Employee ID (46979), Organization (1581-GU-0001 GMS >> 0844-US-0060 Office of the Deputy CIO), Position (P52582 Administrative Specialist), Business Title (Administrative Specialist), Job Profile (Administrative Specialist), Employee Type (Ongoing (Regular)), Time Type (Full time), FTE (100.00%), Location (Main Campus), Hire Date (08/08/2012), and Original Hire Date (08/08/2012). The 'Contact' and 'Job' sections are also visible, showing contact information and job details.

# MAINTAIN WORKER DOCUMENT SCREEN-SELECT EMPLOYMENT ELIGIBILITY (I-9 VERIFICATION DOCUMENT) AND UPLOAD DOCUMENTS

Maintain Worker Document File: x  
Trainer, Jennifer (46979) #

Position P52582 Administrative Specialist - Trainer, Jennifer (46979) #  
Organization 1581-GU-0001 GMS >> 0844-US-0060 Office of the Deputy CIO #

**Worker Documents**

| Worker Document | *Document Category | Comment | File | Updated By | Upload Date |
|-----------------|--------------------|---------|------|------------|-------------|
|                 | enter search text  |         |      |            |             |

enter search text

Use the organizer to select an entry:

- All
- Company Policy Related
- Compensation
- Contingent Worker Contract
- Education Reimbursement
- Employee Contract
- Employment Eligibility (I-9 Verification Documents)
- Hire
- ID Verification
- Leave of Absence
- Legal Name Change
- License

Browse Upload

| Date | Signature Type | Worker                    | Signature Date           | Attachment |
|------|----------------|---------------------------|--------------------------|------------|
| 00   | e-signature    | Trainer, Jennifer (46979) | # 08/08/2012 01:49:00 PM |            |

## PROCEDURES FOR MAIN CAMPUS AND UNIVERSITY SERVICES

1. For all Administrative, Faculty or Student employees: the employee accepts a position.
2. On the first day of work the employee must fill out Part 1 of the paper I-. As the form changes frequently, and the requirement is to use the most recent version, always retrieve the form from the USCIS website at <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=31b3ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=7d316c0b4c3bf110VgnVCM1000004718190aRCRD>
3. Within 3 business days of the date employment begins, the new employee must present original document(s) that show his or her identity and employment authorization to and Section II of the paper form I-9 must be completed.
4. The I-9 information must be entered in GMS at the Edit ID Screen. This can be done during Hire New Employee business process or after the hire is approved. **Do not upload any I-9 Forms or back-up documents during the hiring process. Do not combine I-9 forms and back-up documents with other hiring documents (offer letter, etc.).** If the I-9 documents are entered at the wrong time or combined with other hiring documents the transaction will be rejected.
5. The I-9 form and back-up documents must be scanned and uploaded in to GMS in the Maintain Worker Documents screen. The I-9 form documents may not be uploaded during the hiring process (see #3, above). Use the following naming convention for the scanned document: LAST NAME, FIRST NAME, DATE FORM COMPLETED (MM-DD-YYYY), I-9 DOCS. **All scanning must be done securely.** UIS defines secure scanning as: "Scanning to a UIS managed file share (Phoenix aka EFS, uis-fs-%, etc.) where the file storage system resides in the datacenter." If you do not have secure

- scanning set up, contact the UIS Help Desk for assistance. Always keep hard copies of the I-9 form and back-up documents in the department.
6. **If you are unable to scan the form because you do not have access to secure scanning AND you are hiring a Main Campus graduate student on a service stipend (excluding MBA)**, you may walk the original completed form and copies of back-up documents to the Graduate School (Car Barn Suite 400) on or before August 21, 2012 to securely scan those documents in GMS. Always keep hard copies of the I-9 form and back-up documents in the department. The Graduate School will not retain the original documents or copies.
  7. For all others not covered in #5, above, if you are unable to scan the form because you do not have access to secure scanning, after you have entered the electronic information into GMS, walk the original completed form and copies of the back-up documents to: University Human Resources, Healy Hall Basement. **Note that this is the address for all Main Campus and University Services forms, for all job families (Administrative, Faculty or Student)**. Always keep hard copies of the I-9 form and back-up documents in the department.

## PROCEDURES FOR MEDICAL CENTER CAMPUS

1. For all Administrative, Faculty, Fellow or Student employees: the employee accepts a position.
2. On the first day of work the employee must fill out Part 1 of the paper I-. As the form changes frequently, and the requirement is to use the most recent version, always retrieve the form from the USCIS website at <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=31b3ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=7d316c0b4c3bf110VgnVCM1000004718190aRCRD>
3. Within 3 business days of the date employment begins, the new employee must present original document(s) that show his or her identity and employment authorization to and Section II of the paper form I-9 must be completed.
4. The I-9 information must be entered in GMS at the Edit ID Screen. This can be done during Hire New Employee business process or after the hire is approved. **Do not upload any I-9 Forms or back-up documents during the hiring process. Do not combine I-9 forms and back-up documents with other hiring documents (offer letter, etc.)**. If the I-9 documents are entered at the wrong time or combined with other hiring documents the transaction will be rejected.
5. The I-9 form and back-up documents must be scanned and uploaded in to GMS in the Maintain Worker Documents screen. The I-9 form documents may not be uploaded during the hiring process (see #3, above). Use the following naming convention for the scanned document: LAST NAME, FIRST NAME, DATE FORM COMPLETED (MM-DD-YYYY), I-9 DOCS. **All scanning must be done securely**. UIS defines secure scanning as: "Scanning to a UIS managed file share (Phoenix aka EFS, uis-fs-%, etc.) where the file storage system resides in the datacenter." If you do not have secure scanning set up, contact the UIS Help Desk for assistance. Always keep hard copies of the I-9 form and back-up documents in the department.
6. If you are unable to scan the form because you do not have access to secure scanning, after you have entered the electronic information into GMS, walk the original completed form and copies of the back-up documents to: Medical Center Human Resources, Bldg. D, Suite 172. **Note that this is the address for all Medical Center Campus forms, for**

**all job families (Administrative, Faculty or Student).** Always keep hard copies of the I-9 form and back-up documents in the department.

#### **PROCEDURES FOR LAW CENTER CAMPUS**

1. For all Administrative, Faculty or Student employees: the employee accepts a position.
2. On the first day of work the employee must fill out Part 1 of the paper I-. As the form changes frequently, and the requirement is to use the most recent version, always retrieve the form from the USCIS website at <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=31b3ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=7d316c0b4c3bf110VgnVCM1000004718190aRCRD>
3. Within 3 business days of the date employment begins, the new employee must present original document(s) that show his or her identity and employment authorization to and Section II of the paper form I-9 must be completed.
4. Walk the completed form and copies of the back-up documents to the Law Center Payroll Office in 583 McDonough. Note that this is the address for all Law Center Campus forms, for all job families (Administrative, Faculty or Student). Always keep hard copies of the I-9 form and back-up documents in the department.