

As a designated I-9 Verifier, you have the responsibility of verifying the employment eligibility of newly hired commonwealth employees. You will be notified via email about any required I-9 verifications assigned by your agency HR office. You will be physically viewing the employee’s documentation and following established policies to confirm eligibility. The following instructions will help you through the procedures for completing the Form I-9 Section 2 electronically.

If needed, you can review federal and commonwealth policies in the [I-9 Training](#) course.

Feel free to contact the HR Service Center at 866.377.2672, Monday through Friday from 7:30 a.m. – 5:00 p.m., if you have any questions. If you are verifying for a PLCB employee, please contact PLCB HR at 866.741.7426 with questions.

Guide for I-9 Verifiers

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1 Receive Email Notification to Complete Section 2

Receive "Onboarding Notice – Employment Eligibility (Form I-9) Workflow Pending" email.

You should not process this workflow until the employee has provided the necessary documents to verify identity and employment eligibility. **The employee must physically hand original documents to the I-9 Verifier for review.**

NOTE: Federal law requires the verification of employment eligibility within 3 days of the employee's start date.

To begin the submission process, click the "**Employee Resource Center**" link to be directed to www.employeeresourcecenter.oa.pa.gov

This message was sent from an unmonitored account. Please do not reply to this email.

You are the designated I-9 Verifier for the new hire below. The employee has completed Section 1 of the Form I-9 and has signed it electronically:

Employee Name: <<employee name>>
 Start Date: <<hire date>>

The next step is to review the employee's physical documents and complete the online workflow for Section 2 as soon as possible on or after the employee's start date.

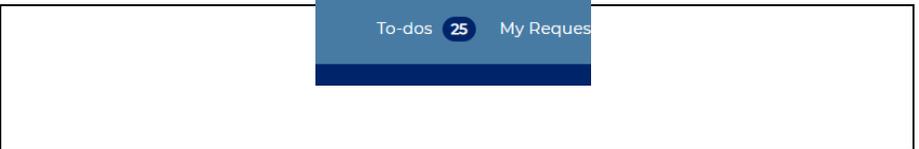
After you have reviewed the employee's documents, please access the Form I-9 via the [Employee Resource Center](#) (ERC) and follow the navigation instructions below.

- Within the light blue header at the top right of the page, click "To-dos."
- On the left, click the "Complete Form I-9 Verification" To-do for this employee.
- Click "Click here to open link."
- The I-9 system will open in a new window.
- Open the workflow assigned for this employee under the Section 2 tab.
- Follow the instructions in the [Guide for I-9 Verifiers](#) to complete the employment eligibility verification.
- When you are finished, the To-do in the ERC will automatically be marked as complete.

Federal law requires the verification of employment eligibility within 3 days of the employee's start date. If you are unable to confirm the employee's eligibility, he or she may

2 Access To-Dos

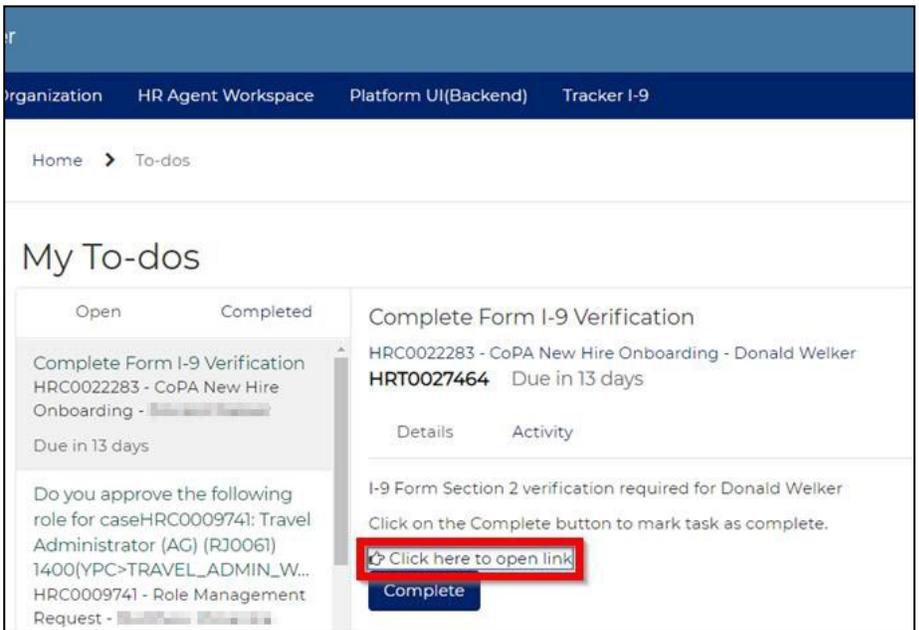
In the Employee Resource Center, click "To-dos" in the upper right corner.



3 Access the I-9 System

Select the "Complete Form I-9 Verification" To-do on the left for the given employee.

Then click "Click here to open link."



4 Access I-9 Records

Tracker I-9 will open in a new window and display the user's dashboard. Any pending I-9 approval workflow will be visible under the Section 2 Due row of the Task Summary Section.

- Red = Overdue
- Light Blue = Due within Week
- Dark Blue = Future Due Date

Select the **"Section 2"** link to access the I-9 records.



5 Select Form I-9 Record

A list of Form I-9 records will appear. Use the scroll buttons at the bottom if needed to move between pages.

Locate the employee that corresponds to the email received in Step 1 and click on the employee's name.

Due Date	Employee Name	Start Date	Status
9/27/2012	ONBOARDTESTI, Joseph	9/24/2012	🔔
1/29/2013	ONBOARDTESTRR, Joseph	1/24/2013	🔔
11/6/2013	ONBOARDTESTUU, Joseph	11/1/2013	🔔
5/5/2015	ONBOARDTESTVW, Joseph	4/30/2015	🔔

6 Access Section 2

Form I-9 will open to Section 1. Click on the **"Section 2"** link to enter the employee's document information.

Employee Name: Test Test
 I-9 Create Date: 5/15/2020 7:42:21 AM
 Worksite: 25 - Probation & Parole
 I-9 ID: 6885

Created On: 5/15/2020 | Start Date Entered: 5/15/2020 | Section 1 Completed: 5/15/2020 | Complete Section 2: 5/15/2020

Summary | **Section 1** | Section 2

USCIS Form I-9 Employment Eligibility Verification

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.

ANTI-DISCRIMINATION NOTICE ⓘ

Employee Name and Identification

7 Select Document Types

Click on the down arrow of any the document types in the "Employment Verification Documents" section.

Employment Verification Documents *

(The Employee must present one document from List A OR one document from List B and List C).

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s).

Document Type: List A Select | **List B Select** | List C Select

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DO NOT CHANGE the information contained in the "Employment Information" section. This data that includes Employer, Worksite, Business Name and Start Date are pre-populated and should not be changed. **If you find a discrepancy, please contact the HR Service Center at 866.377.2672. If you are verifying for a PLCB employee, please contact PLCB HR at 866.741.7426.**

A pop-up box will appear. Select the radio button next to the applicable document(s). Either a document from List A or a combination of one List B and one List C document.

Only document types issued for the employee's citizenship status chosen in Section 1 will be available for selection.

Select the **"Continue with Selected Documents"** button.

If you are given a **F-1 or H-1B Visa**, **STOP** processing and contact the HR Service Center at 866.377.2672. If you are verifying for a PLCB employee contact PLCB HR at 866.741.7426.

Select a Document from List A - OR - one from both List B and C

List A (Documents Both Identity & Employment Eligibility)

- U.S. Passport
- U.S. Passport Card
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Foreign Passport with Temporary I-551 Stamp
- I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)
- Temporary I-551 Printed Notation on a Machine-Readable Immigrant Visa (MRIV)
- Employment Authorization Document (I-766)
- Foreign Passport with I-94 or I-94A
- Marshall Island Passport with Form I-94 or I-94A
- Micronesia Passport with I-94 or I-94A
- Receipt: Form I-94I-94A with refugee stamp (or RE class of admission)

List B (Documents Identity)

- Driver's License issued by state/territory
- ID card issued by state/territory
- U.S. Military card
- U.S. Military draft record
- Military dependent's ID card
- Canadian Driver's License
- ID card issued by a government agency
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter's Registration Card
- Native American tribal document

Under 18 without the Above

- Individual under age 18
- Clinic record (under age 18)
- Day-care record (under age 18)
- Doctor record (under age 18)
- Hospital record (under age 18)
- Nursery School record (under age 18)
- School record (under age 18)
- School report card (under age 18)

List C (Documents Employment Authorization)

- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth (DS-1350)
- Consular Report of Birth Abroad (FS - 240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-179)
- U.S. Citizen ID Card (I-197)
- Native American tribal document

Buttons: Cancel, Continue with Selected Document(s)

Another pop-up box will appear if a "Social Security Account Number Card (Unrestricted)" is selected for the List C Document.

If the Social Security Card (SSC) is acceptable, select the **"No"** button and proceed to Step 7.

If the SSC has restrictive language, select the **"Yes"** button and then **"OK"** in the following pop-up box. Another List C document or a List A document will need to be provided by the employee. More information is available in the ["Acceptable Documents"](#) section of this document.

! Social Security Cards that contain special notations, such as 'Valid for Work Only with DHS Authorization,' 'Valid for Work Only with INS Authorization,' or 'Not Valid for Employment,' are NOT acceptable List C documents.

Does the Social Security Card contain a special notation?

Buttons: Yes, No

! Ask the employee to provide another document to establish his or her employment authorization, since restricted Social Security cards are not acceptable documents for Form I-9. An employee may choose to visit the local SSA office with proof of his or her lawful employment status to be issued a Social Security card without employment restrictions.

Button: OK

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Enter Document Information. Enter the employee's information as shown on the document(s). The **"Document Type"** field(s) will pre-populate based on the document(s) selected in the previous step. Any required fields will be marked with a red asterisk.

If any information entered does not meet the field requirements, a message with red text will be displayed in the "Validation Summary" section above the document information.

Note: Please disregard any validation errors alerting the Employee or Employer signature is not compliant. These are not curable errors. The system will still allow processing of the I-9 record.

You can find additional information regarding each data field by hovering over the **"Information"** icon to the right of the field.

If needed, the user can select the **"Click here to Clear Documents"** link to reselect the document types. This should be completed prior to signing Form I-9 in [Step 8 – Sign Section 2](#).

Select the **"Save/Validate"** button after all required and/or applicable information has been entered.

List B and C Document Example

Do not attach copies of List B and C documents. These are not required for verification purposes nor it is required for these documents to be retained with the employee's I-9 record.

List A Document Example

Certain List A documents require a photo match to be completed in E-Verify. If required, a copy of the document (both front and back) must be attached during this step.

If photo matching is required, a message will display at the bottom of Section 2. Further information regarding the photo matching process and uploading a document can be found in the [Photo Matching Section](#) of this guide.

9 Sign Section 2

The page will refresh. Scroll to the bottom of the page to access the "Employer Electronic Verification" section.

The I-9 Verifier's name and title will prepopulate.

Select the "I Agree" checkbox and click on the "Sign Form I-9 Electronically" button.

10 Confirm Section 2 Signed

After signing the form, the user will be redirected to the Summary page of the I-9.

Scroll down to the "Audit History" section to confirm Section 2 was successfully signed.

Section	Date	Audit History Event	Created By
2	8/27/2020 9:25:10 AM	Signed Section 2	Marc Bellamy
1	5/26/2020 8:29:45 AM	Remote Hire Signed Section 1	Betty Test

11 Process Additional I-9 Records (Optional)

The process for I-9 Verifiers is complete upon the signing of Section 2.

The user can exit the page or select the "Dashboard" button in the upper right and follow steps 1 through 9 to process additional I-9 records.

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When you are finished, the To-do in the ERC will automatically be marked as complete.

Acceptable Documents

This list can also be found on Page 4 of [Form I-9](#).

Please give special attention to List C documents #1 and #7.

List C Document #1 (Social Security Account Number Card):

Only unrestricted Social Security Cards are valid List C Documents. Social Security Cards that contain restrictions are not acceptable documents. If an employee presents a Social Security Card that contains any of the restrictive wording, another form of documentation will need to be provided in order to establish employment authorization.

List C Document #7 (DHS Employment Authorization Documents):

Employment authorization documents issued by the Department of Homeland Security include, but are not limited to the following documents:

- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Unexpired Reentry Permit (Form I-327)
- Form I-797 issued to a conditional resident in combination with their expired Permanent Resident Card (Form I-551)
- Form I-94 issued to an asylee or work-authorized immigrant who has a specific immigration status

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
		AND
		LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		
4. Employment Authorization Document that contains a photograph (Form I-766)		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		
		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record

If there are questions or concerns regarding the validity of a document, please contact the HR Service Center at 866.377.2672 for assistance. If you are verifying for a PLCB employee, please contact PLCB HR at 866.741.7426.

Photo Matching (If Required)

If an employee provides one of the following List A documents, the HR Service Center must complete a photo match in E-Verify:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card (Form I-551)
- Employment Authorization Document (Form I-766)

The HR Service Center must compare the submitted photo documentation with the document image stored in the federal system. In these cases only, the original document must be scanned and uploaded to the "Attachment" field of the List A Document in order for the HR Service Center to complete the photo match.

Scan and save **both the front and back** of the original document to create an electronic copy. Please ensure that the photo is scanned clearly enough for verification purposes. As required by Tracker I-9, documents must be in a PDF, JPEG or GIF file format. **Please do not attach** a scan of a copy of the original document. Scanning a copy of the original document causes the photo to darken and often times the image becomes unclear.

Do not attach copies of List B and C documents. These are not required for verification purposes. Only copies of List A documents that require a photo match should be attached in Section 2 and retained with the Form I-9 record.

A copy of the document requiring a photo match should be uploaded in [Step 7 – Enter Document Information](#). Procedures to upload an attachment can be found below.

If Section 2 is signed without the required attachment, you will need to email a copy of the document to the HRSC, Onboarding Resource Account (RA-hrsconboarding@pa.gov). If you are verifying for a PLCB employee, please contact PLCB HR at 866.741.7426.

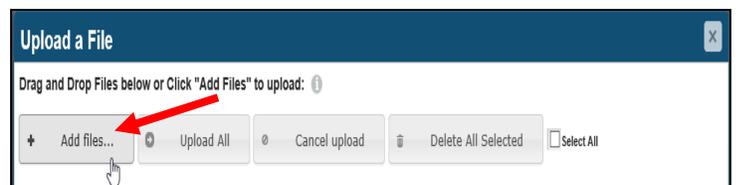
If you have any questions or concerns regarding the photo matching process, please contact the HR Service Center at 877.242.6007 and Press 1 for Agency Services. If you are verifying for a PLCB employee, please contact PLCB HR at 866.741.7426.

Procedures to Upload an Attachment

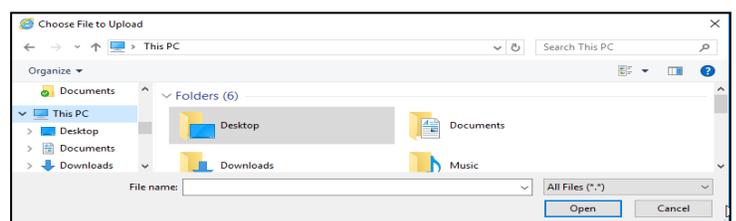
- 1) After the document information is entered, select the **"View/Upload File"** button.



- 2) A pop-up box will appear. Select the **"Add Files..."** button

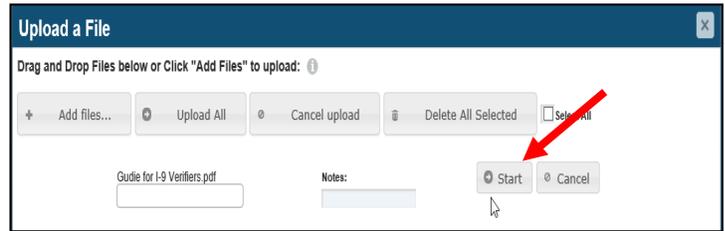


- 3) A second pop-up box will appear for the user to select the file. Locate the file and double click on the file name.

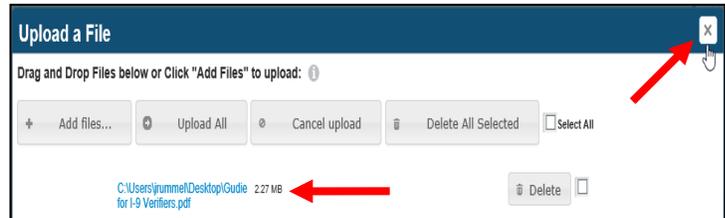


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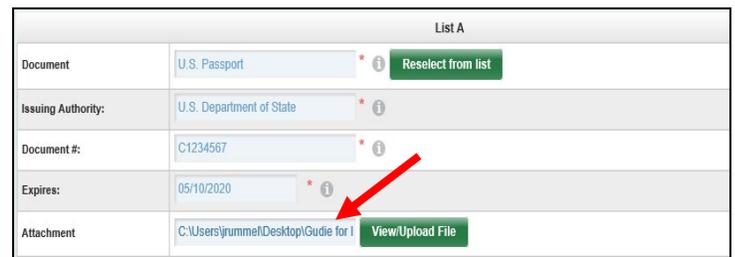
4) The second pop-up box will disappear and the file will now display in the attachments list. Select the **“Start”** button”



5) The file will load and a link to the file will be shown when complete. Select the exit button in the upper right corner.



The file path to the document will appear in the **“Attachment”** field.



Acceptable Receipts and Reverification Process (If Required)

In certain circumstances, employees can present a “**receipt**” in lieu of a List A, List B or List C document. The receipt temporarily fulfills the verification requirements of the document for which it was issued. Receipts are only valid for a short period of time and the employee must present the actual document before the receipt expires.

A receipt for the application of an initial or renewed document is not acceptable. However, a receipt is acceptable for replacement of a lost, stolen or damaged document.

Acceptable Receipts:

Receipt Type	Eligible Employees	Document Type(s) Satisfied	Validity Period	Document that employee must present at end of validity period
Receipt for a replacement of a lost, stolen or damaged document	All Employees	List A, List B or List C (Fulfills requirements of document for which it was issued)	Valid for 90 days from the date of hire	The actual document for which the receipt was issued
Arrival portion of Form I-94 or I94A containing a temporary I-551 stamp and photograph	Lawful Permanent Residents	List A	Valid until the expiration date of the Temporary I-551 Stamp or if no expiration date, one year from date of issue	The actual Form I-551 (Permanent Resident Card)
Departure portion of Form I-94 or I94A with an unexpired refugee admission stamp	Refugees	List A	Valid for 90 days from the date of hire	An unexpired Form I-766 (Employment Authorization Document) or combination of valid List B document and unrestricted Social Security Card (List C)

A valid receipt should be entered during [Step 7 – Enter Document Information](#). Entering a receipt will require the I-9 Verifier to update Section 2 upon the employee presenting the original document. Refer to the following procedures to process an acceptable receipt:

Add Receipt Information

- 1) If an employee presents a valid receipt, select the checkbox labeled “**Employee presented an acceptable receipt in lieu...**” for the applicable document.

Users can find information regarding receipts by hovering

HR Service Center (Revised 10.18.2022)

The screenshot shows the 'Employment Verification Documents' section of a software interface. It is divided into two columns: 'List B' and 'List C'. Each column contains a dropdown menu for document type, an 'Issuing Authority' dropdown, a 'Document #' field, and an 'Expires' field. Below these fields is an 'Attachment' field with a 'View/Upload File' button. At the bottom of each column, there is a checkbox with the text: 'Employee presented an acceptable receipt in lieu of an original document in List B' (for List B) and 'Employee presented an acceptable receipt in lieu of an original document in List C' (for List C). Red arrows point to these checkboxes. The interface also includes a title bar with a document icon and a star, and a subtitle: '(The Employee Must Present One Document from List A OR one document from List B and List C)'. There is also a link: 'Click here to Clear Documents'.

over the **“Information”** icon to the right of the field.

- 2) A pop-up box will appear with a warning message indicating the checkbox should only be selected if the employee presented a receipt. If the receipt is acceptable, select the **“Yes”** button and proceed to Step 3.

Otherwise, select the **“No”** button. You will be returned to the previous screen. The employee will need to provide another document from the applicable list.

- 3) You will be returned to the previous screen. The receipt indicator should be checked if the employee presented an acceptable receipt. Be sure to enter the information for any other applicable documents. Select the **“Save/Validate”** button when finished.

- 4) The page will refresh. Scroll to the bottom of the page to access the **“Employer Electronic Verification”** section.

The I-9 Verifier’s name and title will prepopulate.

Select the **“I Agree”** checkbox and click on the **“Sign Form I-9 Electronically”** button.

- 5) After signing the form, the user will be redirected to the Summary page of the I-9.

Scroll down to the **“Audit History”** section to confirm Section 2 was successfully signed.

Section	Date	Audit History Event	Created By
2	8/27/2020 9:25:10 AM	Signed Section 2	Marc Bellamy
1	5/26/2020 8:29:45 AM	Remote Hire Signed Section 1	Betty Test

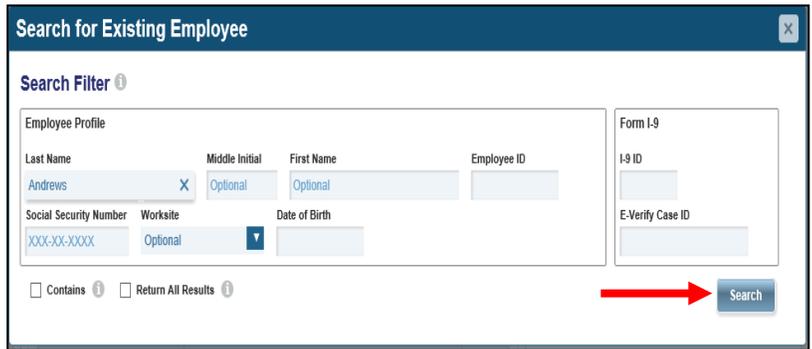
Remove Receipt and Update Section 2

- 1) Click in the **“Search Options”** box at the top of the user dashboard.



A pop-up box will appear. Enter the employee’s information into the search fields to locate the I-9 record.

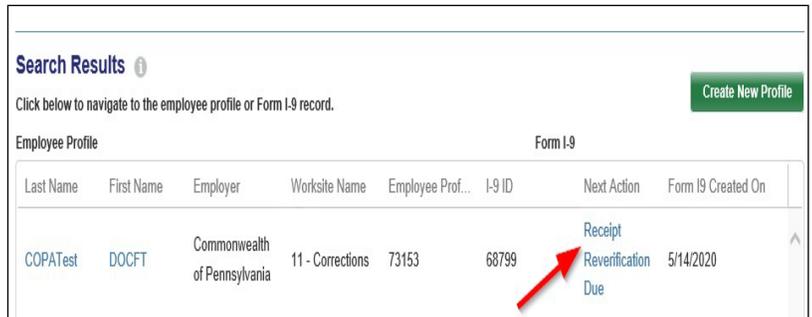
Select **“Search”** button.



- 2) A list of I-9 records will appear.

Locate the employee’s record. The next action should show as **“Receipt Reverification Due”**

Click on the link in the **“Next Action”** column.

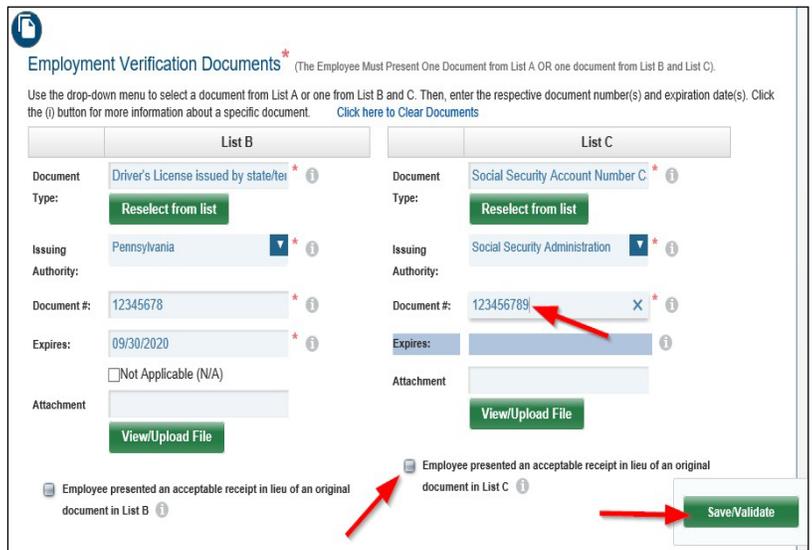


- 3) You will be redirected to Section 2 of the employee’s Form I-9.

Scroll down to the **“Employment Verification Documents”** section.

Uncheck the **“Employee presented an acceptable receipt in lieu...”** indicator and enter the employee’s document information.

Select the **“Save/Validate”** button when finished.



- 4) A pop-up box will appear for the user to confirm the Section 2 amendment.

Select the **"I agree"** checkbox and click on the **"Save & Acknowledge Updates"** button.

Electronic Amendment - Employer Representative ✕

Select the box next to "I Agree" to acknowledge that you are amending a U.S. Government Form I-9 and that to the best of your knowledge the employee is authorized to work in the United States.

I Agree Employer Representative Name: Marc Bellamy

By clicking Save & Acknowledge Updates, I acknowledge that I am updating a value of this electronic Form I-9 record.

Save & Acknowledge Updates
Cancel

- 5) After signing the form, the user will be redirected to the Summary page of the I-9.

Scroll down to the "Audit History" section to confirm Section 2 was successfully signed.

Audit History

Section	Date	Audit History Event	Created By
2	8/27/2020 10:28:40 AM	Section 2 Amended and Signed	Marc Bellamy
2	8/27/2020 10:09:36 AM	Signed Section 2	Marc Bellamy
1	5/14/2020 8:39:07 AM	Remote Hire Signed Section 1	DOCFT COPATest