PA
pennsylvania

Online Orientation

Guide for I-9 Verifiers

as of August 30, 2021

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.

These procedures were established in support of the onboarding process for employees newly hired into agencies supported by the HR Service Center. 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.

Guide for I-9 Verifiers

1 Receive Email Notification to Complete Section 2

Receive "Online Orientation Reminder: 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

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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: sm test
Start Date: 08/18/2021

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 viewed the employee's documents, please access the Form I-9 via the Employee Resource Center and enter 'I-9' in the Search bar. Select the article, "Form I-9 Verifier Process" for instructions on how to access the employee's Form I-9.

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 not be able to continue working for the commonwealth.

If you have any questions about the I-9 verification, you can contact the HR Service Center at 866.377.2672, Monday through Friday from 7:30 a.m. to 5:00 p.m.

Thank you.

HR Service Center
PA Office of Administration
Toll Free: 866.377.2672

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2 Access Onboarding Link

In the Employee Resource Center, enter **"I-9"** in the search bar and select the article **"Form I-9 Verifier Overview and Guide"**.

Select the **"Infor Onboarding Console"** link in the article.

I-9

- Form I-9 Verifier Overview and Guide
- Guide for I-9 Verifiers
- Employment and Hiring Forms
- HR Offices Onboarding Roles and Responsibilities
- Supervisor's Onboarding Roles and Responsibilities

Knowledge Library

Visit the Knowledge Library Homepage

Form I-9 Verifier Overview and Guide

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As a designated I-9 Verifier, you are responsible for 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. Federal law requires the verification of employment eligibility within 3 days of the employee's start date.

You can access the onboarding console and the Tracker I-9 records using the link below:

Infor Onboarding Console

The Guide for I-9 Verifiers will help you through the procedures for completing the Form I-9 Section 2 electronically.

Guide for I-9 Verifiers

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3 **Login to Onboarding Application**

Navigate to the Knowledgebase menu in the upper left-hand corner and select **"Onboarding Console"**.

The page will redirect to the Onboarding Navigation Menu. Select **"Tracker I-9"**.
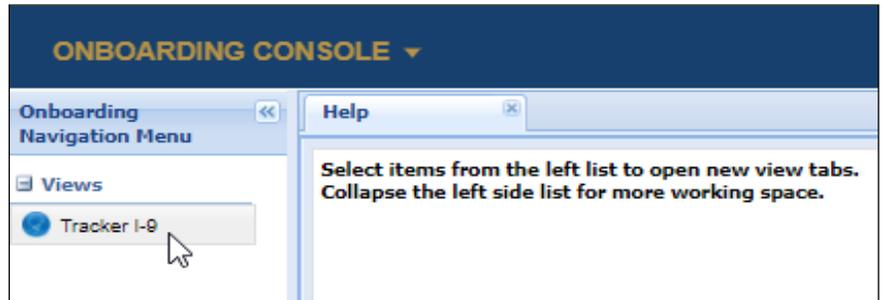
4 **Access I-9 Records**

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.
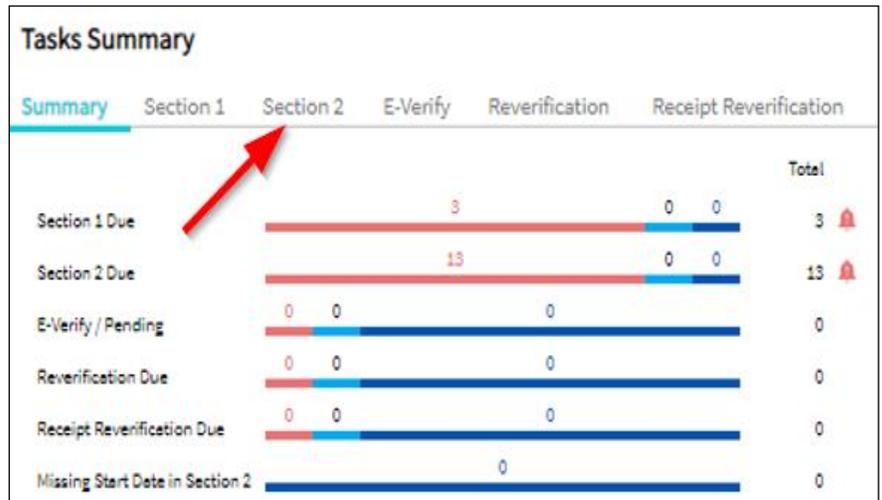
5 **Select Form I-9 Record**

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.

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.
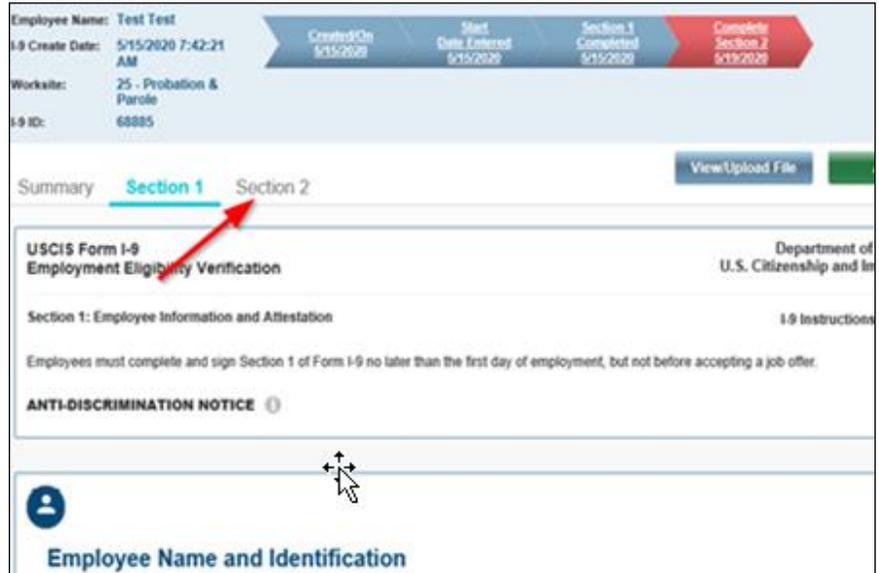
7 **Select Document Types**

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

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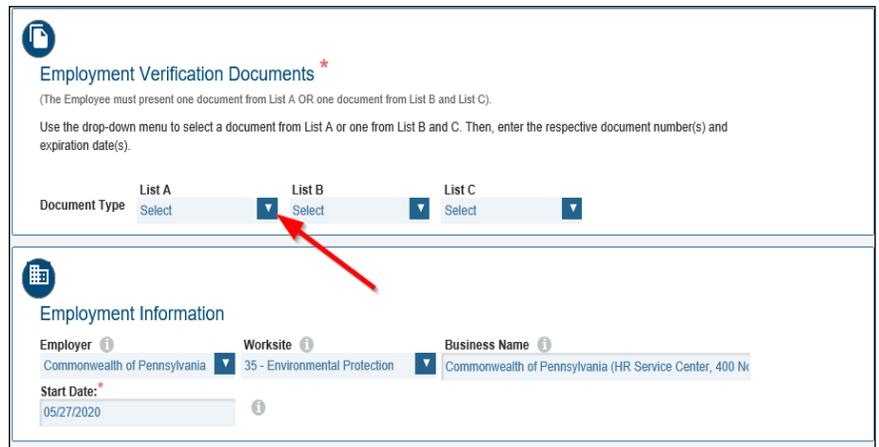
A pop-up box will appear. Select the radio button next to the applicable document(s). Either a document from List A or a combination of one List B and one List C document.

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

Select the **"Continue with Selected Documents"** button.
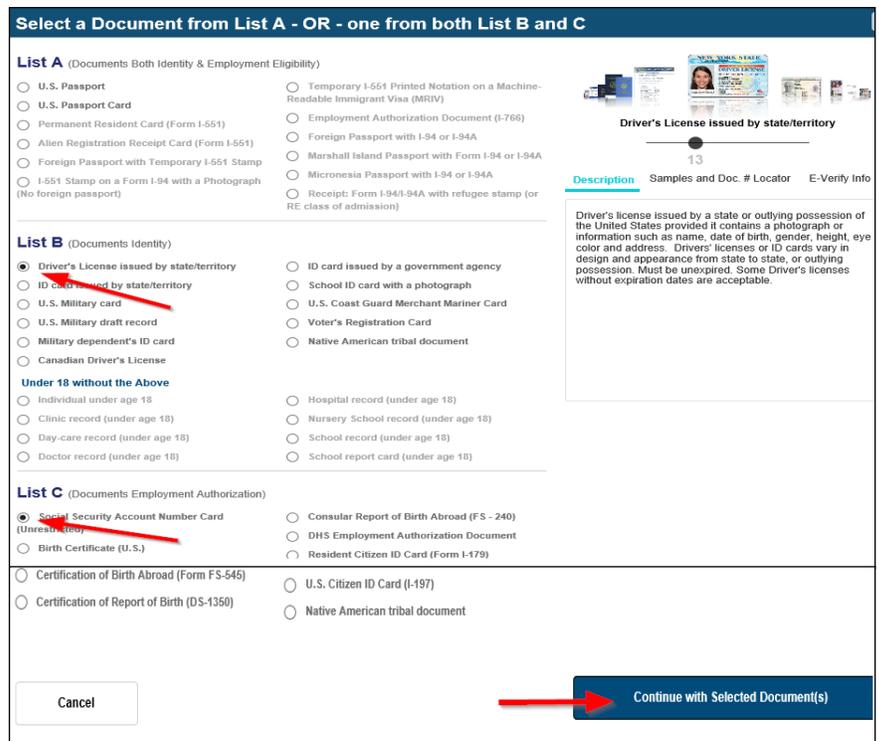
Another pop-up box will appear if a "Social Security Account Number Card (Unrestricted)" is selected for the List C Document.

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.

8 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.

Audit History

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 though 9 to process additional I-9 records

Powered By TRACKER

Search Options   👤 Marc Bellamy ▾   ➡ Logout

Dashboard   Manage I-9 ▾   E-Verify ▾   Reports ▾   Audits ▾   Help ▾

Employee Profile   Form I-9

Employee Name: Betty Test

Created/On   Start   Section 1   Section 2   NONE

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 <u>unrestricted</u> 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:

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	LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	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	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. 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	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	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	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

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.
	4. Voter's registration card	4. Native American tribal document

	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
	6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
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	**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	

- ☐ 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

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

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 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 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.

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
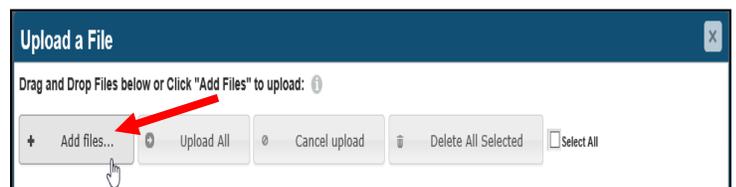
3) A second pop-up box will appear for the user to select the file. Locate the file and double click on the file name.
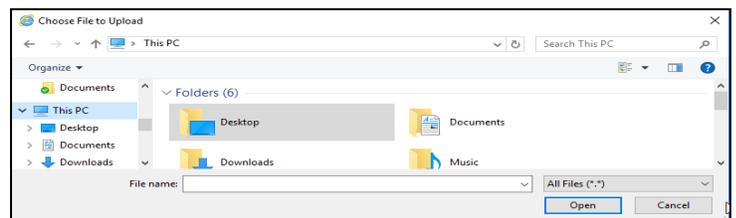
4) The second pop-up box will disappear and the file will now display in the attachments list. Select the **"Start"** button"
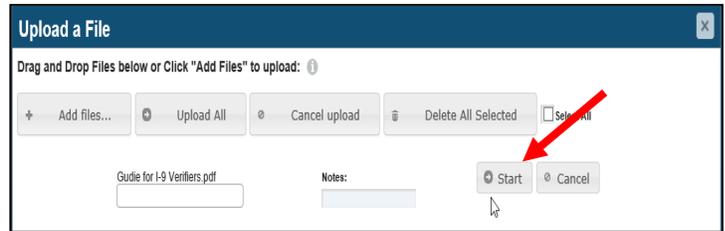
5) The file will load and a link to the file will be shown when complete. Select the exit button in the upper right corner.
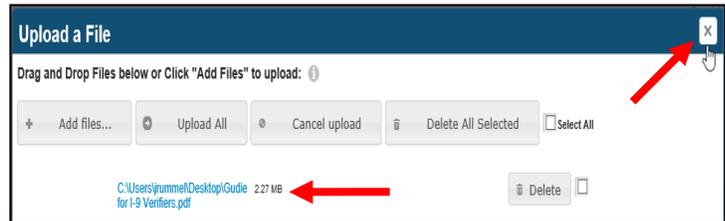
The file path to the document will appear in the **"Attachment"** field.

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 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.

> ❗ This checkbox should ONLY be checked if the employee presented a receipt for a document because they could not present an original document. There are three categories of receipts:
>
> 1. A receipt for a replacement of a lost, stolen, or damaged document
> 2. The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph
> 3. The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp.
>
> If the employee presented an acceptable receipt that matches one of the categories above, click Yes to confirm. Otherwise click No to cancel.
>
> **Yes**   **No**

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.

Audit History

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.

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.

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

Select **"Search"** button.
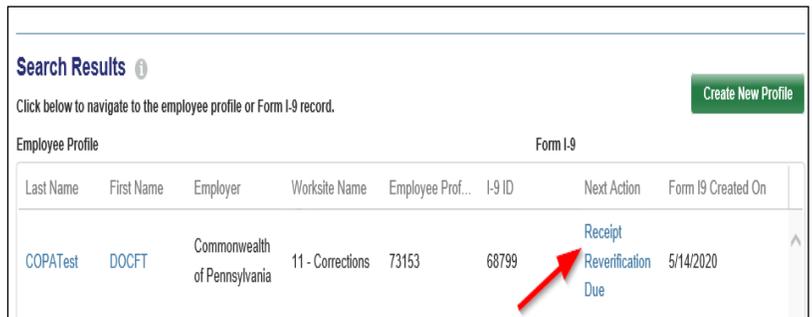
3) You will be redirected to Section 2 of the employee's Form I-9.

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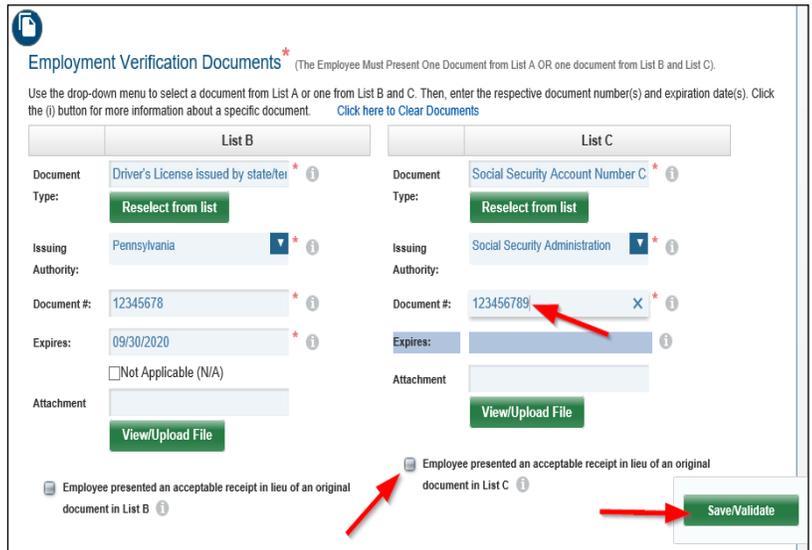
4) A pop-up box will appear for the user to confirm the Section 2 amendment.

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

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.