How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service

Body

U.S. Citizenship and Immigration Services (USCIS) requires that employers confirm employees' identity and employment authorization to work in the United States by properly completing Form I-9 for every individual including both citizens and noncitizens. . This process guides employees and administrators through an online completion method:

1. Part 1 involves filling out the I-9 form which can be via Employee Self-Service
2. Part 2 involves having a trained campus representative review allowable forms of Identification and sign off on them. Please work with your manager to follow the campus' practice for completing this second step.

Instructions

Overview

Employees (or preparers/translators) use this page to complete and submit the Section 1 information of the Form I-9 for the employee. Employees can complete and submit more than one Form I-9 but cannot modify the Form I-9 after submission and can view the most recent submission only.

Fields and links on this page are editable only when you are entering or completing a Form I-9. If the Form I-9 has been submitted via MaineStreet, this displays a Submit a New Form button that you select to open up the fields and complete a new form.

Note: The information you enter on this page is for I-9 purposes only and does not update other HR data stored in the system. Comparative reports will be run to identify discrepancies in addresses, DOB and SSN. In some cases, you may be required to resubmit corrected information.

Step 1: Open Form I-9 via MaineStreet

1. Navigate to the MyCampus portal and click the **HR** tile.
2. Within **Employee Self-Service**, click **Personal Details** and select **Form I-9**

Step 2: Complete Section 1- Employee Information and Attestation

Personal Demographics

- Use this section to enter your name, address, birth date, U.S. social security number, and contact information.
- **Other Names Used (if any):** Enter the maiden or other names, if applicable. When more than one name exists, separate the names by a semicolon (;)
- **Employee's E-mail Address and Employee's Telephone Number**: Enter the appropriate contact information.

Citizenship Status

I attest, under penalty of perjury, that I am (check one of the following): Select the option for your eligibility type. You must select one of the options and provide any additional data that is associated with the selected option.

1. **A citizen of the United States:** Select this option if you are a citizen of the United States
2. **A noncitizen national of the United States (See Instructions):** Select this option if you are an individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** This specific immigration status describes an individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents. Asylees and refugees should not select this status, but should instead select "An alien authorized to work." Employees who select this box should enter their seven- to nine-digit Alien Registration Number (A-Number) or USCIS Number in the space provided. The USCIS Number is the same as the A-Number without the "A" prefix.
    1. **USCIS or A-Number**: Enter your lawful Permanent Resident alien number or USCIS number. This field is mandatory if you select the option stating that you are a lawful permanent resident

4. **A noncitizen (other than Item Numbers 2 and 3 above) authorized to work:** An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States. For example, asylees, refugees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau should select this status.

Note: Aliens authorized to work must enter one of the following to complete Section 1:

1. **USCIS A-Number**: Enter your temporary alien number; OR
2. **Form I-94 Admission Number**: Enter your assigned number; OR
3. **Foreign Passport Number and the Country of Issuance:** Enter the foreign passport number and the country that issued that passport.

Signature

Signature of Employee: Select a signature type.

- **Employee's Name:** The name is derived from the values entered in the Last Name, First Name, and Middle Initial fields.
- **Minor Under Age 18**
- **Special Placement** (see Preparer/Translator information)

Preparer and/or Translator Certification Supplement A (optional)

This supplement must be completed by any preparer and/or translator who assists you in completing Section 1 of Form I-9. Each preparer or translator must complete, sign, and date a separate certification area.

- **Signature of Preparer or Translator:** Enter the preparer's signature by typing the First and Last name.
- **Last Name (Family Name) and First Name (Given Name):** Enter the preparer's first and last name in these fields.
- **Address (Street Number and Name), City or Town, State, and Zip Code**: Enter the preparer's address information in these fields.

Submit and Confirmation

Submit: Select this button to save and submit this form, trigger appropriate workflow notifications to the administrator, and generate the confirmation page.

Review and Complete: The form will check to ensure that each field in Section 1 is filled out. Would you like to perform this check now? Click **Yes** to continue; Click **No** to make any corrections.

Step 3: Presenting Documents

Part 2 involves having a trained campus representative review allowable forms of Identification and sign off on them. **Please work with your manager to follow the campus' practice for completing this second step.**