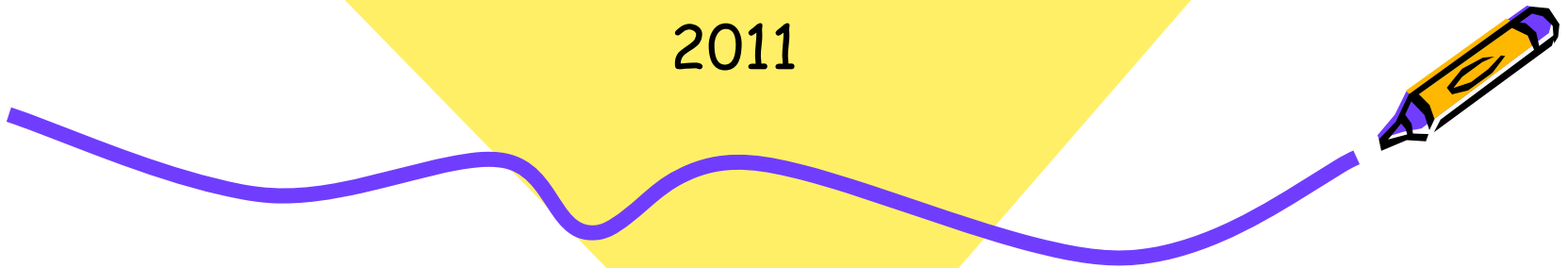




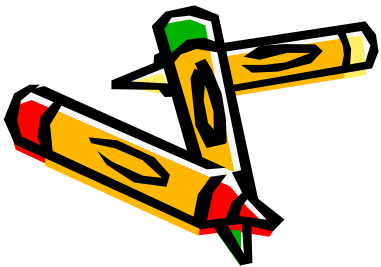
Completing I-9 Forms for J-1 Scholar Hires

HR Data Services
2011



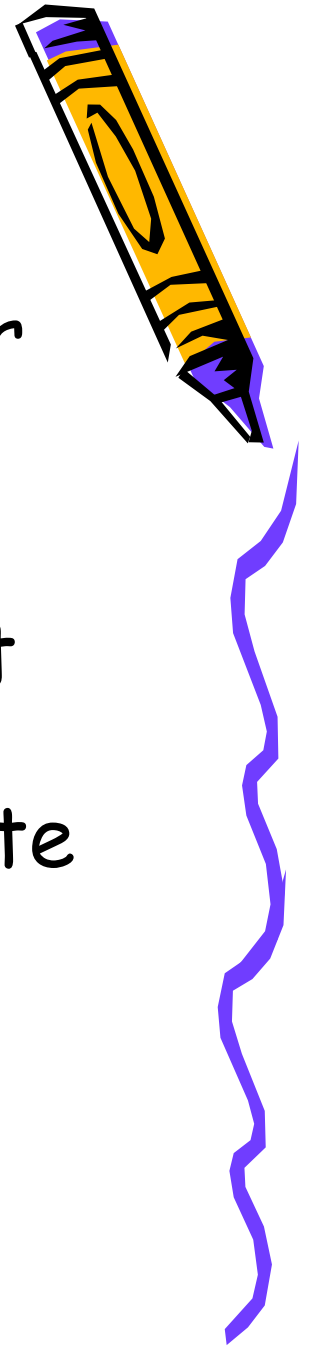
Hiring Paperwork

- Requirements:
 - Completed on-line I-9 Form and scanned I-9 documentation (identity and eligibility for legal work in the U.S.)
 - Entry in PeopleSoft enables UTS accounts, parking passes, EmoryCard and library access



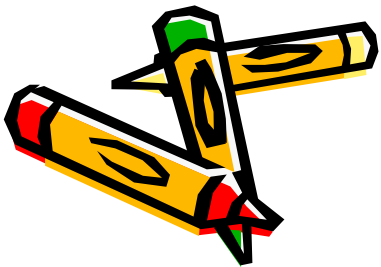
Required Paperwork

- Completed online Direct Deposit or CASHPAY Form
- Scholars should see Mary Chenault regarding tax status as soon as possible (do not have them complete GA state and Federal tax forms!)



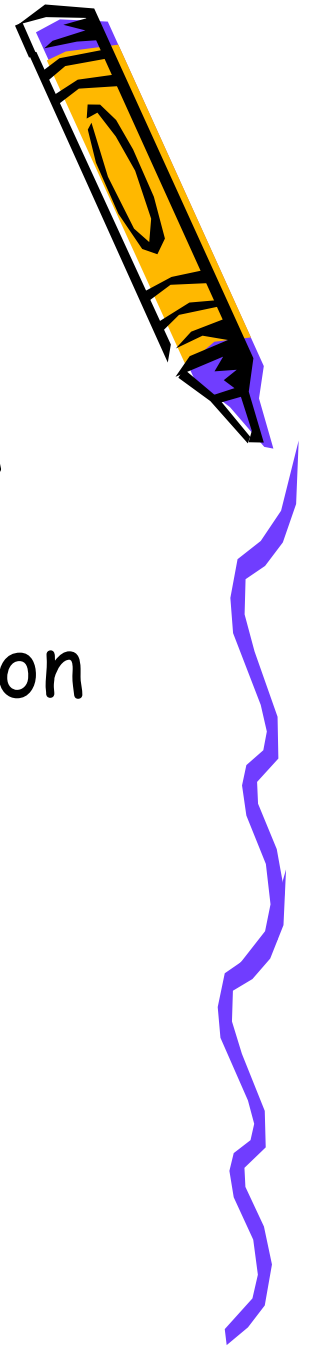
Completing the I-9 Form

- All hires should be Pre-Started
- It is your responsibility to make sure the employee fills out section 1 accurately and completely
 - Check that last name is under last name, etc..
- NEVER tell a hire what documents to give you for I-9 purposes



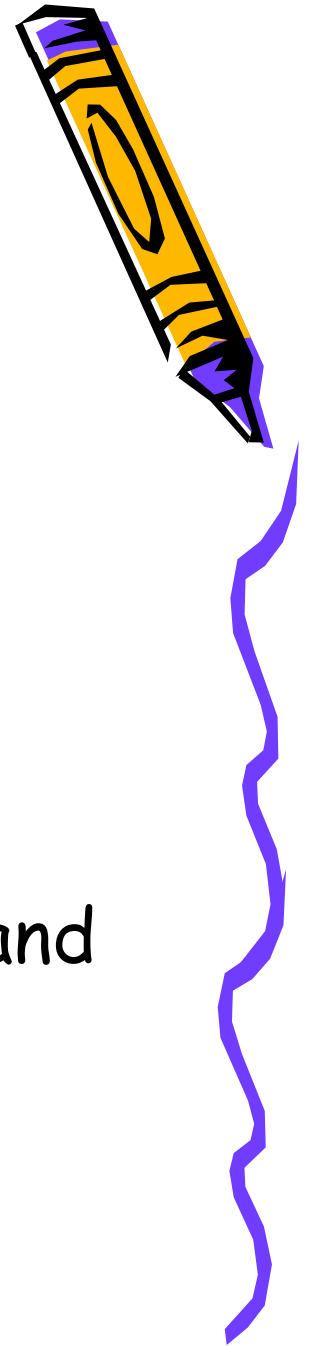
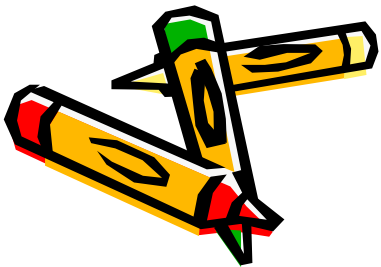
Completing the I-9 Form

- J-1 scholar hires should check 4th box above the date in section 1
- The end date for work authorization can be found in:
 - section 3 of the DS-2019 for J-1 scholars



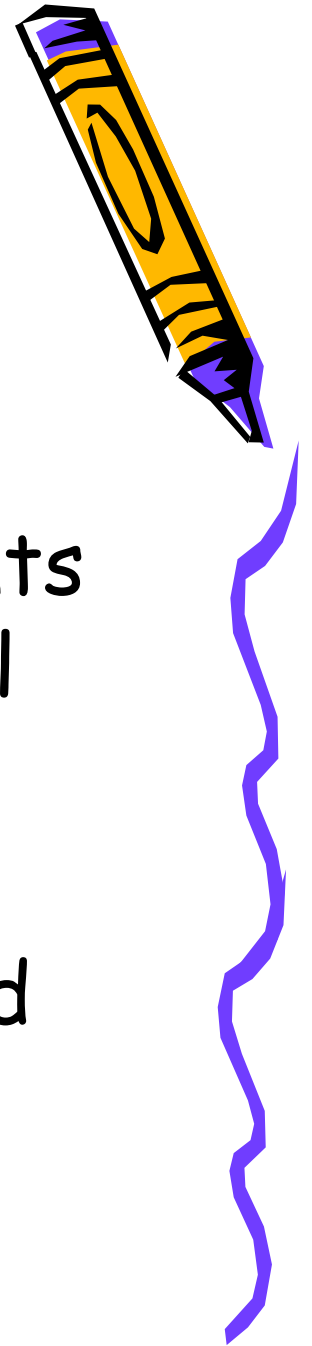
Completing the I-9 Form

- The alien or admission number must be supplied in section 1
- The number may be found on the I-94 arrival/departure card as 11 digits
- SSN = "applied for" if not yet assigned
- The employee **MUST** electronically sign and date the form



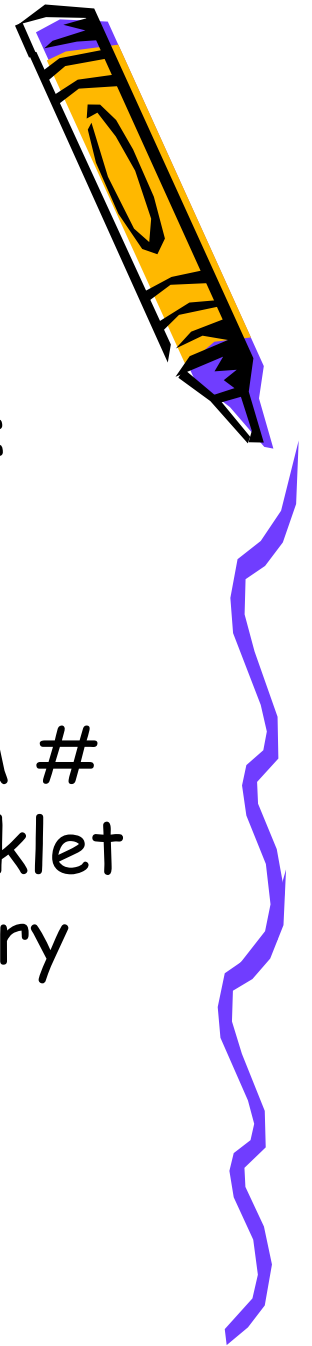
Completing the I-9 Form

- Section 2 - Employer completes
- You may accept list B & C documents for J-1 scholar hires, but most will not have the necessary documents
- Entire list A section must be completed if list A documents used

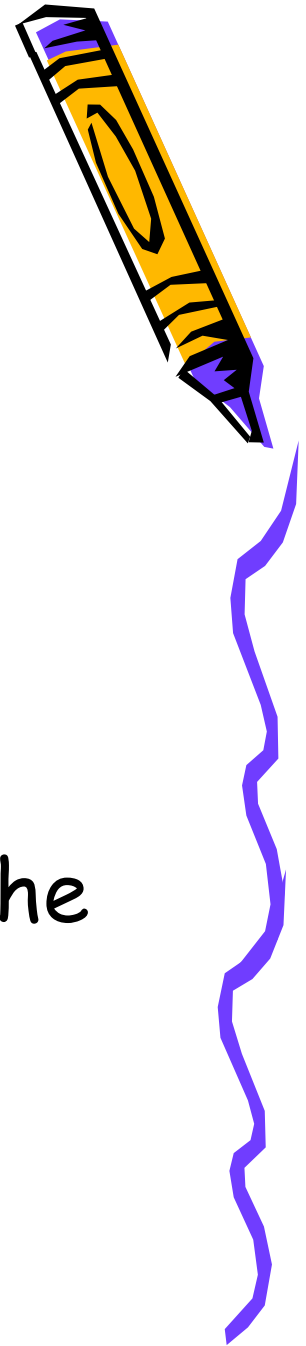


Completing the I-9 Form

- Completing List A for J-1 scholar hires:
- Document Title= Foreign Passport
- Issuing Authority= home country
- 1st Document # = Passport # (not VISA # or SEVIS #) - look in the passport booklet under the section from the home country



Completing the I-9 Form

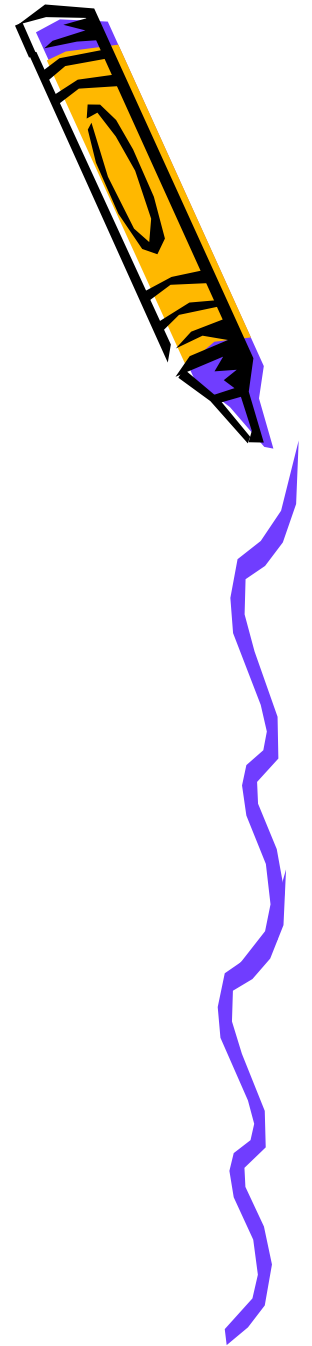


- 1st Expiration Date= Passport Expiration
- 2nd Document # = I-94 Alien #
- 2nd Expiration Date = expiration of work authorization in section 3 of the DS-2019



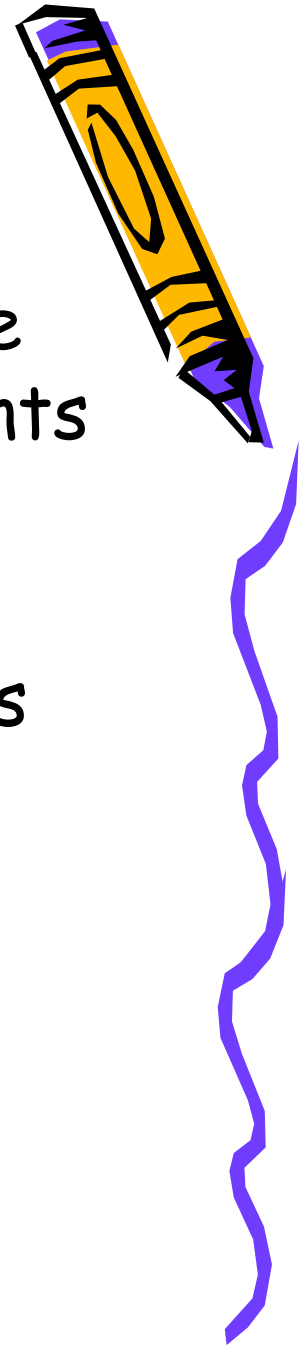
Completing the I-9 Form

- Certification Statement
- Be sure to fill in the first date of work for the new hire
- Electronically sign and date



Completing the I-9 Form

- HR Data Services **MUST** have a complete online I-9 form and scanned I-9 documents before a hire will be processed into PeopleSoft HR
- All hires must present original documents for the I-9 (no faxes or copies)



Completing the I-9 Form



- Completing List A for J-2s (J-1 dependents)
- Employment Authorization Card:
 - Document Title: EAD
 - Issuing Authority: DHS/USCIS
 - Document #: Card # that starts w/three letters
 - Expiration Date: expiration date of work authorization on front of the card

