

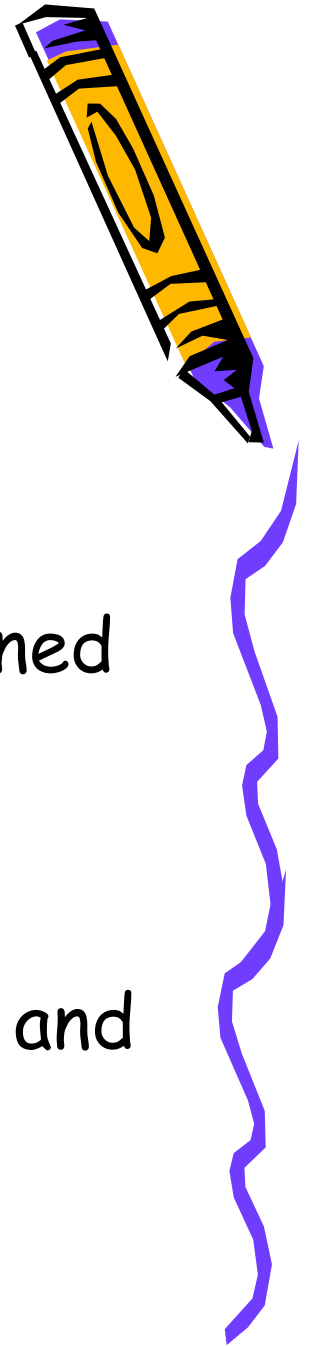


Completing I-9 Forms  
for H1B1, TN, O-1 Hires

HR Data Services  
2011

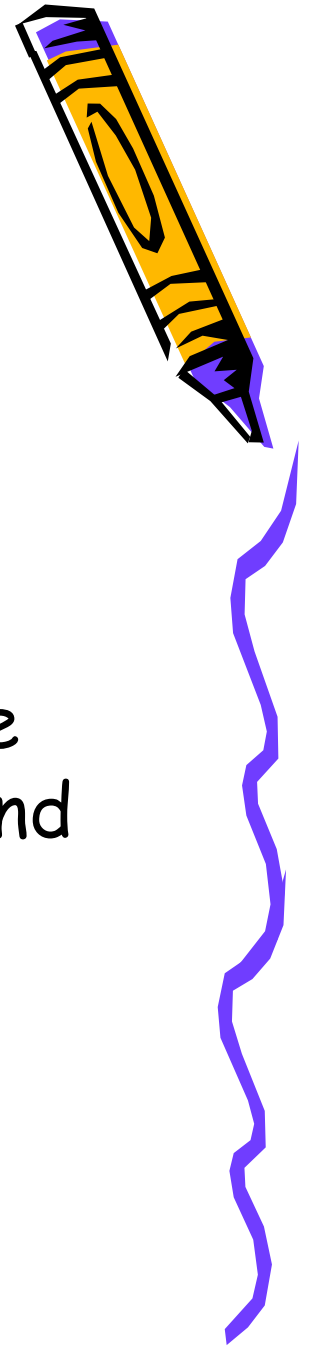
# Required Paperwork

- Requirements:
- All hires should be Pre-Started
  - 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



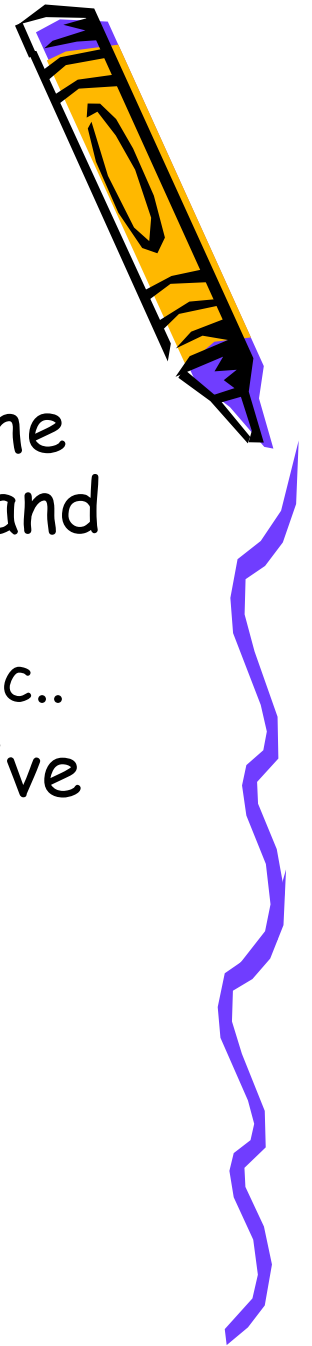
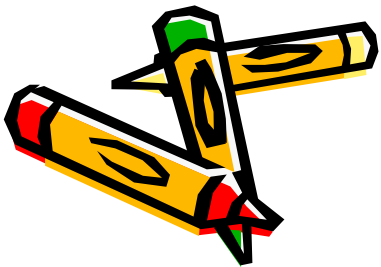
# Required Paperwork

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



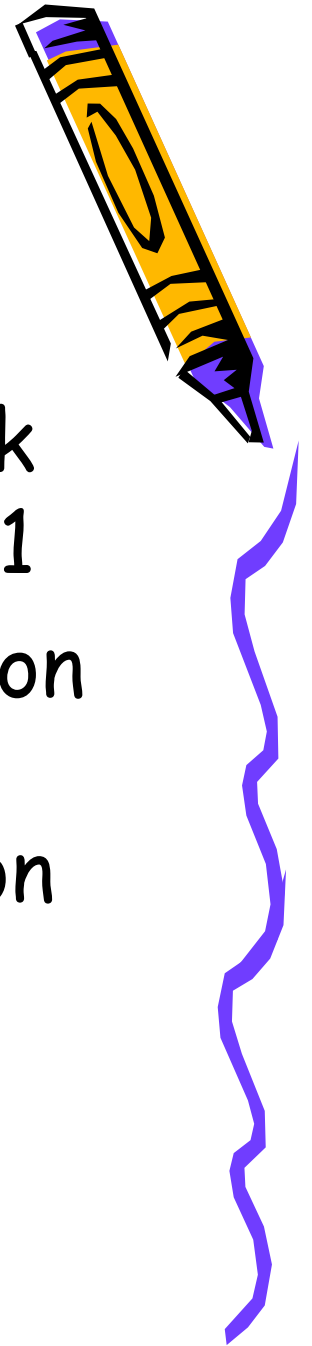
# Completing the I-9 Form

- 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



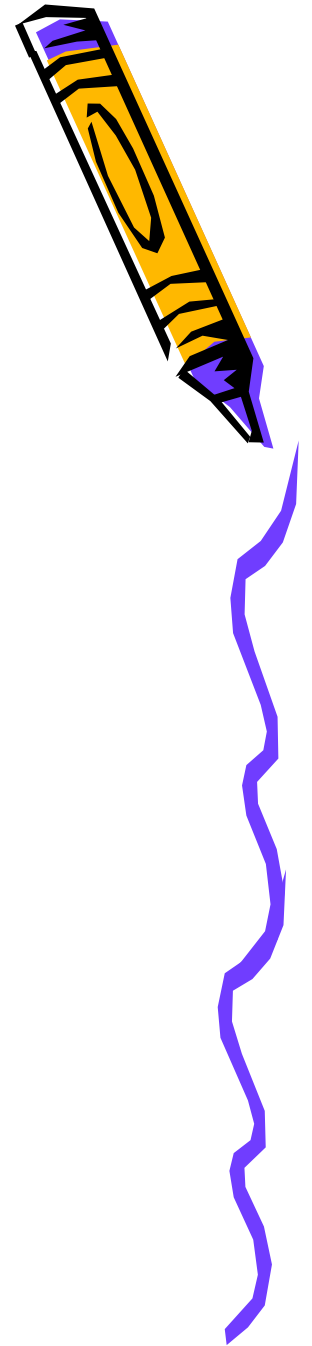
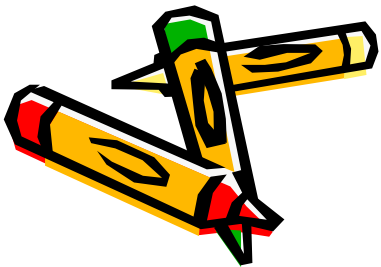
# Completing the I-9 Form

- H1B1, TN and O1 hires should check 4th box above the date in section 1
- The end date for work authorization can be found on the I-797 form in the left lower box for H1B1s and on the I-94 card for TNs and O-1s



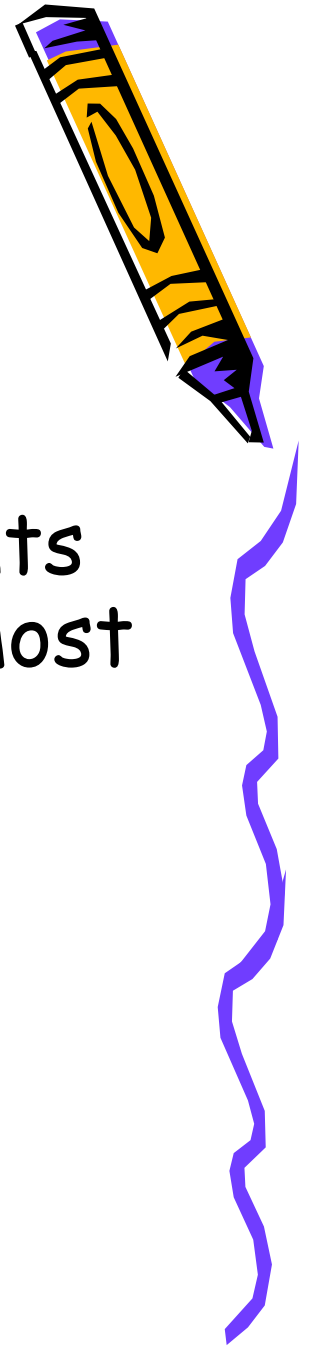
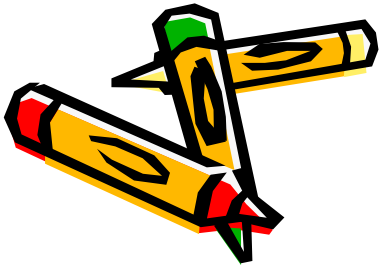
# Completing the I-9 Form

- 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



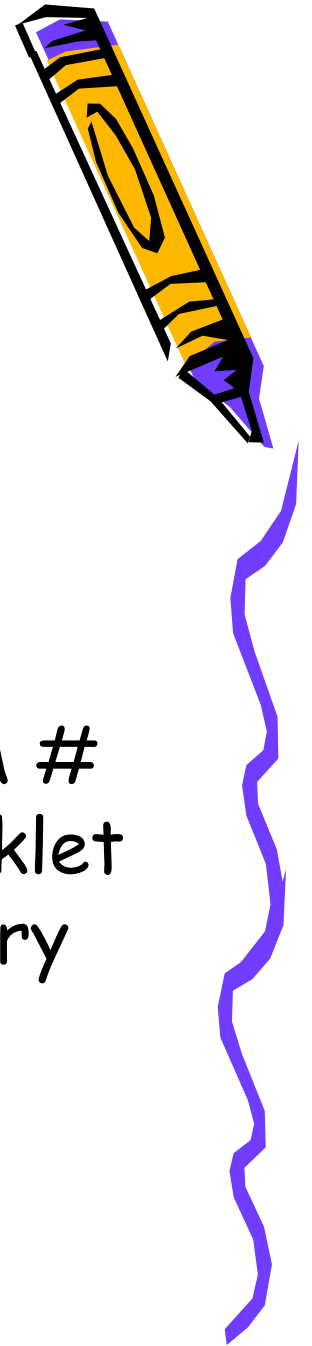
# Completing the I-9 Form

- Section 2 - Employer completes
- You may accept list B & C documents from H1B1, O-1 or TN hires, but most will not have the necessary documents
- Entire list A section must be completed if list A documents are used



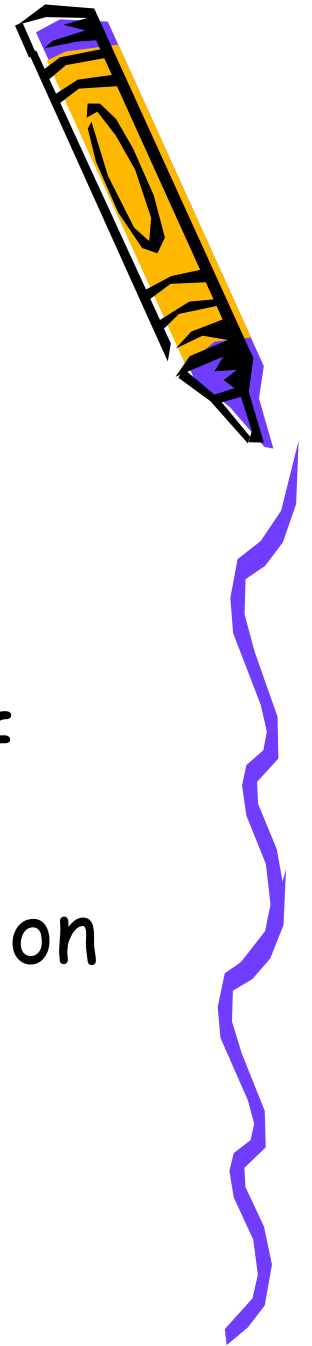
# Completing the I-9 Form

- Completing List A H1B1, TN, O-1 hires:
- Document Title= Foreign Passport
- Issuing Authority= home country
- 1<sup>st</sup> Document # = Passport # (not VISA # or SEVIS #) - look in the passport booklet under the section from the home country



# Completing the I-9 Form

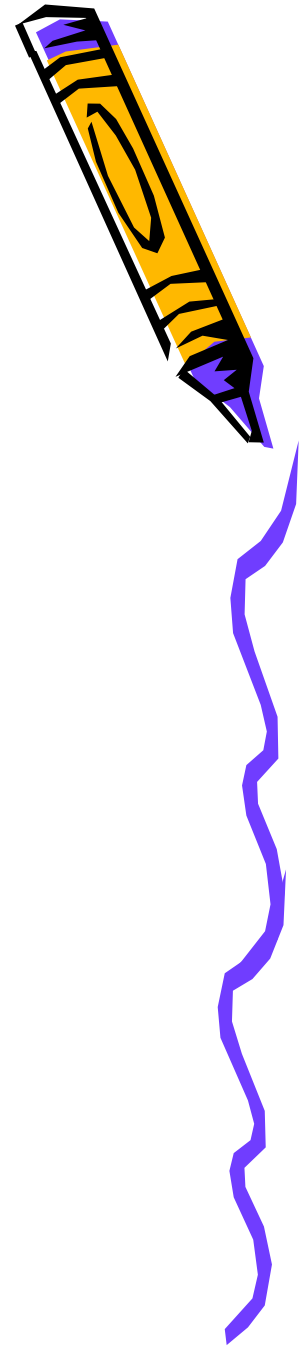
- 1<sup>st</sup> Expiration Date= Passport Expiration
- 2<sup>nd</sup> Document # = I-94 Alien #
- 2<sup>nd</sup> Expiration Date = expiration of work authorization (program end date) on I-797 form for H1B1 and on I-94 for TNs or O-1s



# 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)

