Completion of the I-9 Form

Once a personnel form has been loaded for an employee and the form has been routed for approval (RAPR) the employee will receive a welcome email that includes a link to the Employee Data Sheet (EDS). The EDS contains links to all of the required employment documents an employee must complete as part of the hiring process. A sample EDS is displayed below:

The I-9 form is one of the required documents listed on the EDS. The employee will click on the link for the I-9 form and complete Section 1.
The information contained on Directory will automatically populate for the employee. The fields the employee will need to complete are indicated by the open text boxes and radio buttons.

Once the employee has entered the required information they will click the “Submit” button. They will then be prompted to click the “Confirm Submit” button before the form will be routed to the HRSAUTH for completion of Section 2.  **NOTE:** If the employee is an international student or international GA the I-9 form will route to ISO for completion of Section 2.

Since the I-9 form is routed similar to the personnel action it is assigned a status. Once the employee has submitted the I-9 to the department the status will change to RAPR. At this status the employee receives an email instructing them to bring their identity and work authorization documents to the HRSAUTH for review and certification. The HRSAUTH will receive a Workspace notification that the I-9 is ready for their completion.
The I-9 form can be accessed by clicking on the Workspace link, which will bring the HRSAUTH directly to the I-9 form, or by selecting the employee using the Employee Search screen. If the Employee Search screen method is used, click on the Documents Tab to retrieve the I-9 form.
The HRSAUTH will complete Section 2 by entering the information collected from the employee’s identity and work authorization documents. Upon completion of the required fields the HRSAUTH will click the “Submit” button. They will then be prompted to click the “Confirm Submit” button in order to finalize approval of the I-9 form. Once the HRSAUTH has approved the I-9 form the status will change to RAPP which is the final status for this document.