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**Things to Remember**

- All I-9 updates must be sent to Human Resources to process electronically.
- Refugees and Asylees will have to be done on paper.
- Temporary I-551 stamp is treated like a receipt and must be verified within 90 days with a Permanent Resident card.
- A social security card must be presented within 90 days of hire when the social security receipt is used for the purpose of the I-9.
- Do not do an I-9 on an employee who is transferring between departments without a break in service.
- Brand new I-9 is required regardless of the length in the break in service.
- A Social Security card must not have any type of restriction. If there is a restriction, it cannot be accepted for the purpose of the I-9.
- All documents must be copied front and back, with some exceptions:
  - Copies of passports must clearly show
    - Picture
    - Most current expiration date
    - Passport number
  - F-1 and J-1 work authorizations must have copies of pages 1-3, if applicable.

**Preparation for I-9 Completion**

**Ensure Employee Has Active Login**

In order for an employee to sign the Electronic I-9, he/she must have an active User ID and password.

**Ensure Employee Has Employment Documents**

In order to complete Section 2 of the Form I-9, the employee must present a document or set of documents that (1) verify identity, and (2) verify work eligibility. For compliance purposes, **Section 2 must be completed within 3 business days after the hire date.** For example, if an employee starts on Monday, Section 2 must be completed no later than Thursday.

**Section 1 must be completed on the first date of hire or before.** The electronic I9 allows the employee to complete Section 1 and then placed on hold prior to completing Section 2. This allows for cases when the employee does not have their documents available on day 1.

**Creating an I-9 Form**

To begin the shared I-9 process, the following individuals need to be present:
• The Employee – must have userid and password created and available for use.
• The Employer Representative – the employer representative is the one who will log into PeopleSoft and begin the I-9 form for the employee.
• The Preparer/Translator (if applicable) – someone acting as Preparer/Translator MUST also have a userid and password. This is due to government regulations around digital signatures.

The I-9 form is created by the Employer Representative logging into the system then turning the keyboard over to the Employee and/or the Preparer/Translator to complete the appropriate information and to provide their electronic signatures when appropriate.

Note: Before beginning the form, ensure that the Employee and Preparer/Translator have a PeopleSoft ID and password and the Employee has the applicable I-9 identification documents.

# Logging on and Starting the I-9 Form

## Navigation

To begin creating an I-9 form, the Employer Representative must navigate to the I-9 & E-Verify Home Page.

(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)

Click on the “Create an I-9 Form” link.

![Create an I-9 Form](image)

**New Employee Search**

The Employee Search page opens. The Employer Representative should search for the employee by using his/her Employee ID, if possible. Name and Last Name are also available for searching.

![Oracle Image]
If there is only one match, the form will automatically begin. If there are multiple matches, choose the correct employee from the list.

**Completing Section 1 Employee Information**

Once the correct employee has been chosen, the Electronic I-9 form will begin.

The Employer Representative should verify that the Name and Employee ID on the top of the form match the employee he/she is trying to process. If not, search again to find the correct employee.

**Note:** If the correct employee’s record cannot be found in the system, please contact HR.

The hyperlinks circled in the picture above can be used as references when completing the form.

If the user clicks on the *Instructions* link, the current I-9 instructions will be displayed for review. The *Acceptable Documents* link will bring up the listing of acceptable identification documents. The *Handbook for Employers* link will bring up the full I-9 handbook (M-274).

If the Name and Employee ID are correct, the employee should then be given control of the computer to complete filling out Section 1 and sign the form.

The employee must indicate “N/A” in the field of *Other Names Used* if he/she has not been known by any other names.

If the employee has a temporary payroll number (TPN), the *U.S. Social Security Number* field will be a closed field and left blank. E-Verify is not automatically completed.
Once the actual Social Security card is received, the I-9 will need to be corrected and E-Verify ran manually. For more information on replacing the TPN with the actual social security number (SSN), go to [Correcting a Temporary Payroll Number](#).

The fields *Email Address* and *Telephone Number* are optional. If entered, they are intended for USCIS to communicate with the employee, if necessary, and are not validated as accurate.

### Citizenship Status
After completing the personal data in Section 1, the employee must identify his/her residential status. The system contains smart coding that opens required fields for input based on the status selected.

If the employee selects **“A citizen of the United States,”** no additional information is needed.

If employee selects **“A noncitizen national of the United States,”** no additional information is needed.

If the employee selects **“A lawful permanent resident,”** the *Alien Registration Number/USCIS-Number* field opens and is required.
If the employee selects “An alien authorized to work,” the employee has one of two options:

1: Alien Registration Number/USCIS Number.

2: I-94 Admission Number and Foreign Passport Number and Country of Issuance.

Example of option 2.

Signing and Completing Section 1

After the employee declares his/her residential status, click the “Click to Sign” button.

If the employee has not completed all of the required fields, including I-9 eligibility, the system will display error messages identifying those fields that need to be completed. In this instance, since the employee identified as an alien authorized to work, the error message identifies that the Alien Registration Number/USCIS Number or the I-94 Admission Number must be completed.
If all required fields are complete, then the employee’s signature page opens. The employee should enter their User ID and password then click the “Sign” button.

![Image of Electronic Signature Entry]

If the employee enters his/her User ID and/or password incorrectly, or the employee does not have an active user ID in the system, an error message will display.

![Image of Error Message]

If the User ID and password are correct, the system will display Section 1 with the employee signature completed.

![Image of Section 1 Signature]

The employee’s section is now complete.

The Employer Representative should click the “Next” button to proceed.

![Image of Next Button]

The user will be prompted with the question, “Was any part of Section 1 completed by a person other than the employee?”

![Image of Confirmation Question]
If the employee had assistance in completing the form including a translator or a typist, click “Yes” and proceed to Completing the Preparer/Translator Certification section of this document.

Otherwise, click “No” to move on.

If the user indicates that there was not a translator, the following question appears.

Would you like to continue to Section 2, Employer Review and Verification of the Form I-9? (2/14/2020)

Yes  No

If the Employer Representative wishes to complete Section 2, Employer Review and Verification, click “Yes” to proceed. See Section 2: Employer Review and Verification below.

If the Employer Representative wishes to complete Section 2 at a later date, click “No.” See Placing the Form on Hold Prior to Completing Section 2.

**Completing the Preparer/Translator Certification**

If the employee used a Preparer/Translator to assist them in completing Section 1 of the I-9 form, the Preparer and/or Translator Certification section will need to be completed.

The Preparer/Translator can be someone other than the Employer Representative. If someone else is used, that someone must have a User ID and password within PeopleSoft in order to sign.

After the Preparer/Translator has completed the above fields, he/she must click the “Click to Sign” button.
If the Prepare/Translator has not completed all of the required fields, the system will display an error message identifying the fields that need to be completed.

If all required fields are complete, the Preparer/Translator’s Signature page opens.

The Preparer/Translator must enter his/her User ID and password then click the “Sign” button.

If the User ID and password are correct, the system will display the Preparer and/or Translator Certification section with the Preparer/Translator Signature completed.

The Preparer/Translator certification is now complete, and the Employer Representative should click the “Next” button to move to the next section.
Answer the following question: “Would you like to continue to Section 2, Employer Review and Verification....”

If the Employer Representative wishes to complete Section 2, Employer Review and Verification, click “Yes” to proceed. See section Section 2: Employer Review and Verification. If the Employer Representative wishes to complete Section 2 at a later date, click “No.”

Remember that this section must be completed before the I-9 can be considered complete (and before an E-Verify case can be created, if applicable.) See section Placing the Form on Hold Prior to Completing Section 2 below.

**Placing the Form on Hold Prior to Completing Section 2**

If the Employer Representative selected “No” to complete Section 2 at a later time, the Finalize page appears from which the I-9 Form can be placed on “Hold.”

The Employer Representative should add comments, if necessary. Then click the “Hold” button to save this form.

The Form Finalized page will appear.
Printing Signatory Receipts

If the employee or the Preparer/Translator would like printed confirmation of their signature, the Employer Representative must click the “Print Signatory Receipts” link to print the electronic signatures page.

Note: Department of Homeland Security regulation for electronic I-9 forms and signatures requires a signatory receipt to be provided if requested.

The page of applicable Signatory Receipts will pop up.
To print the receipt, click the “Print” button toward the bottom of the page and then follow the browser’s print instructions.

To return to the form after printing, scroll down to the bottom of the receipt page and click the “Return” button.

Section 2: Employer Review and Verification

If the Employer Representative clicked “Yes” in response to the question about continuing to Section 2, the Employer Review and Verification will appear on the screen.

The hyperlinks circled in the picture below can be used as references when completing the form.

Selecting Section 2 Documentation

The Employer Representative must use the acceptable document(s) that the employee has provided to complete Section 2.

List A, B and C have look up lists that are smart coded to only display the valid document types for the citizenship status that the employee selected in Section 1.
To complete this step, the Employer Representative must complete each applicable list section in the following way:

Select the lookup icon to search for the document title under the applicable list heading.

The lookup will display the valid document titles.

Select a document title by clicking on the link. In this example, *Foreign Passport with I-94 or I-94A* was chosen.

The Employer Representative must choose the Visa Type of the employee. In this example, *J-1* has been chosen. Then click “OK.” For more information on visa types, go to *Additional Visa Handling.*
To search for the country, select the lookup icon under the applicable list heading.

The lookup will display valid codes for the country of issuances. The country can be looked up in two different ways:

1. Type in the country name in the Description field, and hit the “Look Up” button. If the exact name of the country is not known, the Description field can be changed from ‘begins with’ to ‘contains’ to broaden the search spectrum.

   Click on the corresponding link for the desired country.

2. Type in the three character code or part of the code in the Country of Issuances field, and hit the “Look Up” button. If the exact code is not known, the Country of Issuances field can be changed from ‘begins with’ to ‘contains’ to broaden the search spectrum.

   Click on the corresponding link for the desired country.
Complete all additional information. In instances where the I-94 states “D/S”, Duration of Status, leave the expiration date of the I-94 blank.

Finalizing Section 2

The Employer Representative must enter the hire date in the Certification section.

The name, title, and company address will pre-populate for the Employer Representative.

Click the “Click to Sign” button.

If all required fields are complete, the employer’s signature page opens. If not, an error message will display asking that all required fields be populated.
The Employer Representative must enter his/her User ID and password, and then click the “Sign” button.

Section 2 is now complete and the form is ready to be finalized. Click the “Next” button.

The Employer Representative must attach all documents, front and back, used to complete the I-9, and add any comments deemed necessary.

If the Employee or the Preparer/Translator would like printed confirmation of their signature, follow the instructions in Printing Signatory Receipts.
The E-Verify Indicator (circled below) will display whether or not the information on the I-9 will be sent to E-Verify at the time the I-9 is submitted.

The I-9 information will not be sent to E-Verify when a TPN is used in place of the SSN.

When the actual SSN is received by the employee and presented to the Employer’s Representative, the I-9 must be corrected and the E-Verify done manually. For more information on replacing the TPN with the actual SSN, go to Correcting a Temporary Payroll Number.

Click the “Submit” button to finalize the I-9.

A “Submit this form?” message will display. Click the “Yes” button.

The system will display the Form Finalized page and confirm that the I-9 has been successfully completed, and display the status of E-Verify.
Completing an I-9 Form that was Put on Hold

If the Employer Representative answered “No” to the question “Would you like to continue to Section 2, Employer Review and Verification, of the Form I-9?” after completing Section 1 of the shared session, he or she will need to navigate to “Complete an I-9 Form on Hold” in order to finish section 2 of the form.

Navigation

To begin creating an I-9 form, the Employer Representative should navigate to the I-9 & E-Verify Home Page.

(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)

Click the “Complete an I-9 Form on Hold” link.
The *Complete an I-9 Form on Hold* search page appears. The form can be found by searching for the Employee ID, the I-9’s Form ID, or any of the other listed fields. If you enter too much information, you may get “No matching values were found.”

In most cases, the Employer Representative should enter the Employee ID (be sure it is in the appropriate field, marked “EmplID”) and click the “Search” button.

![Image of the search page]

If there is more than one I-9 on hold, choose the desired I-9 to complete.

Before the form is displayed, the Employer Representative will need to read the compliance notification and click the “Proceed” button.

![Image of the Proceed notification]

When the form is brought up, the Employer Representative will see the Section 1 page with the information the new employee entered. All fields will be Display-Only.

The Employer Representative should scroll to the bottom of the page and click the “Next” button to go to *Section 2, Employer Review and Verification.*

If there was a translator, the Employer Representative will need to click the “Next” button on the translator page as well.
Then follow the steps outlined in Section 2: Employer Review and Verification.

**Section 3 Update I-9 Form**

If the employee has an existing I-9 form that needs to be updated, the Update function of the I-9 form process will be used. **At this time, all updates should be sent to HR for processing.**

**Navigation**

To access the form, the Employer Representative must navigate to the I-9 & E-Verify Home Page.

*(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)*

Click the **“Section 3 Update I-9 Form”** link.

The employee’s Employee ID can be used to search for the original I-9 Form.
Before the form is displayed, read the compliance notification and click the “Proceed” button.

**Employee Information and Verification** will appear at the top of the page.

Section 1 of the original form will appear in display mode only. Scroll to the bottom of the page and click the “Next” button.

**Section 3. Updating and Reverification** should appear.

If there has been a previous update, every update that has been done on a particular I-9 will be displayed above where the new information will be entered.
The arrow above indicates the previous update, and the star indicates where the new information will start.

The Employer Representative must enter the updated information.

After the information has been entered, click the “Click to Sign” button.

The Employer Representative should enter their User ID and password, and then click the “Sign” button.

Click the “Next” button.
The Employer Representative must attach all documents, front and back, used to complete Section 3.

Enter Comments if desired, and then click the “Resubmit” button. Clicking on “Resubmit” will not send the update to E-Verify. Renewals are not re-verified.

A “Resubmit this form?” message will display. Click the “Yes” button.

The system will display the Form Finalized page and confirm that the form has been successfully completed.

From the bottom of this page, click on the links to go to:
- Print I-9 Form
- Go To Worklist
- View This Form
- Close This Form
View an I-9 Form

Once the I-9 form has been finalized it can be viewed by authorized users. DHS recommends that each time the form is viewed that a log be maintained. When an I-9 is clicked on to be viewed, a notification regarding a log of access will appear.

Navigation

To view the I-9 form, the Employer Representative must navigate to the I-9 & E-Verify Home Page.

*(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)*

Click the “View I-9” link.

Enter the eForm ID or EmplID in the search fields, and then click the “Search” button.

If the employee has been rehired multiple times, the search page will provide multiple results.

Choose the desired I-9 to view.
The Viewer must acknowledge the compliance notice to access the form.

![Compliance Notice]

When the page comes up, the I-9 can be reviewed.

By clicking the “Next” button at the bottom of the page, the user can view the log history of the form. This is where a user can see everyone who has taken part in signing, approving, or viewing the I-9.

![Transaction Log]

Per the DHS recommendations, the transaction log tracks each time a user accesses the form and the form action.

**Correction of Section 2 of the I-9 Form**

The *Employer Review and Verification* section can be corrected if necessary. This prevents the need for bringing the employee back to create a brand new I-9 again for minor errors and corrections on Section 2.

**Navigation**

To submit a correction to Section 2 of an existing form, the Employer Representative must navigate to the I-9 & E-Verify Home Page.
Click the “Correct I-9 Section 2” link.

Enter eForm ID or EmplID in the search fields then click the “Search” button. If the search returns multiple rows, select the employee from the list by clicking on the link.

The Employer Representative must acknowledge the compliance notification to access the form.

Section 1 of the I-9 form will load in a display mode.

Scroll to the bottom of the form and click the “Next” button.
**Note:** Repeat this step if the Preparer/Translator section was initially completed until **Section 2. Employer Review and Verification** is reached.

Once on the page for **Section 2. Employer Review and Verification**, the Employer Representative can change any information that needs to be corrected. Then click the "**Next**" button at the bottom of the page.

Enter a comment if desired, but it is not necessary. The system will track all changes/corrections made. When finished, click the "**Correct**" button.

The system will display the Form Finalized page and confirm that the correction has been successfully completed.

**Note:** In the event the I-9 has to be printed, a history regarding the I-9 is also printed. The system automatically tracks the changes that have been made along with the person that made
the changes with a time stamp. If the I-9 were to be printed, the correction that was made would appear as below.

**Stephanie Lee Conley**
**Thu, Aug 29 13, 01:40:38 PM**
Field G_LISTA_DOC_NUM1 was changed from "MSC1238956123" to "MSC1238956132".

**Correcting a Temporary Payroll Number**

The Employer Representative is allowed to correct/change TPN to the SSN in Section 1 of the existing electronic I-9. This is the only instance in which the Employer Representative is allowed to correct anything in Section 1. This prevents the need for bringing the employee back to complete a brand new electronic I-9.

**Navigation**

To correct a TPN, the Employer Representative must navigate to the I-9 & E-Verify Home Page.

*(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)*

Click the **“Correct I-9 Section 2”** link.

Enter eForm ID or EmplID in the search fields then click the **“Search”** button. If the search returns multiple rows, select the employee from the list by clicking on the link.

The Employer Representative must acknowledge the compliance notification to access the form.
Section 1 of the I-9 form will load. Enter the SSN into the open field.

Scroll to the bottom of the form and click the “Next” button.

Continue to click the “Next” button on each page until the Form Finalize page is reached.

Click the “Correct” button.

There is no need to add a comment; the system will automatically insert a comment when the “Correct” button is clicked. To see the comment, click the View this Form link.

In instances where the TPN has to be replaced by the SSN, E-Verify will have to be done manually by clicking the link E-Verify I-9 Form located on the I-9 & E-Verify Home Page.
Printing an I-9

Printing the I-9

There are three options to print the I-9:

**Option 1:** Print using the link *Print I-9 Form* after the I-9 has been finalized. The backup documentation cannot be printed through this process.

The form to be printed will load in a PDF in a separate window.

Use the browser’s print functionality to print the pages. Be sure to print all pages as comment history will be found on separate pages.

**Option 2:** Print using the link *View This Form* after the I-9 has been finalized.
Option 3: To print the I-9 and attachments, from the I-9 & E-Verify Homepage, click the link View I-9, and search by either EmplID or eFormID.

The Employer Representative must acknowledge the compliance notification to access the form.

Scroll to the bottom of the page and click the link Print I-9 Form.

The form to be printed will load in a PDF in a separate window.

Use the browser’s print functionality to print the pages. Be sure to print all pages as comment history will be found on separate pages.
To print the attachments, close the PDF and return to the electronic I-9. Click the “View” button to open up the attachments which will be in PDF format. Once again, use the browser’s print functionality to print the pages.

Printing an I-9 with Section 3

Whether Section 3 has been updated once or multiple times, the print procedure is the same as other I-9s.

Follow the steps for printing an I-9. When printing the document, be sure to print all pages.

Additional Visa Handling

Additional visa handling has been added to the I-9 product in order to provide flexibility for situations in which visas may need to be ported or may need to have additional List A documentation for other reasons. For a list of additional documents that are required, please go to Document Attachments. For explanations of H1B porting and non-porting, go to Definitions.

Note that all of these Additional Visa Handling features are for the citizenship type of “An alien authorized to work”.

Example of Visa Porting

This is an example of an I-9 with Visa Porting.
The Employee Representative begins an I-9 for the Employee, who selects his/her citizenship status of “An alien authorized to work”. The Employee signs section one and the Employer Representative begins to fill out section 2.

The employee has provided a foreign passport and Form I-94A for I-9 verification. This is selected as a List A document.

![Look Up](image)

The Visa type is selected from the dropdown values. In this case, it is H-1B Porting.

![Visa Information](image)

This triggers additional fields to populate on the screen.

Port Text is display only. The Visa Port Date is entered and the “OK” button is clicked.

![Visa Information](image)

**Note:** The Visa Port Date is the Received Date on the I-797C for OUHSC.
The Employer Representative is taken back to the main screen for Section 2 and fills in the rest of the document information.

From this point onward, the steps are the same as described in Section 2: Employer Review and Verification.

**Multiple Section 3**

I-9 updates via Section 3 of an I-9 form can occur multiple times for one form/employee. To update Section 3, follow the steps outlined in Section 3 Update I-9 Form. The process is exactly the same for multiple updates.

**Updating for Receipts**

**Navigation**

To update Section 2 with the actual document for which the receipt was presented for the purpose of the I-9, the Employer Representative must navigate to the I-9 & E-Verify Home Page.

(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)

Click the “Correct I-9 Section 2” link.

Enter eForm ID or EmplID in the search fields then click the “Search” button. If the search returns multiple rows, select the employee from the list by clicking on the link.
The Employer Representative must acknowledge the compliance notification to access the form.

Section 1 of the I-9 form will load in a display only mode.

Scroll to the bottom of the form and click the “Next” button.

Note: Repeat this step if there was the Preparer / Translator section was completed until you get to Section 2. Employer Review and Verification.

Once on the page for Section 2. Employer Review and Verification, click on the search box next to the Document Title.
Choose the appropriate document.

Fill in the appropriate remaining fields and click the “Next” button.

Attach a copy of the document, front and back.

Enter a comment if desired, but it is not necessary. The system will track all changes/correction made.

Click the “Correct” button.

The system will display the Form Finalized page and confirm that the correction has been successfully completed.

**Note:** In this instance, E-Verify will have to be done manually by clicking on the link *E-Verify Electronic I-9 Form* located on the I-9 & E-Verify Home Page.
Listing of Receipts

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Who may present this receipt?</th>
<th>Is this receipt proof of employment authorization and/or identity?</th>
<th>How long is this receipt valid?</th>
<th>What must the employee present at the end of the receipt validity period?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A receipt for a replacement of a lost, stolen, or damaged document</td>
<td>All employees</td>
<td>A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C)</td>
<td>90 days from date of hire or, for revalidation, the date employment authorization expires</td>
<td>The actual document for which the receipt was issued</td>
</tr>
<tr>
<td>The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph</td>
<td>Lawful Permanent Residents</td>
<td>Employment authorization and identity (List A)</td>
<td>Until the expiration date of the Temporary I-551 stamp or, if no expiration date, one year from date of issue</td>
<td>The actual Form I-551 (Permanent Resident Card, or “green card”)</td>
</tr>
<tr>
<td>The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp</td>
<td>Refugees</td>
<td>Employment authorization and identity (List A)</td>
<td>90 days from date of hire or, for revalidation, the date employment authorization expires</td>
<td>An unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card</td>
</tr>
</tbody>
</table>

Documenting an H1B’s Continuing Employment with OUHSC

Navigation

At this time, the update will be done by Human Resources. To document an H1B’s continuation of employment, the Employer Representative must navigate to the I-9 & E-Verify Home Page. Because there are no actual dates to enter on the electronic I-9, and the continuation is noted in the “margins.”

*(Left Hand Navigation: Main Menu > Department Self Service > I-9 & E-Verify Home Page)*

Click the “Correct I-9 Section 2” link.

Enter the eForm ID or EmplID in the search fields, and then click the “Search” button. If the search returns multiple rows, select the employee from the list by clicking on the link.
If the employee has been rehired multiple times, the search page will provide multiple results.

Choose the most recent I-9 to update.

The Viewer must acknowledge the compliance notice to access the form.

Click the “Next” button at the bottom of the pages for Section 1 and 2.

Attach the supporting documentation for the update and label.
In the *Your Comment* field, add the comment “240 Day Ext,” and the Received Date.

Click the “Correct” button.

**Definitions**

**H1B Port** – New employee with an H1B status that was previously working for another employer, and is porting over to OUHSC.

**H1B Non-Port** – New employee with an H1B status that has OUHSC listed as the employer on the I-797A.

**Visa Port Date** – the date USCIS received the I-797C receipt notice.
## Document Attachments

<table>
<thead>
<tr>
<th>Status</th>
<th>Items Documented on I-9</th>
<th>Additional Attachments</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H1B Continued Employment</strong></td>
<td>Write &quot;240 Day Ext&quot; and the date the I-797C was received by USCIS in the margin next to section 2.</td>
<td></td>
<td>In the event the I-797C is not received at the time the I-9 is completed, the Form I-129, proof of payment for filing a new I-129, and evidence that the I-129 was mailed to USCIS can be attached to the I-9 in lieu of the I-797C.</td>
</tr>
<tr>
<td>Asylee</td>
<td>EAD Card or List B and List C</td>
<td></td>
<td>SSN must be unrestricted; I-94 with refugee admission stamp is List C document and serves as receipt for 90 days. Update with EAD Card.</td>
</tr>
<tr>
<td><strong>F-1</strong></td>
<td>Unexpired Foreign PPT, I-94, I-20 specific to OUHSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F-1 CPT (Curricular Practical Training)</strong></td>
<td>Unexpired Foreign PPT, I-94, I-20 w/DSO endorsement on pg. 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F-1 OPT (Optional Practical Training)</strong></td>
<td>Unexpired EAD Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F-1 OPT STEM (Science, Technology, Engineering, Math)</strong></td>
<td>Unexpired EAD Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F-1 OPT STEM Extension</strong></td>
<td>Expired EAD Card, I-20 w/DSO endorsement on pg 3.</td>
<td></td>
<td>Expiration of EAD + 180 days=new expiration date. Re-verify within 180 with new EAD card.</td>
</tr>
<tr>
<td><strong>H1-B Portability</strong></td>
<td>Unexpired Foreign PPT, I-94 of previous employer. Write &quot;AC-21&quot; in the margin in section 2 and record the date the Form I-797C was submitted underneath it.</td>
<td></td>
<td>In the event the I-797C is not received at the time the I-9 is completed, the Form I-129, proof of payment for filing a new I-129, and evidence that the I-129 was mailed to USCIS can be attached to the I-9 in lieu of the I-797C.</td>
</tr>
<tr>
<td><strong>H1-B Non Porting</strong></td>
<td>Unexpired Foreign PPT, I-94 specific to OUHSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>J-1</strong></td>
<td>Unexpired Foreign PPT, I-94, DS-2019 specific to OUHSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>J-1 Practical Training</strong></td>
<td>Unexpired Foreign PPT, I-94, DS-2019</td>
<td></td>
<td>Letter from DSO giving student permission to work at OUHSC for specific period of time.</td>
</tr>
<tr>
<td><strong>J-2</strong></td>
<td>Unexpired EAD Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M-1</strong></td>
<td>Unexpired EAD Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Refugee</strong></td>
<td>List A: I-94 w/ Refugee Admission Stamp-Receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Temporary I-551 Stamp</strong></td>
<td></td>
<td></td>
<td>Must be reverified with Permanent Resident Card within 90 days.</td>
</tr>
<tr>
<td><strong>M-2</strong></td>
<td>Not eligible to work</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F-2</strong></td>
<td>Not eligible to work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>