

# **I-9 Compliance & Equifax I-9 HQ**

Office of Human Resources

# I-9 Contacts

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# GENERAL I-9 COMPLIANCE

# Completing the I-9

- Anyone who is being paid by the University as an employee must have a valid I-9 on file.
- Section 1 of the I-9 must be completed by the employee on or before the first day of work.
- Section 2 of the I-9 must be completed by an authorized representative within 3 business days of the employee's first day of work.
  - Note: If your new hire's first day is on a Saturday/Sunday, the I-9 will be due on Wednesday.

# Documentation

- You must view *original* documents (not scans/copies) when completing the I-9. It is against federal regulation to accept scans or copies of documents.
- You may not request that a new hire bring specific documentation (i.e. Driver's License and Social Security Card) to complete Section 2. You must provide the new hire with the list of acceptable documents and allow them to choose which documents they'd like to present (as long as they satisfy the I-9 requirements for their citizenship status).
- You must scan the **front and back** of each individual document and upload the scan to I-9 HQ. Do not include any tax documents or superfluous documentation.

# Documentation (Cont'd)

- Note on Social Security Cards:
  - Social Security cards used as a List C document ***must*** be unrestricted.
  - If the Social Security Card has any annotation on it, such as “Valid for Work Only With DHS Authorization”, it ***cannot*** be used as a List C document. The new hire will need to present a different document to satisfy I-9 requirements.

# International Employees

- Whenever you hire an international employee, they must present either an EAD card OR their Foreign Passport, I-94, and the document that gives them work authorization.
  - For international students on an F-1 visa, this form is the I-20 they receive from the International Center.
  - For other employees or visa types, please contact HR to confirm what documentation is needed.

# **EQUIFAX I-9 HQ TRAINING**

# Equifax I-9 HQ Terminology

- **Onboarding Packet Sent:** I-9 has been initiated for the new hire and is awaiting Section 1 Completion.
  - Note: Department administrators only have access to complete Section 2 of the I-9 and will not see any Onboarding Packet Sent tasks.
- **Pending I-9:** Section 1 has been completed and Section 2 is now pending.
- **Supplement B:** The new term for what was previously known as Section 3 of the I-9. Supplement B is used for rehires and work authorization reverifications.

# Dashboard Review

My Dashboards

Task Overview   The Work Number   Form I-9

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### ✖ Past Due

<b>Total</b>	<b>4</b>
Onboarding Packet Sent	3
Pending I-9: In-office	1

[View All](#)

### ⚠ Due Today

No Tasks Available

### 🕒 Due Soon

<b>Total</b>	<b>12</b>
Onboarding Packet Sent	2
Pending I-9: In-office	10

[View All](#)

### My Tasks

Onboarding Packet Sent	96
Pending I-9: In-office	93
Expiring Work Authorization	21
Section 2 Upload I-9 Documents	0
Pending SSN	0
Section 2 Receipt Update	0

[View All](#)

Your dashboard is what you'll see as soon as you log into I-9 HQ. Let's review each panel.

# Dashboard Review

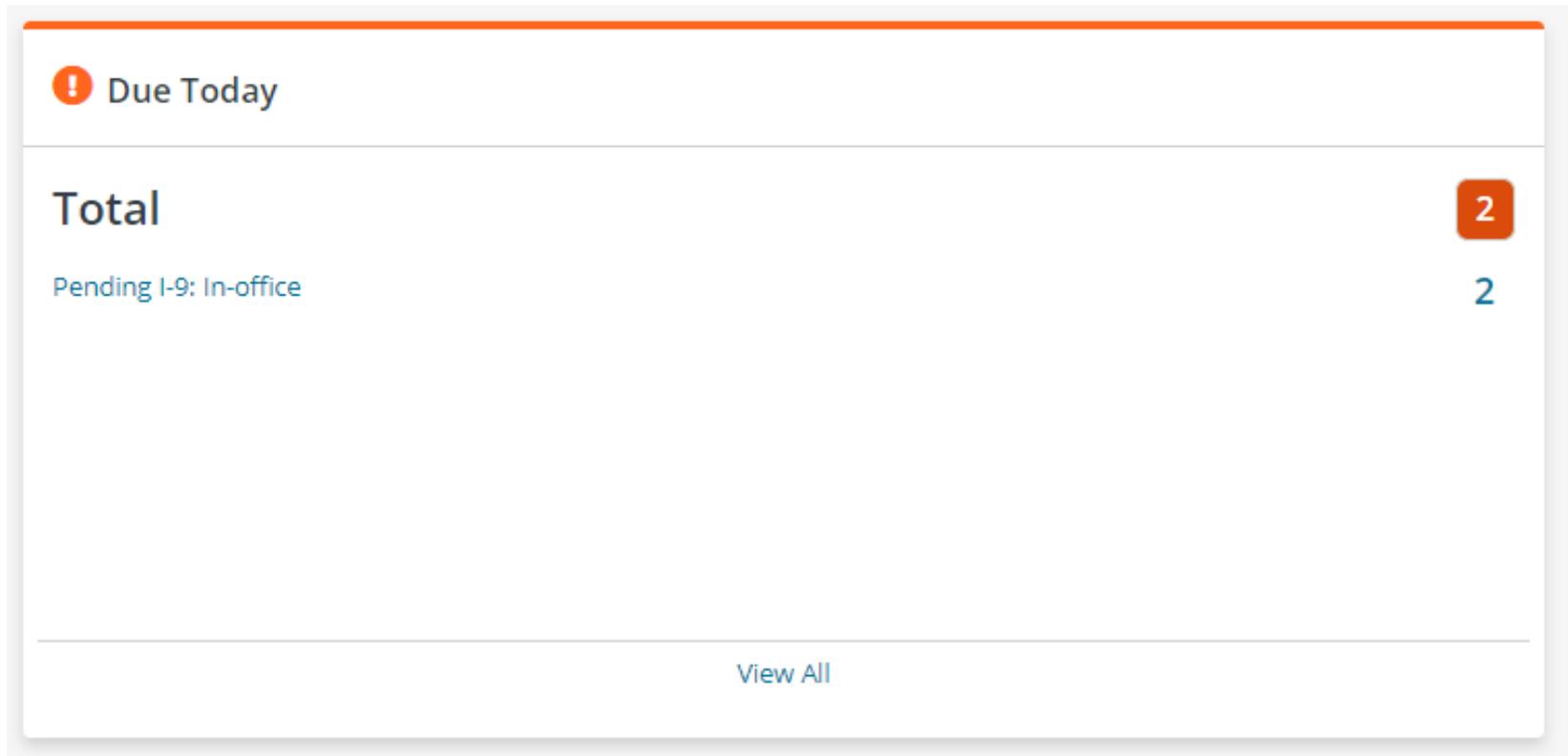
**✕ Past Due**

<b>Total</b>	<b>4</b>
Onboarding Packet Sent	3
Pending I-9: In-office	1

[View All](#)

The Past Due panel shows all tasks for your location that are currently overdue. Select each task name to see each pending new hire under that task type and the due date.

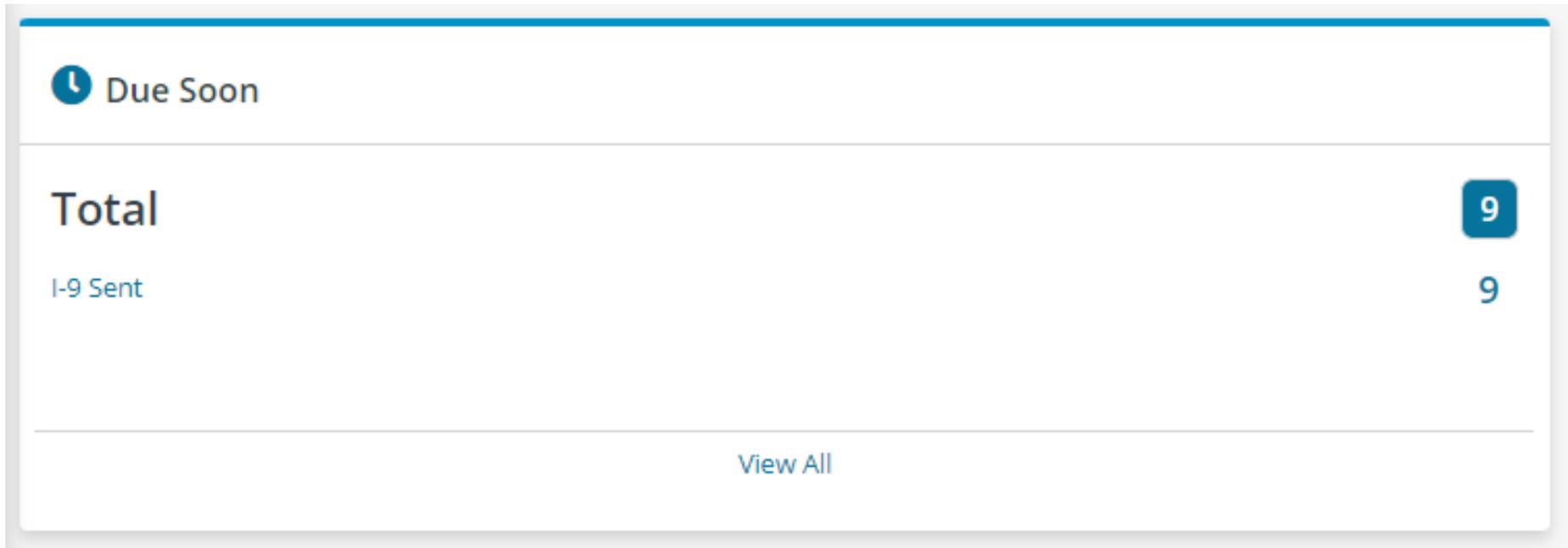
# Dashboard Review



The screenshot shows a dashboard panel titled "Due Today" with a red exclamation mark icon. Below the title, the word "Total" is displayed in large black font, with a red square containing the number "2" to its right. Underneath "Total", the text "Pending I-9: In-office" is shown in a smaller blue font, with another red square containing the number "2" to its right. At the bottom of the panel, there is a "View All" link in blue text.

The Due Today panel shows all tasks need to be completed by the end of the day in order to remain in compliance. Select each task name to see each pending new hire under that task type.

# Dashboard Review



The screenshot shows a dashboard panel titled "Due Soon" with a clock icon. Below the title, there is a summary row with "Total" on the left and a blue square containing the number "9" on the right. Underneath "Total" is the text "I-9 Sent" on the left and another blue square containing the number "9" on the right. At the bottom of the panel, there is a "View All" link.

Category	Count
Total	9
I-9 Sent	9

The Due Soon panel shows all tasks are due in the next few days. Select each task name to see each pending new hire under that task type.

# Dashboard Review

My Tasks	
I-9 Sent	23
Pending I-9: In-office	21
Expiring Work Authorization	32

[View All](#)

The My Tasks panel is a customizable panel that shows all pending tasks for your location, regardless of the due date. Select each task name to see each pending new hire under that task type.

# Initiating an I-9

- To initiate an I-9 for your new hire, complete the [New Hire I-9 Request Google Form](#).
- Human Resources will review the request to ensure that the new hire does not already have a pending or completed I-9.
- If they do not, HR will initiate the I-9 for the student. I-9s are bulk-initiated at the end of each business day.
- Once the new hire completes Section 1, their name will appear as a pending task on your Equifax dashboard.

# Section 1 - New Hire Experience



Hover over the above video and press Play.

Note: disregard any information about I-9 Anywhere. Rowan does not utilize this service.



# Completing Section 2



Hover over the above video and press Play.

# Completing Section 2 for International Employees

Issuing Authority

India

Passport #

SAMPLE

Expiration Date

10/12/2032

Please select an additional supporting document required by a foreign passport

I-94 or I-94A and I-20

- When completing Section 2 for an international student worker, select **Foreign Passport**, then **I-94 or I-94A and I-20** as the document selection.
- When entering the I-20 information, be sure to select the **Employed on Campus** box and enter Rowan University as the I-20 Issuing Authority.

# Supplement B: Rehires and Reverifications

- Supplement B is used to reverify work authorization for international employees and for rehiring employees that have not worked in more than a year but completed their I-9 less than three years ago.
- HR will process any Supplement Bs that populate in your task lists.

# Additional Information

- If you need access to I-9 HQ, please email the HR I-9 team at [hri9@rowan.edu](mailto:hri9@rowan.edu).
- Any questions about I-9s or I-9 HQ can be directed to Payton Reilly ([reillypa@rowan.edu](mailto:reillypa@rowan.edu)) or Sonia Bodden ([bodden@rowan.edu](mailto:bodden@rowan.edu)).
- You can review additional I-9 resources on the HR website:  
[https://sites.rowan.edu/hr/i9\\_resources.html](https://sites.rowan.edu/hr/i9_resources.html)