Using the UM_PY_I9_NEEDED Query
for I-9 Compliance

Background

The Department of Homeland Security's U.S. Citizenship and Immigration Services instructions for Form I-9 Employment Eligibility Verification state that employees must complete Section 1 on or before the date of hire. Within three business days of the date of hire, the employee must present to you original documents that show their identity and employment authorization.

For example, if an employee begins employment on Monday, you must review the employee’s documentation and complete Section 2 on or before Thursday of that week. If the I-9 is not complete by the third day, the employee must be told to stop working until their I-9 is completed.

I-9s are uploaded from I-9 Express for all citizens, AR1s, and newly hired employees with an F1 visa. This is completed through a custom process called I-9 Update. An All I-9 Report is run out of I-9 Express with the desired date ranges and then uploaded to PeopleSoft.

The I-9 is uploaded into PeopleSoft if the following criteria are met: the employee has an active job record with a matching SSN for Citizens/AR1 or matching SSN or employee number for F1 visas.

Payroll Services is responsible for uploading the I-9 from I-9 Express into PeopleSoft and runs the upload process daily every morning. Payroll Services will also run the I-9 Needed query daily and monitor the results, looking for trends where further attention may be needed.

UM_PY_I9_NEEDED Query

This query was developed to help units maintain compliance with the federally mandated three-day time limit. It is available in the Reporting Center.

This query can be run by department ID or ZDeptID and pulls all active employee that have missing I-9s in PeopleSoft, meaning an I-9 has not been successfully uploaded or entered for the employee into PeopleSoft.
The query contains the following information:

<table>
<thead>
<tr>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Hire Date</td>
</tr>
<tr>
<td>Section 1 Due Date</td>
</tr>
<tr>
<td>Section 2 Due Date</td>
</tr>
<tr>
<td>Employee ID</td>
</tr>
<tr>
<td>Empl_Rcd</td>
</tr>
<tr>
<td>Empl_Status</td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Action Reason</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>Original Hire Date</td>
</tr>
<tr>
<td>Job Code</td>
</tr>
<tr>
<td>Employee Type</td>
</tr>
<tr>
<td>Full/Part-time Status</td>
</tr>
<tr>
<td>Standard Hours per Week</td>
</tr>
<tr>
<td>Employee Class</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Campus</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>College Description</td>
</tr>
<tr>
<td>ZDEPT ID</td>
</tr>
<tr>
<td>ZDEPT ID Description</td>
</tr>
<tr>
<td>DEPT ID</td>
</tr>
<tr>
<td>Department Description</td>
</tr>
<tr>
<td>Supervisor ID</td>
</tr>
<tr>
<td>Supervisor’s Name</td>
</tr>
<tr>
<td>HR Contact</td>
</tr>
</tbody>
</table>

Department I-9 Administrators are encouraged to run this query daily or at least every three days. If an employee appears on this report, review the Section 1 and Section 2 due dates. If today's date is past the due dates, corrective action is required.

The first step is to check in I-9 Express to see if there is a completed I-9 for the employee listed on the query. If no, then an I-9 must be completed as soon as possible and the employee must be told to stop working until the I-9 has been completed. If you have a completed I-9 for the employee, the employee appeared on the I-9 Needed query because the I-9 was not successfully uploaded or entered into PeopleSoft.
An I-9 will not upload to PeopleSoft for the following reasons:

- Job Data is missing
- SSN is missing from PeopleSoft or I-9 Express
- Both the SSN and Employee ID are missing in I-9 Express
- SSN does not match between PeopleSoft and I-9 Express
- Employee number does not match between PeopleSoft and I-9 Express

Departments should review the following questions and make any necessary corrections.

- Has the employee’s job data been entered into PeopleSoft?
- If job data has been entered, is the employee’s SSN missing in I-9 Express or PeopleSoft?
- If the SSN is not missing, are the SSN numbers the same in both I-9 Express and PeopleSoft?
- If an employee does not have an SSN yet, has the employee number has been entered into I-9 Express?
- If there is an employee number in I-9 Express, does that number match the employee number in PeopleSoft.

If you have questions, please email or call the OHR Contact Center for assistance. You will need to give the employee number, employee name, and hire date.

OHR Contact Center information:
OHR@umn.edu
4-UOHR (612-624-8647)
800-756-2363