New Employee Process – Step 1

Congratulations! You’ve successfully hired a new employee to Michigan State University. As part of the hiring process the new employee must complete an I-9.

- Communicate to the employee to complete Section 1 of the I-9 online prior to their start date. Please provide:
  - Location/Department Code
  - Date of Hire
  - Link to complete Section 1: [www.hr.msu.edu/ua/i9/](http://www.hr.msu.edu/ua/i9/)
  - Deadline

- The employee must bring proper documentation to the verifier no later than 3 calendar days from their date of hire in order for the verifier to complete Section 2
- The employee’s online confirmation/receipt pages will provide a list of the required documents
Congratulations on your new position with Michigan State University!

In order to complete the hiring process for your new position, please complete an electronic I-9 form (Section 1) and sign it with an electronic signature on or before [insert date of hire].

To complete Section 1 of the electronic I-9 go to http://www.hr.msu.edu/ua/I9/ and select “Section 1 (to be completed by new employee)”. Enter the following for “location”: [insert organization number] in the drop down box.

Your employment date is: Month, DD, YYYY

Section 1 of the I-9 must be completed by your employment date

Please remember:
• Complete Section 2 of the I-9 with an MSU Verifier no later than 3 calendar days from your employment date.
• To bring documentation to complete Section 2 of the I-9. Please refer to your online confirmation/receipt page for a list of the documents required.
New Employee Process – Step 1

The employee’s **location code** is their **Primary Organizational Unit Code**. The employee’s **employment date** is their **Start Date**.
New Employee Process – Step 2

The employee will be directed to go to: [www.hr.msu.edu/ua/I9](http://www.hr.msu.edu/ua/I9) and select “Section 1 (to be completed by new employee)”.

Access to the Electronic I-9 System

- Section 1 (to be completed by new employees)
- Section 2 (to be completed by unit verifiers)
New Employee Process – Step 2

The employee will be prompted to enter the text that appears in the box – this is for added security. The employee will then click Continue.
New Employee Process – Step 3

Section 1 of the I-9 form appears on the screen. In the text boxes provided, the employee enters the required Section 1 fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>If Employee does not have a Last Name or First Name fill with ‘Unknown’</td>
</tr>
<tr>
<td>First Name (Given Name)</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Other Last Names Used</td>
<td>‘Other Names Used’ now ‘Other Last Names Used’. Fill with N/A if not provided</td>
</tr>
<tr>
<td>Address (Street Number and Name)</td>
<td>Employee may use PO Box for address</td>
</tr>
<tr>
<td>Apt Number</td>
<td></td>
</tr>
<tr>
<td>City or Town</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Must enter N/A if an Apt Number, Email Address or Telephone Number is not provided</td>
</tr>
<tr>
<td>U.S. Social Security Number</td>
<td></td>
</tr>
<tr>
<td>SSN Applied For</td>
<td></td>
</tr>
<tr>
<td>Employees’ Email Address</td>
<td></td>
</tr>
<tr>
<td>Employee’s Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

Employee may use PO Box for address. SSN Field can be left blank.
New Employee Process – Step 4

The employee then selects the appropriate Citizenship Status option. If either Lawful Permanent Resident or Alien Authorized to Work is selected, required information such as Alien number or I-94 number must be provided. Click Continue.

A message will appear at the top of the page if any required information was missed. All missing information will be highlighted in green.
New Employee Process – Step 5

A review page will appear to let the new hire confirm their entered data.

After the employee reads the statements at the bottom, they will check the box for their electronic signature, and click continue.

If any information is incorrect the employee can change it by clicking the “Change Information” link.
Electronic Signature Statement

Below is a larger image of what the new hire is attesting to when they electronically sign their I-9. The statement can also be read in Spanish.

Employee Electronic Signature  (English | Español)

By checking this checkbox I attest to the following:

- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- I understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.
New Employee Process – Step 6

The new hire is presented with a link if they wish to print the I-9. Note: The SSN is masked for their protection.

In addition, the new hire will receive a customized list of documents needed for the completion of Section 2. The list of documents varies according to the citizenship status entered in Section 1 of the I-9.
New Employee Process is Complete!

- The new employee has now completed section 1 and logs out.
- The employee will need to bring identification that proves identity and authorization to work in the United States, no later than 3 calendar days of the date they began work.
- The printed receipt page can be kept by the new employee for their records.
- New employees have the ability to complete section one 180 days in advance.