

Verifier's Responsibilities

The new hire will present their identification within 3 business days of the date of hire.

The verifier will go to:
www.hr.msu.edu/I9
 and select "Verifier Access to MSU's online I-9 system."

The screenshot shows the MSU Human Resources website. At the top, there is a search bar and a navigation menu with links for Home, Jobs, EBS Support, EBS Login, HR Communications, Contact HR, and HR Links. Below this is a secondary menu with links for Support Staff, Faculty & Academic Staff, Retirees, Students, Temp & On Call, Grad/Prof/Undergrad Asst, Forms, and Volunteers. The main content area features a green header with the text 'ASK MSU Human Resources' and a search box. Below the header, the page title is 'Form I-9 process at MSU'. The main text explains that MSU processes Form I-9 via an online system and provides instructions for employees and verifiers. A red circle highlights the link 'Verifier Access to MSU's online I-9 System' in the text.

Form I-9 process at MSU

Michigan State University processes the Form I-9 via an online system. Employees who complete I-9 forms or need access to I-9s, must complete training in order to receive access to the Electronic I-9 system, please see training information in links below. Employees who need assistance utilizing the electronic system should contact Human Resources at HR.I9Admin@hr.msu.edu or 517-353-4434.

Employees hired for paid employment in the United States after November 6, 1986 must complete Section 1 of the I-9 form on or before the first day of employment. Original, unexpired documents from either List A or List B and C must be presented to the verifier within three business days of the first day of employment.

Access to the Electronic I-9 System

To complete Section 1 (link for new employees): [Click here to access MSU's online I-9 system](#)


To complete Section 2 (link for verifiers): [Verifier Access to MSU's online I-9 System](#)

Verifier's Responsibilities

The verifier will login with their MSU NetId and Password and authenticate to the Equifax I-9 System to complete Section 2.

MICHIGAN STATE UNIVERSITY

MSU Authentication


SIGN IN

MSU NETID

PASSWORD

AUTHENTICATOR MSU Net

[Forgot Password?](#)

DO YOU NEED HELP?

[Help & Support](#)

Verifier's Responsibilities

Once logged on, the verifier will find the Quick Search box in the top right corner. New hires who have completed Section 1 will be found in the Pending row.

Upon first logging in, refresh one or all of the rows, by clicking the symbol in each row.

I-9 MANAGEMENT

Melinda L Grubich
Michigan State University

Home Privacy Policy Help Logout

Main Menu

New I-9
Create a new I-9 online and sign it with electronic signatures.

Search For Employees
Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

Administration
Termination Date Maintenance

Quick Search		Refresh
Pending	617	
Reverification Due	138	
Receipt Due	10	
SSN Applied For	102	
Conversion Errors	0	







[Refresh All](#)

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Quick Search Box

- Pending – I-9s with section 1 completed.
- Reverifications Due – an employee’s work authorization is expiring so renewal process can be started.
- SSN Applied For – employee has not yet received their Social Security Number.
- E-Verify Issues – Any open E-Verify cases.
- Missing – the employee has a record on The Work Number, but does not have an I-9 on file.
- Conversion Errors – I-9s that have been flagged with errors during the historical conversion process

Quick Search		Refresh
Pending	5	
Reverification Due	2	
SSN Applied For	3	
E-Verify Issues	158	
Missing	3	
Conversion Errors	-	

[Refresh All](#)

Verifier's Responsibilities

The main responsibility of the verifier will be to complete section 2 of pending I-9s. To begin this process, click Pending in the Quick Search Box, then click the name of the employee from the list of pending I-9s.

Search Results: Pending


Type:

E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9

(Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
P	Employee, Test	St Louis	2214	04/10/2013	
P	Jetson, George	Corporate	2222		
P	Joe, Salmon	0059	4455	04/11/2013	
P	Lauer, Matt	St Louis			
P	Rehman, Saima	New I-9 Training - Day 1	7535	05/25/2013	
P	Smith, Pam	BulkLoadTest3			
P	Smith, Pam Y	TestLocation9999	2145	04/09/2013	

Showing 1-7 of 7

 [Export to Excel](#)

Verifier's Responsibilities

- Review the Employment Date and Location for accuracy and make applicable changes.
- Enter the Full Middle Name as appears on provided documentation.
- Select the set of documents that were presented to you and click continue.

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

Employment Date:

6/11/2014

Location:

[Review/Change Section 1 Information](#)

[View and Print Employee Receipt](#)

Visa Type:

Full Middle Name:

Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

Back

Cancel


Continue

Verifier's Responsibilities

Enter the data from the IDs into the system:

- The Issuing Authority is typically on the document provided (SSA, State DMV, etc).
- The document number is entered, along with an expiration date (if applicable), then click continue. All documents must be unexpired.

Section 2 - Employer Review and Verification

 Demo with E-Verify is a demo employer.

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List B document - Driver's License Issued by State or Possession with Photo

Issuing Authority:
 Choose the State or Territory on the Drivers License... [Sample Document](#)

Document #:

Expiration Date (mm/dd/yyyy):

List C document - Social Security Account Number Card Without Employment Restriction

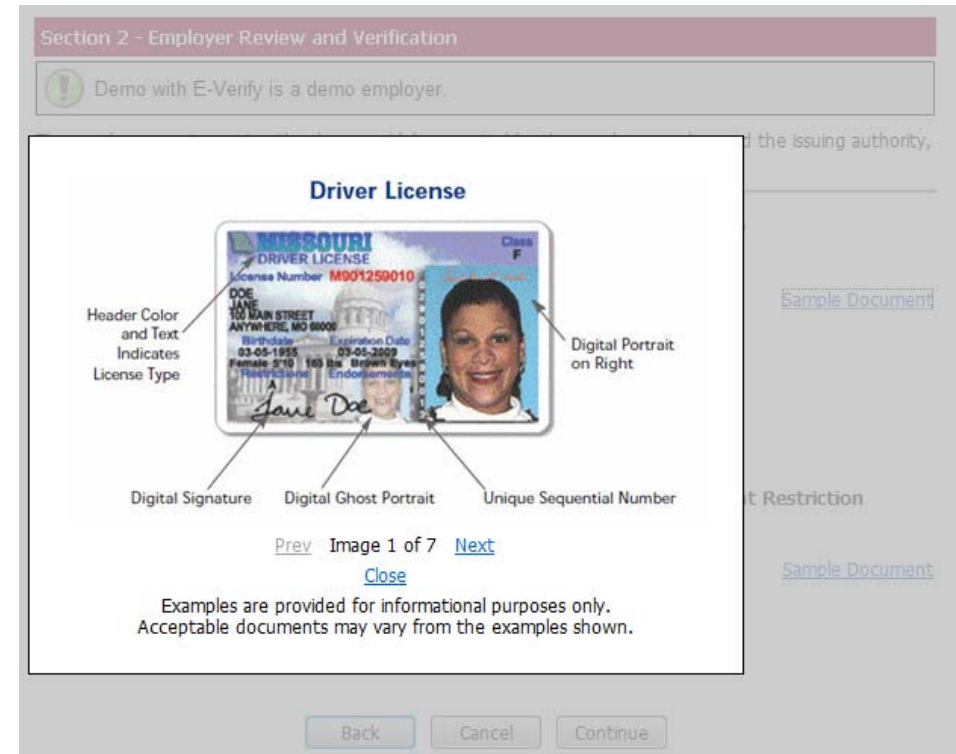
Issuing Authority:
 Social Security Administration [Sample Document](#)

Social Security Number (XXX-XX-XXXX):
 321-55-2214
 The number on the document is the same

Verifier's Responsibilities

NOTE:

- If a document is presented from list B it must have a photo on it.
- To see examples of each type of document listed, click Sample Document. Examples of documents are also available in the Help menu.
- DO NOT make copies of supporting documentation. If a copy has been made destroy it.



Verifier's Responsibilities

On the Employer Review Page, carefully review the information that you have entered – this is your opportunity to correct any errors.

You will electronically sign, by checking the check box, entering your password, and clicking continue

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.
After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

Name: Test Employee
Other Names Used: 000000003
U.S. Social Security Number: 332-11-4419
Date of Birth: 04/01/1980
Address: 6554 Main Street
 St. Louis, MO 65656
E-mail Address:
Telephone Number:
Employment Date: 04/26/2013
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Alien Work Until Date:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

Group: None
Location: FAR Location [Change Information](#)

FICA exempt: N

Document Information Summary
List B document: Driver's License Issued by State or Possession with Photo
Issuing Authority: Missouri
Document #: 465121
Group: None
Location: FAR Location [Change Information](#)

FICA exempt: N

Document Information Summary
List B document: Driver's License Issued by State or Possession with Photo
Issuing Authority: Missouri
Document #: 465121
Expiration Date (mm/dd/yyyy): 01/01/2016
List C document: Social Security Account Number Card Without Employment Restriction
Issuing Authority: Social Security Administration
Social Security Number (XXX-XX-XXXX): 332-11-4419

Employer Electronic Signature ([English](#) | [Español](#))

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. The employee's first day of employment (mm/dd/yyyy): 4/26/2013

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.


I have read and agree with the certification statement above.

Enter PIN:

Verifier's Responsibilities

The Employee Detail Page will display – this lets you know if you have successfully completed the I-9.

Employee Detail

 **E-Verify**
 Current Status: Employment Authorized.
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: Test Employee

Other Names Used: 000000003

U.S. Social Security Number: XXX-XX-4419 [↻Change SSN](#)

Date of Birth: 04/01/1980

Address: 6554 Main Street
St. Louis, MO 65656

E-mail Address:

Telephone Number:

Employment Date: 04/26/2013 [↻ Change Employment Date](#)

TWN Hire Date:

Termination Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Reverification Due Date:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

Current E-Verify Case Status: Employment Authorized.

Hire Code: 3CCYE112611G2

Group: None

Location: FAR Location [↻Change Location](#)

Previous Locations:

FICA Exempt: N [↻Change FICA Exempt](#)

Audit Report: [View/Download](#)