



COMPLETING YOUR ELECTRONIC I-9 Employee Instructions

- The I-9 process contains two sections. Both sections have completion deadlines.
- If you are a former employee being rehired, please call the HR Office at 937-229-2541, or email us at HR@udayton.edu for instructions regarding your I-9.
- The Section 1 deadline for completion is on or before your first day of work for pay, known as your hire date, after you have accepted an employment offer from UD. Section 1 is completed online in one session.
- The Section 2 deadline is your third day of employment after your hire date (excludes weekends).
- *Section 2 **MUST** be completed in-person in the HR Office, St. Mary's Hall, Room 304, Monday through Friday during office operating hours, excluding weekends and University observed holidays*.

**If you live beyond a 40-mile radius from the University of Dayton, you may be able to complete your I-9 using the Authorized Representative process. Contact the HR Records Manager, HR@udayton.edu, 937-229-2541, for more information. Eglin AFB and Georgia ATTC-MG employees will meet with UD agents in your area when possible.*

UD Arena Staff will meet with the Arena Office HR Liaison – NO APPT needed with HR; Dining Services will meet with Associate Director in the Dining Services Administration Office - NO APPT needed with HR.

Step 1.

- A. Click on the following link: [Online Form I-9](#)

You should see the following web page open. If you do not see **Welcome to the University of Dayton**, see Step 1B below; otherwise skip to Step 1 B c (on the next page):

ONLINE FORM I-9

Welcome to the University of Dayton

This site provides access to create your New Form I-9

To begin, enter your Location: Faculty, Staff and Graduate Assistants should select UD Human Resources; Undergraduate and Graduate Student Employees should select UD Student Employment from the drop-down arrow. Click CONTINUE.

This information is only used to identify your account and it is protected by industry standard SSL encryption.

*required fields

LOCATION*

CONTINUE

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- B. Go to i9express.com (go to the next page)



- a. Scroll down to “Fill Out A Form I-9”. Then, click on Go To NEWI9.com button.

FILL OUT A FORM I-9

I am an **Employee** and I need to complete a new form I-9.

GO TO NEWI9.COM

Start a New I-9

Enter your Employer's name or code below to complete your Form I-9.

14803

☒ Remember my Employer Name/Code on this computer

GET STARTED

- b. Enter UD's institution code, 14803, in the text box and click on Get Started
- c. You will arrive on this page: (If you do not see “Welcome to the University of Dayton” we will not be able to retrieve your Section 1 from the online system and it will need to be competed again).

ONLINE FORM I-9

Welcome to the University of Dayton

This site provides access to create your New Form I-9

To begin, enter your Location: Faculty, Staff and Graduate Assistants should select UD Human Resources; Undergraduate and Graduate Student Employees should select UD Student Employment from the drop-down arrow. Click CONTINUE

This information is only used to identify your account and it is protected by industry standard SSL encryption.

*required fields

LOCATION*

CONTINUE

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(Go to the next page)



Step 2 – Begin the I-9 Section 1, reading the directions, then choosing UD Human Resources in the drop down menu, then click Continue:

LOCATION*

UD Human Resources

CONTINUE

The next screen after clicking on Continue above:

WELCOME TO THE FORM I-9 ONLINE

We are excited to welcome you as our new team member!

You are now ready to begin completing your Form I-9. The process takes between 5 and 10 minutes to complete.

Please complete this form ON OR BEFORE your start date. If you have questions: Faculty, Staff, and Graduate Assistants should contact the Office of Human Resources at 937-229-2541. Students and Graduate Students should contact Student Employment at 937-229-3249.

Standard, UD Human Resources

2 Forms to Complete

Personal Information

19

EFX

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CONTINUE »

Click the Green Continue Button to move forward, bottom of the page:

(Go to the next page – Entering Personal Information)



Step 3 – Personal Information

A. There are 3 sections: Personal Information, Physical Address, and Signature

PERSONAL INFORMATION

Summary

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★ REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number★

Confirm Social Security Number★

- OR -

SSN Applied For

First Name (Given Name)★

Middle Initial

Last Name (Family Name)★

Other Last Name Used

Email Address

Telephone

(xxx) xxx-xxxx

Date of Birth★

MM-DD-YYYY

First Name (Given Name)★

Ronald

Middle Initial

D

Street Address★

First Name (Given Name)

Enter your full legal first name. Your first name is your given name.

Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D'Shaun, Mai.

Help indicators appear inside the text box when active if you need assistance.

Click the blue circled “?” for pop-up descriptions.

(Go to the next page)

Office of Human Resources • 300 College Park, Dayton, OH 45469-1649
937-229-2541 (phone) • 937-229-2009 (fax) • 937-229-4473 (TDD Line)
hr@udayton.edu • www.udayton.edu/hr/



PHYSICAL ADDRESS

Street Address*

Apt

Zip code*

City*

State*

County*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials:*

« BACK

CONTINUE »

Click the green Continue button to move forward with the process.

(Go to the next page)



Step 4 – Section 1 Continued – Employment Eligibility Verification

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Summary

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

▶ [View Employee Information](#)

Employment Date (mm/dd/yyyy)

Read the page instructions then enter your first day of work for pay (your hire date) in the text box “Employment Date” in the date format indicated on the screen.

Continue through the form (scroll through the form if needed on your screen).

(Go to the next page)



Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

► [View Employee Information](#)

Employment Date (mm/dd/yyyy)

03/01/2021



Citizenship Attestation

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 attest, under penalty of perjury, that I am

- ☐ 1. A citizen of the United States ?
- ☐ 2. A noncitizen national of the United States (see instructions) ?
- ☐ 3. A lawful permanent resident ?
- ☐ 4. An alien authorized to work until ?

Make a citizenship selection. Selections 2, 3 & 4 may require additional entries based on your selection. Question mark icons, when clicked-on, provide additional information.

- ☐ 1. A citizen of the United States ?
- ☐ 2. A noncitizen national of the United States (see instructions) ?
- ☐ 3. A lawful permanent resident ?
- ☐ 4. An alien authorized to work until ?

Select this status if it applies to you. If you select this box, the rest of the fields in this area will contain N/A.

Make a selection regarding a Preparer and/or Translator and then click the green Continue button.

Preparer and/or Translator Certification ?

- ☐ I did not use a preparer or translator.
- ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

[Edit Personal Info](#)

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CONTINUE »

(Go to the next page)



Step 5 – Employee Review

Complete the employee review of the data you entered. Print for your records if needed.

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Summary

EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Ronald D McDonald

Date of Birth: 01/01/2000
U.S. Social Security Number: 123-45-6789

Address: 300 College Park Dayton, OH 45469
E-mail Address: HR@udayton.edu
Telephone Number: 9372292541

Work Status: A Citizen of the United States

Print Example:

1 / 1 100% + -

Employee Summary 02/12/2021 09:34 AM

Name: Ronald D McDonald
Other Last Names Used (if any):
State: OH
Employee's Email Address: HR@udayton.edu
Employee's Telephone Number: 9372292541
Social Security #: XXX-XX-6789
Birth Date: XX/XX/XXXX
Address: 300 College Park
Dayton, OH 45469
Work Status:

[List A - Identity and work authorization](#)
[List B - Identity](#) [List C - Work authorization](#)

Complete the Employee Electronic Signature box, then click the green continue button

(Go to the next page)



EMPLOYEE ELECTRONIC SIGNATURE

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

- Agree to electronically sign this document.
- Understand 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.
- Understand that the employer may electronically verify your work authorization with the United States Government.

Your Initials:*

Date: 02-12-2021

[Personal Info](#)

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CONTINUE »

Step 6 – Next Steps and Actions

(Go to the next page)



You do not need to present the receipt code to us as mentioned below.

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Summary

NEXT STEPS [Print this page](#)

[English](#)|[Spanish](#)

You're almost done...

Click the continue button at the bottom of the screen to finish.

THINGS YOU NEED TO REMEMBER

You will need to provide a receipt code to your employer or employer's agent upon request.

RECEIPT CODE

pnnyzraeq

EMAIL RECEIPT CODE

Please remember to bring this with you to your appointment!

You will see a List of Acceptable Documents that will help you choose what you would like to present for Section 2. An example is below. No UD employee may tell what to present. If you are told what to present by any UD employee, please contact the HR Records Manager right away at 937-229-2541 or by email at HR@udayton.edu

(The list you will see is based on the citizenship attestation selection you made earlier in the form.)

ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

(Go to the next page)



LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver's license

LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)

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CONTINUE »

Click the green Continue button when ready

Welcome

Congratulations

Ronald D McDonald, Standard, UD Human Resources

Congratulations! You are finished with the process.

✓ Personal Information

✓ I9

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Step 7 – Preparing for Section 2 In-Person Presentation of Documentation

It is time for you to appear in-person at the HR Office to complete Section 2 and present your Employment Eligibility Documentation. We are located in St. Mary's Hall, Room 304 on the 3rd floor. During the COVID-19 pandemic, an appointment is required.

(Go to the next page)



Visit the [Human Resources web page link](#) and scroll down to the appointment information section. You will see this statement (image only below for reference) and the links for scheduling:

*** To schedule an appointment to complete an I-9, you may use the following online calendar tools or call our office at 937-229-2541 for an appointment.*

- [Online I-9 Google Calendar Link - Instructions to create I-9 appointment](#) (pdf)
- [I-9 Appointment Request Form](#) (For Those Without a Google Account)

UD is a Federal Contractor – UD is a Mandatory Participant in the E-Verify Program

A presidential Executive order and subsequent Federal Acquisition Regulation (FAR) rule requires federal contractors to use E-Verify to electronically verify the employment eligibility of employees working under covered federal contracts. The order and the rule reinforce Federal government policy that the Federal government does business only with organizations that have a legal workforce.

E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

Please see the List of Acceptable Documents on the last page of this document that will help you choose what you will present for Section 2

NO UD Employee May Tell You What to Present

If you have any questions at any time, please contact us at HR@udayton.edu or by calling 937-229-2541.

Again, Welcome to UD!



(Revised 04/2021)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.