

# Guidelines in Using the New I-9 Form.

## Key Point about the New I-9 Form

### Printed Form vs. Electronic Form

- You can still use printed forms in your packets  
OR
- You can send the electronic writeable PDF form via e-mail to the new hire (**important** – please review the section below on **Using the Writeable Features of the I-9 Form at Harvard**).

## New Required Fields

### Section 1 (employee fills out)

- Whether the employee fills in a printed form or does it electronically, **please make sure the forms you send over to Central Payroll have the following completed in Section 1:**
  - Employee must enter N/A for **Middle Name**, **Other Last Names**, and **Apt. Number** if their intention is to leave those fields blank

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the <b>first day of employment</b> , but not before accepting a job offer.)					
Last Name (Family Name) Harvard	First Name (Given Name) John	Middle Initial N/A	Other Last Names Used (if any) N/A		
Address (Street Number and Name) 1234 Some St.		Apt. Number N/A	City or Town Rowley	State MA	ZIP Code 01969
Date of Birth (mm/dd/yyyy) 07/07/1965	U.S. Social Security Number 123-23-2222	Employee's E-mail Address N/A		Employee's Telephone Number N/A	

- In the declaration of the employee relationship section, the 4<sup>th</sup> checkbox has required information has changed. A person working at Harvard under a sponsored visa now only needs to provide **one** of the following:
  1. Alien Registration Number/USCIS Number OR
  2. Form I-94 Admission Number OR
  3. Foreign Passport
  - In the previous version of the form, checking the 4<sup>th</sup> box required the employee to provide his/her Passport Number and Issuing Country if he/she entered the U.S.A through customs under the visa he/she is using on the I-9 form. This was in addition to providing the I-94 number or Alien Registration Number

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):	N/A
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):	N/A
Some aliens may write "N/A" in the expiration date field. (See instructions)	
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number	
1. Alien Registration Number/USCIS Number:	N/A
OR	
2. Form I-94 Admission Number:	N/A
OR	
3. Foreign Passport Number:	N/A
Country of Issuance:	N/A
QR Code - Section 1 Do Not Write In This Space	
Signature of Employee	Today's Date (mm/dd/yyyy)

There are two new checkboxes in the **Preparer and/or Translator Certification** section. These checkboxes are now required and one must be checked for the form to be accepted by Central Payroll. If the employee fills out the form electronically and then clicks the **Click to Finish** button, the form will highlight a check box is required. **When an employee submits his/her printed form or hand written form, you must check this section has one of these boxes has been selected.**

**Preparer and/or Translator Certification (check one):** [?](#)

I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator <a href="#">?</a>		Today's Date (mm/dd/yyyy) <a href="#">?</a>	
Last Name (Family Name) <a href="#">?</a>		First Name (Given Name) <a href="#">?</a>	
Address (Street Number and Name) <a href="#">?</a>	City or Town <a href="#">?</a>	State <a href="#">?</a>	ZIP Code <a href="#">?</a>

Click to Finish **This button validates the form**

## Section 2 (Harvard representative)

On the second page of the form, in addition to copying the employee last and first name, middle initial, you now must also indicate which **of the 4 checkboxes he/she checked** and enter that number in the Citizenship/Immigration Status field.

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b> <a href="#">?</a>	Last Name (Family Name) <a href="#">?</a> Harvard	First Name (Given Name) <a href="#">?</a> John	M.I. <a href="#">?</a> N/A	Citizenship/Immigration Status <a href="#">?</a> 1
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The number you fill in above comes from the Section 1 checkboxes.

<input checked="" type="checkbox"/> 1. A citizen of the United States <a href="#">?</a>
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) <a href="#">?</a>
<input type="checkbox"/> 3. A lawful permanent resident <a href="#">?</a> (Alien Registration Number/USCIS Number): <a href="#">?</a>
<input type="checkbox"/> 4. An alien authorized to work <a href="#">?</a> until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in the expiration date field. (See instructions)

# Using the Writeable Features of the I-9 Form at Harvard

## Key Points/Features of the Writable Form

- Filling it electronically only works using Adobe Reader, Internet Explorer, or FireFox. *It cannot be filled in using a Chrome browser (users using Chrome get the error below).*



- It has built-in help that when clicked opens an explanation box

Section 1. Employee Information and Attestation <i>(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.)</i>			
Last Name (Family Name) ⓘ	First Name (Given Name) ⓘ	Middle Initial ⓘ	Other Last Names Used (if any) ⓘ
Gezenmuller			
<b>Last Name (Family Name)</b> ⓘ			
Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in this field.			
Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.			
If you only have one name, enter it in this field, then enter "Unknown" in the First Name field. You may not enter "Unknown" in both this field and the First Name field.			

- It has built-in error checking – validates fields filled out by the employee.
  - *When filling out the form electronically and the employee clicks the **Click to Finish** button, the form will highlight any field that is blank or incorrect.*
  - *In the example below, the employee validated his/her form and the validation showed a blank field. The employee should enter N/A in the highlighted field to remove the error prior to printing.*

Section 1. Employee Information and Attestation <i>(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.)</i>					
Last Name (Family Name) ⓘ	First Name (Given Name) ⓘ	Middle Initial ⓘ	Other Last Names Used (if any) ⓘ		
Harvard	John	N/A	N/A		
Address (Street Number and Name) ⓘ	Apt. Number ⓘ	City or Town ⓘ	State ⓘ	ZIP Code ⓘ	
123 Cambridge Street		Cambridge	MA	02138	
Date of Birth (mm/dd/yyyy) ⓘ	U.S. Social Security Number ⓘ	Employee's E-mail Address ⓘ	Employee's Telephone Number ⓘ		
03/07/1964	111-67-7812	john_harvard@yahoo.com	(617) 463-0001		

## Important Issue about the Writable Form Based on Harvard's Process

Schools and Units can send the form to an employee, via an email to complete, but you must be aware of the following issues:

1. To sign and date the form, the employee must print it. Because of this, it is not possible for the Harvard representative to then continue on in the form electronically to complete Section 2. **Partially completed I-9 Forms should not be e-mailed to HR as they contain the person's SSN, which is high risk confidential information.**
2. When a person selects one of the 4 check boxes in Section 1, it automatically populates Section 2 with N/A values. It does this because it expects the rest of the form to be filled in electronically in Section 2.

Employee fills this in Section 1:

Section 2 populates N/A

<p><input checked="" type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 01/16/2018 Some aliens may write "N/A" in the expiration date field. (See instructions)</p> <p>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</p> <p>1. Alien Registration Number/USCIS Number: N/A</p> <p style="text-align: center;"><b>OR</b></p> <p>2. Form I-94 Admission Number: 24636913511</p> <p style="text-align: center;"><b>OR</b></p> <p>3. Foreign Passport Number: N/A</p> <p>Country of Issuance: N/A</p>	<p><b>Section 2. Employer or Authorized</b> <small>(Employers or their authorized representative must physically examine one document from List A of Acceptable Documents.)</small></p> <p>Employee Info from Section 1: Last Name (if Harvard)</p> <p><b>List A</b> Identity and Employment Authorization</p> <p>Document Title: N/A</p> <p>Issuing Authority: N/A</p> <p>Document Number: N/A</p> <p>Expiration Date (if any)(mm/dd/yyyy): N/A</p>
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To ensure you get a clean copy of Section 2, instruct the employee **not to print the electronic copy double-sided**. This allows you to replace the copy with a blank Section 2 (in cases where N/A populated). If the employee does print the form double-sided, just attached a clean page 2 that you fill out and attach it to the original I-9

Considering these two points, here is how you should instruct the new employee to complete the form (edit text as needed):

=====EXAMPLE INSTRUCTIONS =====

*As part of your employment, Harvard University requires you to complete your I-9 form. You have the option of printing this form and writing the information into the form or using the writable PDF feature of the form and completing it in Adobe Reader, Internet Explorer or Firefox (the writable features of the form do not work in Chrome).*

- You must complete all the fields in Section 1. For fields that do not apply to you (e.g., Apt. Number), you must type or write N/A for those fields. If not sure about what to enter in the field, click the question mark in the field for assistance (if completing electronically)
- Be sure to check one of the 4 boxes in the declaration of who you are (e.g., U.S. Citizen) and the appropriate box in the Preparer and/or Translator section.
- If filling out the form electronically, click the Click to Finish button on the bottom of page 1 to validate the form. Correct any mistakes and then click the Print button on the top of the form. Please do not print the form double-sided – each section of the form should be on a single page. In the printed copy, date and sign your name in Section 1.

Please note: **Your I-9 form contains high risk confidential information (Social Security Number) and it should not be e-mailed to Harvard University.**

- Please bring you complete I-9 form (Section 1) and supporting documentation with you on your first day or time designated by the HR Office.