

Electronic I-9 and E-Verify Training
for
Harvard I-9 Administrators
Working Draft Document – SUBJECT TO CHANGE



Course Objectives

Upon completion of this training, the participant will:

1. Understand Harvard's responsibilities regarding the completion of the Form I-9 and the use of E-Verify.
2. Understand new employee communication and employee responsibilities on Section 1
3. Understand employer responsibilities – on Section 2
4. Be able to complete, update, verify and upload information on Section 3 of a Form I-9.
5. Understand the requirements regarding the submission of E-Verify and the steps required.
6. Understand the dashboard and other review and reporting requirements.

Please note that completion of this training in no way substitutes a thorough review of Form I-9 instructions and the Handbook For Employers (M-274) provided by the Department of Homeland Security at :

<http://www.uscis.gov/sites/default/files/files/form/m-274.pdf>

<https://www.e-verify.gov/employers/employer-resources>



What is the Form I-9

- The Immigration Reform and Control Act of 1986, requires that employers “must verify the identify and employment eligibility of each person hired, complete and retain a Form I-9 for each employee and refrain from discriminating against individuals on the basis of national origin or citizenship.” Individuals cannot be put on a payroll until an I-9 has been completed.
- Section 1 of the I-9 must be completed by the employee once they have accepted an offer of employment, but **no later than the first day of work.**
- Section 2 of the I-9 must be completed by a Harvard I-9 Administrator **by the end of the 3rd day of work.** Employees must submit, in person, with original unexpired documents.
- Section 3 of the I-9 must be completed when an employee’s employment authorization or documentation of employment authorization has expired "reverification“, or employee is rehired within 3 years of the date that [Form I-9](#) was originally completed, or employee has a legal name change.



What is the Form I-9 – Central Payroll Responsibilities

- The electronic I-9 system will retain the Form I-9 for 3 years after the date the person begins work or 1 year after their employment is terminated, whichever is later.
- Upon request, Harvard must provide Forms I-9 to authorized officers of the Department of Homeland Security (DHS) or the Office of Special Counsel for Immigration Related Unfair Employment Practice (OSC).



When to Complete Form I-9

Initial Verification - A new Form I-9 is completed for:

- New employees (never worked for Harvard)
- Rehires who have a break in service, and whose original Form I-9 was completed more than 3 years ago

Reverification or Rehire - Section 3 is completed for:

- Employees whose work authorization has expired (most reverifications will fall into this category and an I-9 Administrator is only required to reverify work authorization document(s), OR
- Rehires who have a break in service, whose information is in the electronic I-9 system, and whose original Form I-9 was completed less than 3 years ago, OR
- The employee has a legal name change.



Who Must Complete the Form I-9

I-9 Required	
Pay Group Abbreviation	Pay Group Name
SPC	Pres + Fell Special Contracts
WPT	Pres + Fel Weekly Part Time Trade
WRT	Pres + Fell Weekly Regular Trade
WTM	Pres + Fell Weekly Temp/Students
PFX	Pres + Fell Exempt
PON	Pres + Fel OT Eligible Non Union
POU	Pres + Fell OT Eligible Union
MFC	Pres + Fell Faculty
MIP	Pres + Fell Internal Post Doc
MTF	Pres + Fell Teaching Fellows

All employees on a Harvard PeopleSoft payroll are required to complete an I-9.

I-9 is Not Required	
NPD	Non Paid Appointments
MST	Student Stipends
MEP	Nonemployee Post Docs
Outsourced	All outsourced payrolls (All Source, Etc.)

Form I-9 is not required for individuals receiving a stipend or not receiving a paycheck from Harvard.



Who Should Complete Section 2 of the Form I-9

Only designed Harvard I-9 Administrators may complete Section 2. To become an I-9 administrator, individuals must complete the training listed below on an annual basis. The school or unit's PeopleSoft authorized requestor must confirm this training has been completed and submit a **completed security request** form to karen_kittredge@harvard.edu via Accellion/Kiteworks.

The training below must be completed on an annual basis before I-9 Administrators will be given access to the Electronic I-9 and E-Verify System.

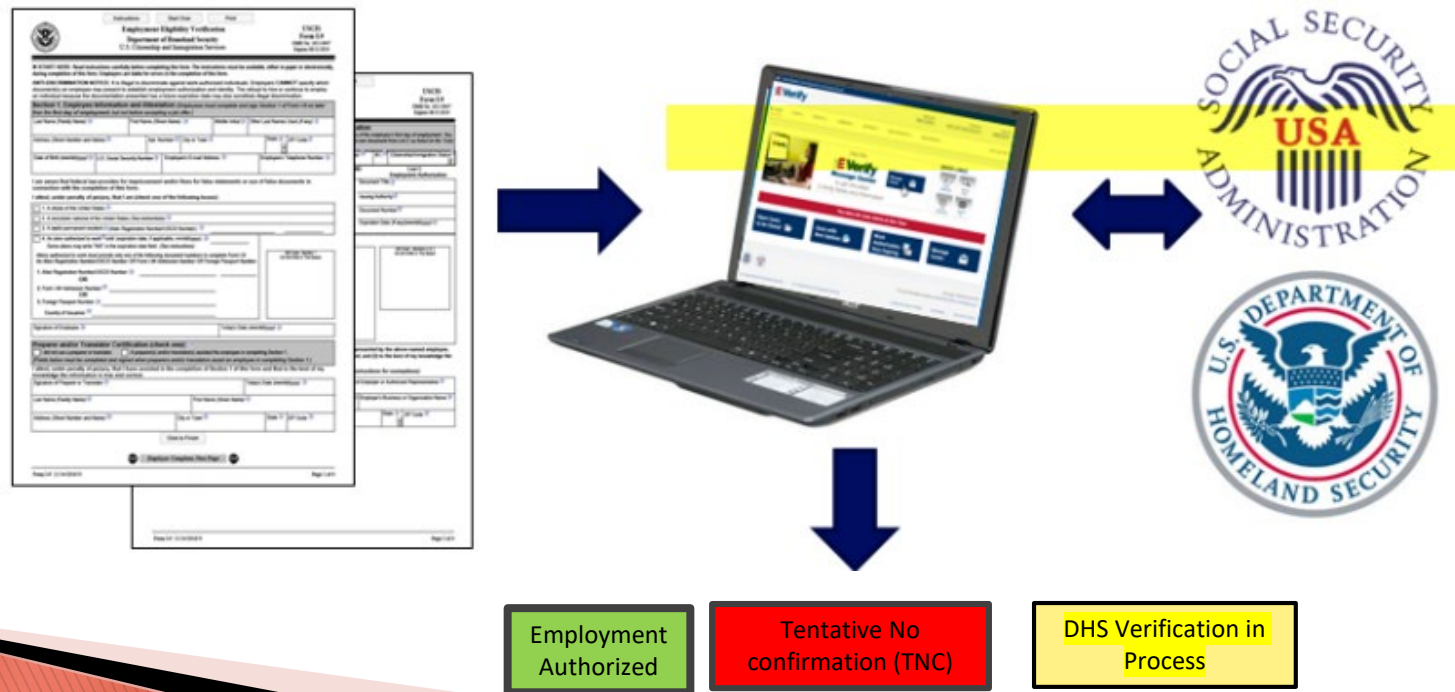
- 1) [Information Security Awareness Training FY20 \(University-Wide\)](#) – Web-Based Course
- 2) Read and sign the Confidentiality Agreement in PeopleSoft
Self-Service>My Preferences and Agreements>Confidentiality Agreement
- 3) Electronic I-9 and E-Verify Training – In Class or On-Line Training (Under Construction)

What is E-Verify

E-Verify is an online federal system that compares information from an employee's I-9 data to data from the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

- E-Verify does not replace the I-9; it supplements it.
- Harvard University participates in E-Verify for all new employees and current employees with certain immigration status or working on federal contracts and is part of the electronic I-9 process.

All employees entered into the Equifax Electronic I-9 system will automatically be E-verified. Schools will not longer need to submit E-Verify requests through HireRight or other E-Verify accounts.



Electronic I-9 and E-Verify Collection Process During COVID-19 Public Health Emergency

Effective July 18, 2020, schools and units may no longer use the remote view of section 2 documentation but must have a Harvard I-9 Administrator or Authorized Representative complete and review original 2 documentation in person.

Option 1 - In Person Completion

For schools that are not operating remotely and are physically present at a work location (i.e., essential personnel), I-9 Completers should follow their usual I-9 Section 2 completion process.

Option 2 - Use the I-9 Anywhere Option

Equifax offers a remote I-9 option called I-9 Anywhere which allows new employees who are not local take their Section 2 documents to an approved remote agent based on their zip code prior to arriving on campus. There are over 1,300 authorized remote agents across the U.S. and new employees can select and schedule a time to bring in their Section 2 documents at their convenience. See [Overview of I-9 Anywhere](#) video.

- Harvard I-9 Administrators may need to do additional E-Verify follow-up (e.g., photo matching, etc.) if this process is used. The remote agent will complete Section 2 and submit documents and complete E-Verify in the Equifax Electronic I-9 tool.
- Schools may be charged a small fee (\$35) for each remote hire request. If an appointment is cancelled or rescheduled or a “no show” within 24 hours of the agreed upon appointment, the school will also be charged \$35
- Contact Central Payroll at ufs_crt@harvard.edu to request the I-9 Anywhere Remote URL to send the new employee.

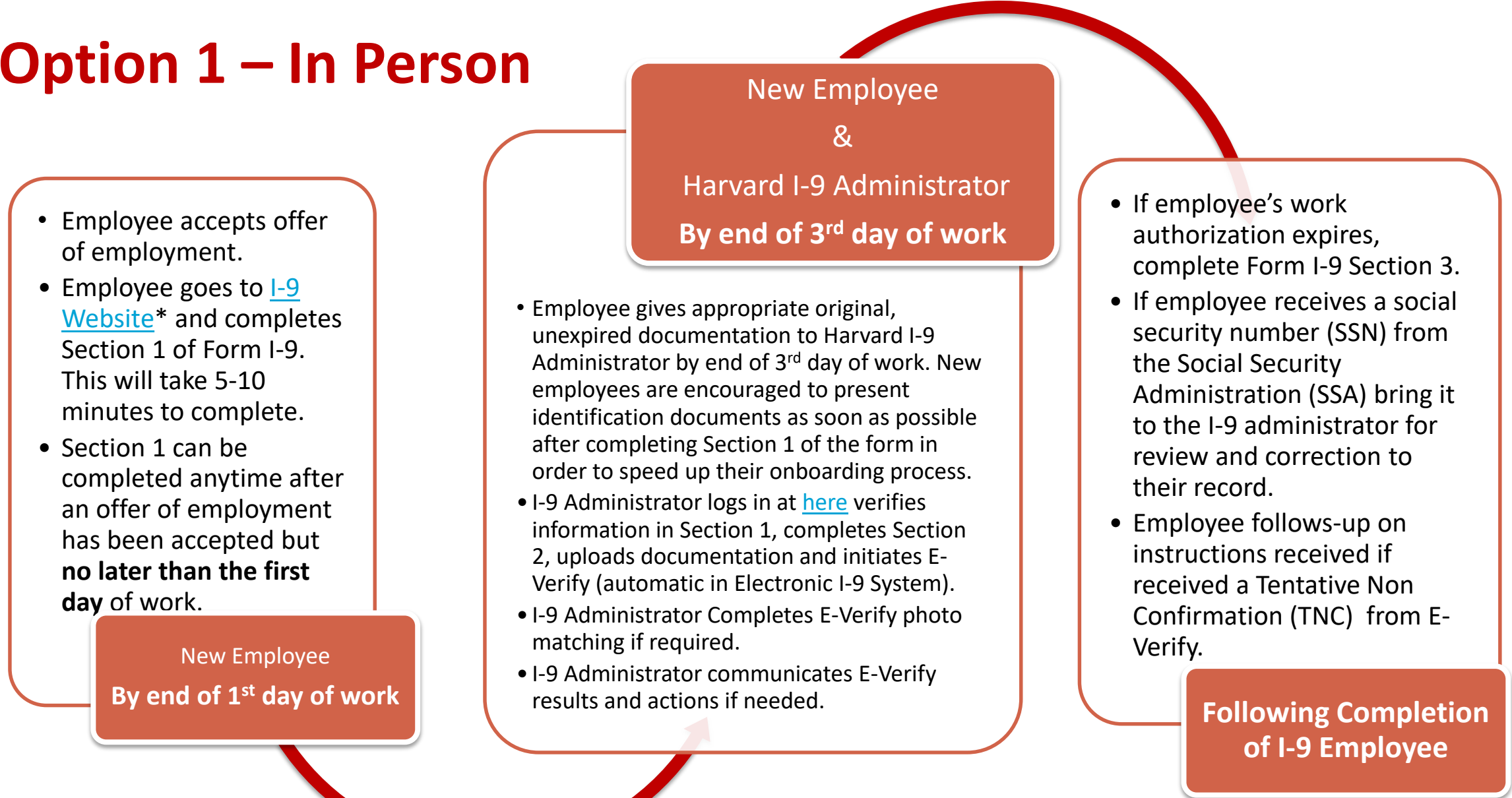
Option 3 - Upload Paper Form I-9 Completed by an Authorized Representative

Harvard may assign the role of Authorized Representative to an outside individual which allows them to complete Section 2 of the Form I-9 on behalf of Harvard. If completed correctly and, with the submission of the Section 2 documents, no further action is required. See [Packet - Form I-9 with Instructions for Employee and Authorized Representative](#).

- A Harvard I-9 Administrator should set up a video conference with the Authorized Representative to assist them with the process in order to view and confirm the appropriate documents have been presented and the paper form I-9 has been completed accurately.
- The Harvard I-9 Administrator would complete the “Paper Form I-9” upload process in Equifax which requires entering the Form I-9 information, uploading the Form I-9 as well as the documentation. See [Equifax Electronic Paper Form I-9 Upload Process](#).
- The upload process must include uploading of copies of the Section 2 documentation.
- The Harvard I-9 Administrator would follow any E-Verify follow-up requirements as necessary.



Option 1 – In Person



I-9 Website: <https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aae5-886276b33f95>

Note: Contact Central Payroll if requesting a "remote hire" – new employee takes their section 2 documentation to an outside location to complete section 2.

Electronic I-9 and E-Verify WORKING DRAFT 08/04/2020



HARVARD
Financial Administration

Option 2 – I-9 Anywhere During COVID-19 Emergency

Equifax offers a remote I-9 option called I-9 Anywhere which allows new employees who are not local take their Section 2 documents to an approved remote agent based on their zip code prior to arriving on campus. There are over 1,300 authorized remote agents across the U.S. and new employees can select and schedule a time to bring in their Section 2 documents at their convenience. See [Overview of I-9 Anywhere](#) video.

- Harvard I-9 Administrators may need to do additional E-Verify follow-up (e.g., photo matching, etc.). The remote agent will complete Section 2 and submit documents, however the Harvard I-9 administrator will need to complete any E-Verify follow-up in the Equifax Electronic I-9 tool.
- Schools may be charged a small fee (\$35) for each remote hire request. If an appointment is cancelled or rescheduled or a “no show” within 24 hours of the agreed upon appointment, the school will also be charged \$35
- While remote agent sites be limited since they are considered nonessential business; we expect many of the offices to be reopening in the next 2-4 weeks. There are over 1,300 authorized remote agents across the U.S. and new employees can select and schedule a time to bring in their Section 2 documents at their convenience.

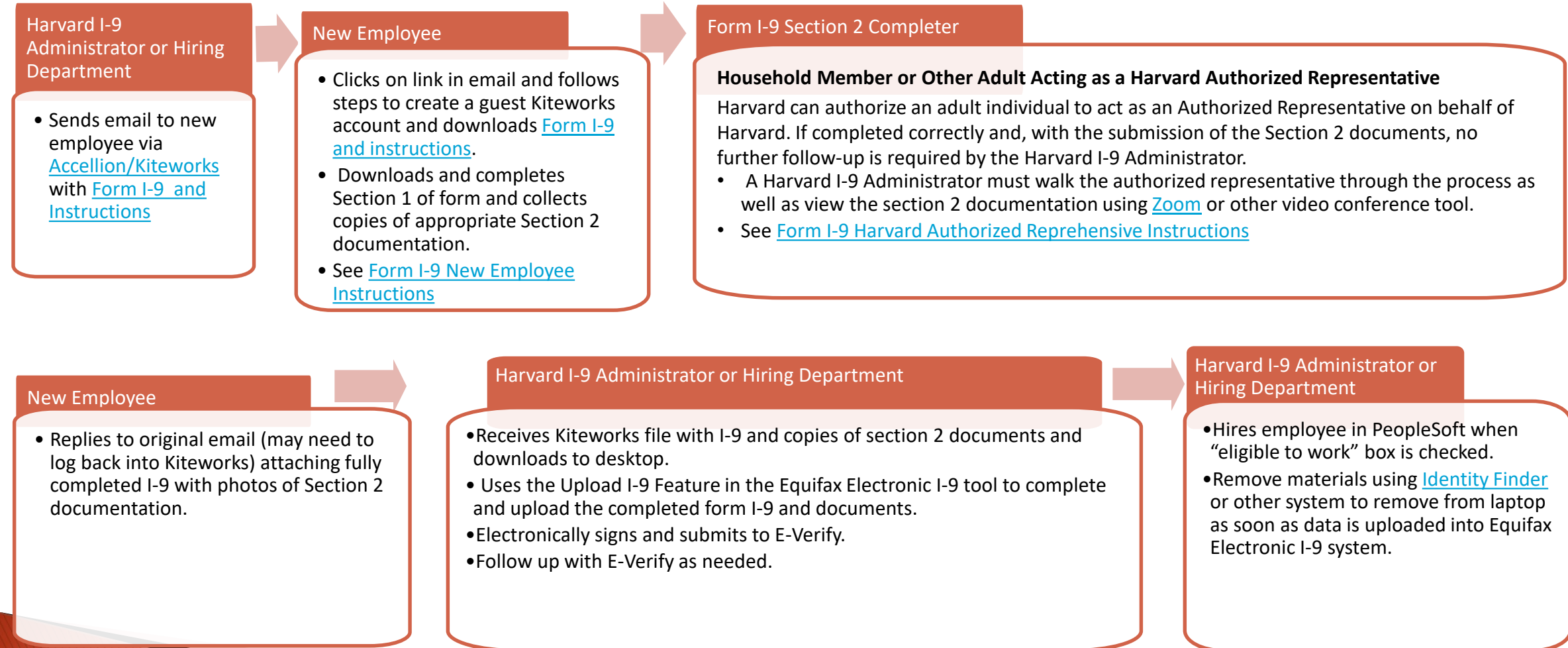
Contact Central Payroll at ufs_crt@harvard.edu to request the I-9 Anywhere Remote URL to send the new employee.



Option 3 - Harvard Authorized Representative

Process for Paper Form I-9 Equifax Upload Process During COVID-19 Emergency

The Harvard I-9 administrator or hiring department should determine if the new employee has an adult member of the household or other individual who can act as a Harvard Authorized Representative. An authorized representative, with assistance of a Harvard I-9 Administrator, can complete Section 2 on behalf of Harvard and does not require any additional follow-up by the employee.



Harvard I-9 Administrator

Form I-9 Process



Harvard I-9 Administrator Steps

I-9 Administrator

- Verifies information in Section 1
- Completes Section 2
- Uploads documentation and initiates E-Verify (automatic in Electronic I-9 System).
Harvard requires copies of all section 2 documentation (including additional documentation (I-707, I-20, DS-2019))
 - Completes E-Verify photo matching if required
 - Communicates E-Verify results and follows next steps as needed
- Monitors reverification requirements for completion of I-9 Section 3
- Monitors “SSN Applied For” cases and follow Central Payroll instructions
- Follows up on escalation requirements if employee does not follow up on Tentative Non-Confirmation (TNC) from E-Verify



Harvard I-9 Administrator – Section 2 Completion Process


Section 2

- The employee must appear in person when producing documents to complete section 2.
- Documents presented must be original and unexpired (photocopies not allowed)
 - Review the original, unexpired documentation to make sure that the document(s) appear to be genuine, relate to the employee named on the Form I-9 and that, to the best of your knowledge, the named employee is eligible to work in the United States.
 - In certain circumstances, an expired EAD card may be presented with an endorsed Form I-20.
 - There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, **I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.**
- Harvard I-9 Administrator cannot tell employee what documents to provide
- Employee can present any document from list A, or a combination of one from list B and one from list C.
 - Note: to meet E-Verify requirements, list B documents must have a photograph



Harvard I-9 Administrator – Section 2 Completion Process (continued)

Section 2

- Select employee start date (first day of work)
- Verify Location
- Select VISA type, if appropriate
- Enter documentation details into the I-9 tool – be sure information is entered accurately and includes the title of the document, issuing authority, documentation number and expiration date (if any).
- Upload copies of all documents submitted into the system (some documents may require both the front and back be uploaded). There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, **I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.**
-  **Review Section 1 and 2 information carefully for accuracy**
 - E-Verify is initiated as soon as an I-9 Administrator electronically signs the Form I-9. Typos and inaccurate information may not be corrected once the record is submitted to E-Verify and the I-9 administrator may be required to complete additional steps and processes to correct the employee's record and complete the E-Verify process.
- Submit electronic signature

Harvard I-9 Administrator - Process

Take Action ! | Refresh All

REFRESH

11

I-9 Pending Completion

11/12/2019 9:18:00 AM

Refresh All

Select the I-9 Pending Completion Page

Select one or more search criteria below to search for employees.

First Name:

Last Name:

Group:

(All) ▼

Date Range: (mm/dd/yyyy)

Start Date

Include:

☒ Active Employees

Search

Search Results: Pending

Type:

E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied

Location:

(All)

American Repertory Theatre

Arnold Arboretum

Central Administration

Default

Divinity School

Division of Continuing Education (DCE)

Graduate School of Arts & Sciences

Graduate School of Education (GSE)

GSD

GSE

Harvard Business School

Harvard Business School Publishing

Harvard Law School

Harvard Law School (HLS)

Harvard Medical School

Harvard School of Dental Medicine

Harvard T. H. Chan School of Public Health (SPH)

Kennedy School of Government

Radcliffe

School of Engineering and Applied Sciences

TH Chan School of Public Health

Wyss Insitute

Sort for individual by last name, SSN or Location

Harvard I-9 Administrator - Dashboard

If the dot is green, the E-Verify system is working. If the dot is red the E-Verify system is currently down and submissions to E-Verify will be placed in a queue and will be submitted automatically when E-Verify is up-and running. I-9 Administrators should complete and sign section 2 of the I-9 and notify the employee that they will be in touch if there are any follow-up requirements when the system is back on-line.



Welcome to I-9

Harvard University is a demo employer.>

Start a new Form I-9

[Fill out Form I-9](#)

[Upload Paper I-9](#)

Search For Employees

[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

Take Action ! Refresh All

11
I-9 Pending Completion

11/5/2019 12:30:48 PM

REFRESH

-
Reverification Due

None

REFRESH

-
Receipt Due

None

REFRESH

-
SSN Applied For

None

REFRESH

-
E-Verify Issues

None

REFRESH



Harvard I-9 Administrator - Process

Type	Name	Location
P	Example, Sample	Graduate School of Education (GSE)
P	Person, Test P	Graduate School of Education (GSE)

Select individual

Employee:

Sample Example

* Employment Date:

[Auto-Fill](#)

Location: Graduate School of Education (GSE)

Visa Type:

1. Enter employment date (first day of work)
2. Review and correct location if needed
3. Enter visa type (if needed), field will be editable based on citizenship status selected in section 1.



Harvard I-9 Administrator - Process

* 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 C. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who change employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable document (Knowledge Base).

☐ 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

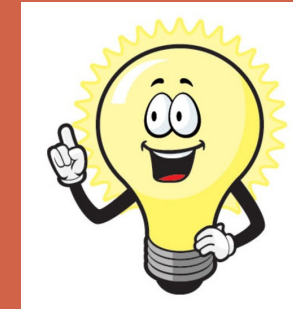
Cancel

Back

Continue

Select type of original, unexpired document presented.

Based on the list selected, a pull down menu will show potential documents based on the individual's citizenship status selected in Section 1.



The screen defaults to List B and C. Select List A if you don't see document expected documents listed.

REQUIRED DOCUMENTS

List A: Establish both identity and employment authorization, OR

List B: Establishes identity only - To meet E-Verify requirements list B documents must have a photograph, AND

List C: Establishes work authorization only

There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.

LIST A DOCUMENTS

☐ 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?](#)

- Form I-766 - Employment Authorization Document that contains a photograph

- Foreign passport with I-94 or I-94A ***H-1B VISA HOLDERS + I-797**

- Foreign Passport with I-94 or I-94A and I-20 **F-1 VISA HOLDERS**

- Foreign Passport with I-94 or I-94A and DS-2019 **J-1 VISA HOLDERS**

- FSM or RMI Passport with I-94 or I-94A

- Form I-94/I-94A with RE admission class (refugee) - Receipt

- Expired EAD + Notice of Action

- Foreign Passport + I-94 (AC-21)

****H-1B VISA Holders – an I-797 must also be uploaded as “other” document.**

U.S. Citizenship and Immigration Services

H-1B (I-797)

NOTICE OF ACTION

PETITION FOR NONIMMIGRANT WORKER

PETITIONER: HARVARD UNIVERSITY

BENEFICIARY: EINSTEIN, ALBERT

Notice Type: Approval Notice

CLASS: H1B1

UPLD from 01/01/2015 to 01/01/2018

U.S. Department of Justice

Immigration and Naturalization Service

I-20

1. Family Name (surname): Stressed

First (given) Name: David Middle Name: Max

Country of birth: NEW ZEALAND Date of birth (month/day/year): 11/1/1963

Country of citizenship: NEW ZEALAND Admission number:

School (School district) name: Harvard university



Harvard I-9 Administrator - Process

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 - Original Birth Certificate or Certified Copy with Official Seal

Issuing Authority:

Sample Document

Document #:

Cancel Back Continue

Complete information requested based on the documents selected.

Review the “sample document” for examples. If you don’t see expected documents listed, check to make sure you have selected Lisa A or List B and C documents.

I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.

Note: Some documents may have additional required information on the back (e.g., a bar code. For example, the Permanent Resident Card, Employment Authorization Document, or U.S. passport card.



Promotion Checkout Account is a demo employer. >

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.

Corrected field

Name: Anne Example	Other Names Used: 000000003	U.S. Social Security Number:	Date of Birth: 05/05/1985
Address: 123 Main St	City, State & Zip: St. Louis, MO 63146	E-mail Address:	Telephone Number:
Employment Date: 01/17/2018		Work Status: A Citizen of the United States	
Alien Registration Number/USCIS Number:	I-94 #:	Receipt Due Date:	Receipt Due Document:
Alien Work Until Date:	Reverification Due Reason:	Foreign Passport Number:	Country of Issuance:
Obtained I-94 from USCIS:			
Group: None	Location: Default		

Change Information

To make a correction for the Section 1 information

Document Information Summary

List B document:	Driver's License issued by State or Possession with Photo
Issuing Authority:	Missouri
Document #:	123456789
Expiration Date (mm/dd/yyyy):	06/09/2020
List C document:	Social Security Account Number Card Without Employment Restriction
Issuing Authority:	Social Security Administration
Social Security Number (XXX-XX-XXXX):	444-55-8888

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): 1/17/2018

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.

Enter PIN:

Cancel Back Continue

Select "back" to make a correction to document information

STOP

Review all information:

STOP

Section 1

- Confirm the employee's name exactly matches the name on the presented document(s).
- If two last names, include both,
- If two first names, include both,
- Use hyphen if shown on documents as hyphenated
- If the name appears differently between a foreign and U.S. issued document, use the U.S.-issued document for the name.
- Include a middle in initial if the employee has a middle name
- Confirm social security number and date of birth are entered correctly.
- Check that the Alien Number/USCIS Number, Form I-94 admission number or foreign passport number is correct.
- Be sure there is an Email and telephone number listed

Section 2

- Carefully review all information entered; checking for typos or inaccurate dates or numbers. To make a correction select the "Back" tab at the bottom of the page.
- If all of the information is accurate, electronically sign Section 2 by clicking "**I have read and agree with the certification statement above**", and click **Continue**.



Harvard I-9 Administrator Section 1 - Review Process

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.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)
([Auto-Fill](#) | [Clear](#))

* Last Name (Family Name) ?

* First Name (Given Name) ?

* Address (Street Number and Name) ?

* City or Town ?

* State ?

* Zip Code ?

[Add Preparer](#)

Any changes made to Section 1 require the I-9 Administrator list and certify themselves as a Section 1 preparer in consultation with the employee. The preparer section will be prepopulated with the I-9 Administrator information.

Select “Add Preparer” and saved preparer information will appear.
Select Continue

Harvard I-9 Administrator Section 1 - Review Process

Any changes made to Section 1 will be visible in the system.

Name: John Harvard [C]	Other Names Used: Hancock-Harvard [C]	U.S. Social Security Number: 111-16-1132	Date of Birth: 01/01/2000
Address: 1000 Massachusetts Ave	City, State & Zip Cambridge, MA 02138	E-mail Address:	Telephone Number: 6173847487
Employment Date:			Work Status: A noncitizen national of the United States
Alien Registration Number/USCIS Number:	I-94 #:	Receipt Due Date	Receipt Due Document
Alien Work Until Date:	Reverification Due Reason:	Foreign Passport Number:	Country of Issuance:
Obtained I-94 from USCIS:		Receipt Code:	I9 Data Id:
Change Information			
Preparer Summary			
Last Name: K	First Name: Karen	Address: 1350 Massachusetts Avenue, Cambridge, MA 02138	
Preparer Electronic Signature: (English Español)			
<input type="checkbox"/> By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.			
Change Information			
Cancel Back Continue			



Harvard I-9 Administrator Section 1 - Review Process

The **I-9 Administrator** needs to attest that they assisted in the completion of the form.

☐ By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Change Information

Cancel

Back

Continue

The **employee** needs to confirm that they understand and agree to the information appearing above. The box can be checked by the I-9 administrator after receiving verbal approval by the employee.

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

☐ By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

By clicking Continue, I agree to electronically sign this document.

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.

Cancel

Back

Continue

If the Section 1 completer is no longer present, the I-9 Administrator may either:

- Request the person complete Section 1 again. This will create a duplicate record and the I-9 administrator would select the correct record and completes the I-9. The incorrect record will disappear after 30 days, OR
- Set up a teleconference call and walk the employee through the corrections, read the attestation to them and receive verbal confirmation that you can sign the attestation form, OR
- If it is a typo that can be corrected based on additional documentation,



Harvard I-9 Administrator Section 1 - Review Process

- 1) In Equifax pull up the employee, go to I-9 History and print out/download the first page.
- 2) Make a note next to the Section 1 error that per the “specify section 2 document” uploaded on MM/DD/YYYY, the correct DOB/Spelling of Name/etc. is “list correction.” For example, per the U.S. Passport uploaded on 01/03/2020, the correct DOB is 10/10/2000.
- 3) Attach the corrected document to the original file as “other” with the title “Last Name, First Initial I-9 Correction”
- 4) Contact karen_kittredge@Harvard.edu when completed and let me know the correction made and I will have

[I-9 History](#)

Hire/Entry	Type (click to view)	E-Verify	Actions
1/14/2020 01/14/2020	Original I-9 <div>1 – download/print page 1 and follow steps above</div> U.S. Passport or U.S. Passport Card	View History	<div>Attach File</div> <div>Edit Data</div> <div>Delete File</div> <div>3 – attach the corrected page 1 as “other” with the above naming conventions.</div>



Harvard I-9 Administrator - Process

Attach Document

Harvard University is a demo employer.>

Generic Document Retention Policy

Harvard University's policy is to retain a copy of ALL supporting documents used to complete Section of the Form I-9 (Either List A or List B and C documents). To attach a copy of both front and back of these documents (technical requirements can be found on Harvard's Training Portal for additional guidance). MUST collect and upload the documents as soon as possible in order to be in compliance with federal regulations. See Harvard's Training Portal for additional guidance.

☐ I cannot attach documents at this time, but will upload the documents within 2 business days. See Harvard's Training Portal for documentation requirements.

Instruction

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 2150 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

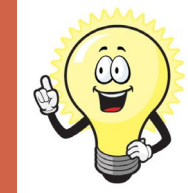
- » Uploaded all of the required documents, or
- » Clicked the checkbox above indicating that you could not upload documents.

Mobile App

Would you rather attach your documents through the I-9 Mobile App?

Go >>

Uploading documents.



When using the mobile upload feature click “refresh” to see photo match.



Harvard I-9 Administrator - Process

Mobile App

Would you rather attach your documents through the I-9 Mobile App?

Go >>

Uploaded Documents

SI No.	Document Name	Upload Status
1	U.S. Passport or U.S. Passport Card	!

File Information

Select document:

Image file to attach:

Choose file No file Chosen

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name: Sample Middle Initial: Last Name: Example SSN: XXX-XX-7777

Upload Finished

Documents selected in Section 2 will be listed for required uploads. This is why it is important to select the correct documents in Section 2 for Foreign individuals. If you do not see the I-20 or DS-2019 document request, the administrator needs to go back and reselect the correct document types.

- Foreign passport with I-94 or I-94A *H-1B VISA HOLDERS + I-797
- Foreign Passport with I-94 or I-94A and I-20 F-1 VISA HOLDERS
- Foreign Passport with I-94 or I-94A and DS-2019 J-1 VISA HOLDERS
- FSM or RMI Passport with I-94 or I-94A

Harvard I-9 Administrator - Process

Employee Detail

E-Verify

Current Status: Photo Matching

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name:

Other Names Used:

U.S. Social Security Number:

Employee Detail

Name:

Michael G. Solow / Niederman

Other Names Used:

Address:

1 Concord Ave Apt 500

City, State & Zip

Cambridge, MA 02138

Employment Date:

05/06/2020 [Change Employment Date](#)

TWN Hire Date

Alien Registration Number/USCIS Number:

I-94 #:

Reverification Due Date:

Reverification Due Reason:

Obtained I-94 from USCIS:

Current E-Verify Case Status:

Group:

None

Location:

Harvard Law School (HLS) [Change Location](#)

Visa Type:

[Change Visa Type](#)

Form I-129 Filing Date:

[Change Extension Of Stay](#)

Back

Section 3

New I-9

Upload Paper I-9

Send to E-Verify

Receipt Update

Covid19 Update

An E-Verify response will appear in a blue box on the Employee Information Page. Scroll down to the E-Verify section and follow any steps needed to resolve E-Verify. Selecting “view case details” in this box gives limited options.

For new or rehire dates >30 days, no blue box will appear. The I-9 Administrator must manually send to E-Verify using the “Send to E-Verify” button at the bottom of the page.

If a school is updating an I-9 for a currently existing employee who is not in Equifax who has not had a break in service and the hire date is >30 days do not send the record to E-Verify.

Receipts

Sometimes, employees will present a "receipt" in place of a [List A](#), [B](#), or [C](#) document. An acceptable receipt is valid for a short period of time so you can complete [Section 2](#) or [Section 3](#). You cannot accept receipts if employment will last less than 3 days.

Receipt	How Long is This Valid?	Employee Requirements
A receipt showing that employee has applied to replace a List A, B, or C document that was lost, stolen, or damaged.	Valid for 90 days from the date of hire (first day of work for pay) or in the case of reverification, 90 days from the date employment authorization expired.	Employee must show the replacement document for which the receipt was given within 90 days.
The arrival portion of Form I-94/I-94A (Arrival-Departure Record) with a temporary Form I-551 stamp and a photograph of the individual.	Lawful permanent residents may present this List A receipt instead of their Form I-551, permanent resident cards to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or 1 year after the issuance date if the stamp does not contain an expiration date.	Employee must provide their permanent resident card when expires (based on stamp expiration date or 1 year after issuance date).
Departure portion of Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code "RE."	A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days from the date of hire or in the case of reverification, 90 days from the date employment authorization expired.	Within 90 days, employee must show either Form I-766, Employment Authorization Document or a combination of a List B document and an unrestricted Social Security card.



Temporary Placeholder Number (aka Temporary Social Security Numbers (SSN))

Employees may work temporarily without a social security number (SSN). However, in order to comply with E-Verify, employees must apply for and provide Harvard with their SSN within **90** days from their hire date. Employees may apply for an SSN at the Social Security Administration Office and bring receipt of application to their I-9 Administrator. Employees who fail to provide an SSN within 90 days may result in **serious employment consequences**.

Nonresident Aliens authorized to work may not yet have a SSN. Do not list a fictitious number (often starting with 999) or other country-assigned ID number. The employee should check “SSN Applied For” and submit a receipt of application as part of their documentation. See the [Harvard International Office](#) for additional guidance.

Personal Information

PERSONAL IDENTIFICATION

Social Security Number*

Confirm Social Security Number*

- OR -

SSN Applied For

Temporary Placeholder Numbers (continued)

Assigning a Temporary Placeholder Number

Once an employee has submitted their Section 2 documentation to an I-9 Administrator and they have certified as eligible to work, their information will be submitted to PeopleSoft.

1. Central Payroll will validate the employee doesn't currently have a permanent SSN or temporary number on file.
2. Central Payroll will assign a temporary placeholder number and provide the number to the Section 2 completer and Student Accounts Office (SAO) if a student.
 - If Section 2 was completed using I-9 Anywhere and an approved remote agent, Central Payroll will contact XXXXX with the temporary placeholder number.
3. Central Payroll will update PeopleSoft with the temporary number, check the "eligible to work" box and NRA box (if applicable).
4. The employee will have 90 days from the hire date to submit a permanent SSN.
5. The I-9 Administrator should **NEVER** put a temporary placeholder number into Equifax since it will cause an E-Verify error and failure. Equifax will be updated by Central Payroll once a permanent SSN has been received.

Updating A Temporary Placeholder Number with SSN

The employee has received a permanent SSN they need to:

1. Submit a copy of the card to Central Payroll (list HUID and last temporary number on copy)
2. If individual is a student, Central Payroll will send the number to the Student Accounts Office (SAO)
3. Central Payroll will update the personal information in PeopleSoft with the permanent SSN
4. For Students Central Payroll will wait 24 hours to validate the permanent SSN has fed to PeopleSoft
5. Central Payroll will update Equifax with permanent SSN and kick off E-Verify (if needed)



Timing and Purge Schedule

I-9 Form	Completer	Deadlines	Electronic I-9 System Restrictions	PeopleSoft System Restrictions
Section 2 PENDING/IN PROCESS	Harvard I-9 Administrator	<p>The latest that a Harvard I-9 Completer may complete Section 2 of the form (identification documentation verification) is the <u>end of the third day</u> after the first day of employment.</p> <p>If the employee will work for fewer than three days, I-9 Administrator must verify identification documents on the first day of work for pay.</p>	<p>Section 2 that has not been completed and submitted by an I-9 Administrator will be deleted after 30 days. New employee will need to recomplete Section 1 if purged.</p> <p>Email reminder will be sent to assigned "location" email 10, 5 and 1 day before section 1 will be deleted.</p>	N/A
Section 2 COMPLETED	Harvard I-9 Administrator	<p>The latest that a Harvard I-9 Completer may complete Section 2 of the form (identification documentation verification) is the end of the third day after the first day of employment. If the employee will work for fewer than three days, you must verify identification documents on the first day of work for pay.</p>	<p>Will stay in Equifax system indefinitely once Section 2 has been completed and submitted if no active appointment attached.</p> <p>I-9 will follow retention schedule based on PeopleSoft hire and termination dates.</p>	<p>PeopleSoft will uncheck the "eligible to work" box after 30 days if NO PAID APPOINTMENT has been submitted and approved in PeopleSoft.</p> <p>For individuals with approved future paid appointments in PeopleSoft, the "eligible to work" box will remain checked for hires dated up to 90 days in the future. An I-9 entered 6/15 with an approved, paid appointment in the system will remain "eligible to work" through 9/15.</p> <p>If individual has a completed I-9 in Equifax but PeopleSoft "eligible to work" box is not checked, Submit a ticket to ufs_crt@harvard.edu With employee name, DOB and last 4 digits of SSN.</p>



Form I-9 Section 3



Form I-9 - Section 3

Always check to see if an employee's "eligible to work" box is checked in PeopleSoft before requiring a new I-9 or completion of Section 3 of the I-9. If the I-9 is in Equifax, complete Section 3 of the I-9 when:

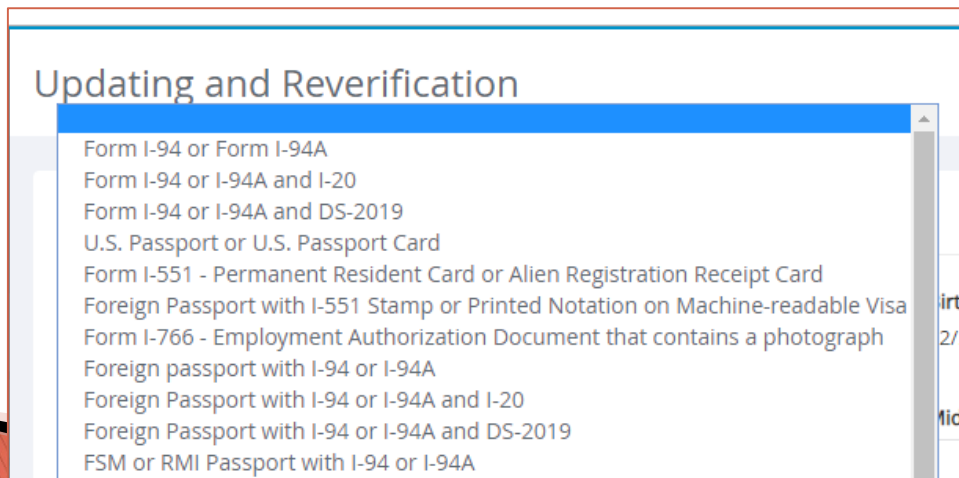
1. A former employee is rehired, provided that the original Form I-9 was completed in Equifax less than 3 years prior to the re-hire date AND the employee is still eligible to be employed on the same basis as previously indicated. The re-hire date should be indicated and the university representative will sign and date this section.
 - If the original section 2 documents have not expired then note the employee's rehire date and sign and certify the form.
 - If the original section 2 document(s) have expired, collect the new documentation and upload it into Equifax as well as completing section 3
2. A current employee has a name changed (e.g., marriage).
3. A current employee needs to update their Section 2 documentation (e.g., change in visa status or type, extension of work authorization, etc.).



Form I-9 - Section 3

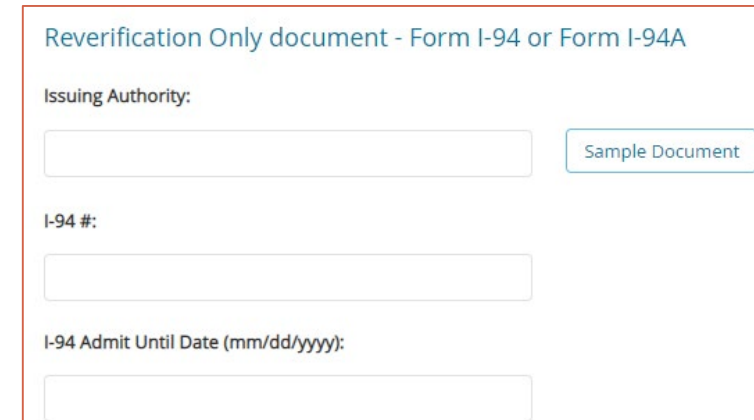
Updating Expired Work Authorization:

- Employees whose work authorization has expired, need to reverify only their work authorization. An I-9 administrator does not need to reconfirm an employee's identity (list B document).
- Employees may present a List A document, such as an EAD card. In those cases, you use the document and enter the new dates.
- If an employee's work authorization is governed by their I-94, DS-2019 or I-20, you need only select and enter the information for those documents. You do not select, or reexamine, the foreign passport.



Updating and Reverification

- Form I-94 or Form I-94A
- Form I-94 or I-94A and I-20
- Form I-94 or I-94A and DS-2019
- U.S. Passport or U.S. Passport Card
- Form I-551 - Permanent Resident Card or Alien Registration Receipt Card
- Foreign Passport with I-551 Stamp or Printed Notation on Machine-readable Visa
- Form I-766 - Employment Authorization Document that contains a photograph
- Foreign passport with I-94 or I-94A
- Foreign Passport with I-94 or I-94A and I-20
- Foreign Passport with I-94 or I-94A and DS-2019
- FSM or RMI Passport with I-94 or I-94A



Reverification Only document - Form I-94 or Form I-94A

Issuing Authority: [Sample Document](#)

I-94 #:

I-94 Admit Until Date (mm/dd/yyyy):

E-Verify



E-Verify

Effective with the Electronic I-9 process, Harvard has implemented the use the federal work authorization program called E-Verify in addition to completion of the Form I-9. E-Verify confirms the employee's name, date of birth, social security number, citizenship status and information (I-94 number, etc.) attested to on Form I-9.

E-Verify will automatically be stated and a unique case number assigned when:

- The Harvard I-9 Administrator submits and certifies Section 2 within 30 days from the hire date
- The Social Security Number has been updated from the “social security number applied for” field

E-Verify must be manually submitted for any I-9s that are completed >30 days from the hire date.

In call cases, an initial response will be returned to the I-9 Administrator, typically within a few seconds.

Based on the E-Verify response, I-9 Administrators are required to follow certain processes.

HR Departments

- Review and Resolve E-Verify Issues
- Once E-Verify responses referred to agency, employees have 8 business days to resolve case

Technical Set-Up Requirements

- Scanning and storage requirements for HRCI



E-Verify

Effective with the Electronic I-9 process, Harvard has implemented the use of the federal work authorization program called E-Verify in addition to completion of the Form I-9. E-Verify confirms the employee's name, date of birth, social security number, citizenship status and information (I-94 number, etc.) attested to on Form I-9.

All employees entered into the Equifax electronic I-9 system will automatically be E-verified. Schools will not longer need to submit E-Verify requests through HireRight or other E-Verify accounts.

E-Verify will automatically be stated and a unique case number assigned when:

- The Harvard I-9 Administrator submits and certifies Section 2 within 30 days from the hire date
- The Social Security Number has been updated from the “social security number applied for” field

E-Verify must be manually submitted for any I-9s that are completed >30 days from the hire date. A “Send to E-Verify” button can be found on the employee detail page.



In all cases, an initial response will be returned to the I-9 Administrator, typically within a few seconds.

Based on the E-Verify response, I-9 Administrators are required to follow certain processes.

HR Departments

- Review and Resolve E-Verify Issues
- Once E-Verify responses referred to agency, employees have 8 business days to resolve case

Technical Set-Up Requirements

- Scanning and storage requirements for HRCI



Most Common E-Verify Responses and Steps

Based on volume, an I-9 Administrator may not immediately receive an E-Verify response. This may be a matter of timing in the . They may receive an response of “initial verification not processed” or item is queued.. means that a response hadn’t yet been received by E-Verify. This is often just a matter of timing and the page needs to be refreshed.

I-9 Status Name	Description	User Action	Additional Notes
Employment Authorized Auto Close	Employment Authorized, Case AutoClosed will be displayed under Current E-Verify Case Status with case number on Employee Detail page.	No Action Required.	The employee is authorized to work in the United States
Photo Match	Employee supplied a U.S. Passport, U.S. Passport Card, Form I-766, or Form I-551 to complete Section 2.	User should click the Photo Matching button in the E-Verify section and determine if the photos match or not. Then select the corresponding reason and wait for the next E-Verify response.	Employers must retain a copy of all Photo Match documents, per E-Verify's policy.
Unconfirmed Data	Review and update employee data and resubmit.	User should click on Confirm case fields button displayed at bottom of employee details page and this should take user to Check Information and Submit Confirm case details Page . User can review and update the data and then click on Confirm Case Details Button to get the next status from E-Verify.	This response may indicate a data entry mistake was made on the Form I-9.

Other Possible E-Verify Responses and Steps

I-9 Status Name	Description	User Action	Additional Notes
Manual Review	The case is being reviewed by DHS.	No Action Required.	The user should login to I-9 Management at a later time to view the updated response.
E-Verify System is Temporarily Unavailable	The E-Verify system is temporarily unavailable.	The I-9 Administrator should inform the employee that the system is unavailable and will be in touch if there are any follow-up requirements when the system is back on-line. The E-Verify request will be submitted automatically once the system is back on-line. I-9 Administrators should review the E-Verify Issues folder to see if any follow-up is required.	I-9 Administrator must review the E-Verify issues folder or look up the employee to confirm no follow-up is required.
Initial Verification Not Processed	Indicates that the I-9 has been completed, but a response has not yet been received from E-Verify.	The I-9 Administrator may want to refresh the screen to see if a response has been received or notify the employee that their E-Verify is pending and they will be in touch if additional follow-up is required.	Check the Pending I-9 folder frequently for updated results.
Pending Referral	The response is a tentative nonconfirmation (TNC), but that TNC has not yet been referred (or closed with 'No Action')	<p>User should confirm there are no data entry errors. If all data is correct, the user should click on pending referral button and continue through the TNC Wizard to complete the process.</p> <p>If there is a data entry, I-9 Administrator should close the case due to a data entry error and resubmit I-9 following the resubmission process.</p>	The receipt of a TNC does not mean the employee is not authorized to work in the United States.

E-Verify Responses and Steps

I-9 Status Name	Description	User Action	Additional Notes
Scan And Upload	Scan and Upload the front and back of the employee's document.	User should click on Scan and Upload button and this should navigate user to scan and upload documents page. User can upload documents through choose file buttons and continue to get the next E-Verify Status.	This response is typically generated if there was no photo or the photos do not match on a 'Photo Match' response.
Queued	The case is being processed by external systems and the user has to wait until a response is received from E-Verify. Typically 24 hours.	No Action Required.	The user should login to I-9 Management at a later time to view the updated response.
Referred	The case has been referred (DHS & SSA) and the employee has to take action. This is usually resolved in 8-10 federal government work days.	No Action Required.	The user should login to I-9 Management at a later time to view the updated response.
Final Nonconfirmation (FNC)	The case has received a final nonconfirmation and must be closed with the appropriate reason.	User should close the case with the appropriate response relevant to this situation.	If you close a case due to incorrect data, ensure you complete a new I-9 for that employee.
Resolved Terminated FNC	The employee was terminated by the employer for receiving a final nonconfirmation result.		The user selected the Close Case option of 'We will no longer employ <employee name>'

E-Verify Responses and Steps

I-9 Status Name	Description	User Action	Additional Notes
Resolved Employed FNC	The employee continues to work for the employer after receiving a final nonconfirmation result.		The user selected the Close Case option of 'We will continue to employ <employee name>' and was prompted to provide an additional reason.
Resolved SSA Instructed To Close	The case is being closed because SSA instructed this employer to close the case.		The user selected the Close Case option of 'Neither of options above apply' and selected the drop down option as SSA asked me to rerun this case.
The case is being closed because DHS instructed this employer to close the case.			The user selected the Close Case option of 'Neither of options above apply' and selected the drop down option as DHS asked me to rerun this case.
The case is being closed because the data entered is incorrect.			The user selected the Close Case option of 'Neither of options above apply' and selected the drop down option of information entered was not correct.



E-Verify - Employment Authorized

Employment Authorized

E-Verify status comes back as “Employment Authorized” which means the data on the I-9 Form matches the data at the Social Security Administration (SSA) and/or Department of Homeland Security (DHS).

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.

If the response “Employment Authorized” is returned it will come back with a response **Employment Authorized Auto Close** and the file will automatically be closed. No further action is necessary.



E-Verify - Photo Matching

If an employee presents a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), US Passport or passport card, E-Verify Photo Matching is required. The photo matching steps must be followed even though the I-9 administrator has already uploaded this documentation.

E-Verify – Photo Matching

E-Verify

Current Status: Photo Matching

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Photo Matching requires the employer compare the photograph on the employee's section 2 document to the picture shown by E-Verify. You are not comparing the photo(s) to the person, but comparing the two photographs to make sure they are the same.

Select “view case details”

Select Photo Matching

Initial Verification (05/15/2018)

Name:

Jessica P Richards

Work Status:

A Citizen of the United States

Passport Country of Issuance:

Document #:

Reason for Delay:

Initial query submitted on time.

Back

Photo Matching



E-Verify - Photo Matching

E-Verify – Photo Matching (continued)

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the U.S. Passport or U.S. Passport Card presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the U.S. Passport or U.S. Passport Card presented by the Employee?

Note: If 'No Photo on this Document' appears below, select 'Yes' and click the **Continue** button.

No Photo on
this Document

[Click to Enlarge](#)

☐ Yes. The photographs are the same.

☐ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

IMPORTANT! You **MUST** retain a copy of the employee's U.S. Passport or U.S. Passport Card. To comply with this Federal government requirement you must scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page.

Back

Continue

Click the appropriate box for photo matching. Original documentation should have already been uploaded into the system. If it has not, you must copy the document and upload it into the system.

Document #:	Reason for Delay:	FAR E-Verify Status:
	Operational or technical issue encountered.	Covered
Reason for Delay: Initial query submitted on time.	Photo Matching (11/07/2019)	
Photo Matching (11/06/2019)	FYI: Reason for Delay responses vary based on the section 2 submission date. Initial query submitted on time – submitted within 3 business days of hire. Operational or technical issue encountered – submitted >3-30 days of hire. Audit revealed that a new hire was not run – submitted > 30 days from hire. Waited for SSN to be issued. Employee presented an acceptable receipt.	
Status: Photos matched		
Status: Employment Authorized.		
Back	Close Case	


E-Verify - Unconfirmed Data

Once an I-9 has been electronically signed by an I-9 Administrator and has been submitted to E-Verify with a case assigned, the I-9 Administrator is limited in the changes they can make to the document. A response of Unconfirmed Data may indicate a data entry mistake was made on the Form I-9. This response helps to reduce the number of Tentative Nonconfirmation (TNC) status that may be generated.

<div>E-Verify Current Status: Unconfirmed Data This E-Verify case requires further action. Click view case details to review the case and take the appropriate action.</div>		E-Verify Response
<div>Origination Date: 11/13/2019</div> <div>FAR E-Verify Status: Covered</div> <div>Current Status: Unconfirmed Data</div> <div>Photo Matching Document: N/A</div> <div>History Close Case Confirm Case Fields</div>	<div>Reason for Delay: Initial query submitted on time.</div> <div>Current Status Date: 11/13/2019</div>	<p>User should scroll down to the E-Verify section and click on Confirm Case fields button displayed at bottom of employee details page. and this should take user to Check Information and Submit Confirm case details.</p>
<div>Check Information</div> <div>The information below is on the employee's Form I-9. Check with the employee to confirm that the information is correct. If this information is correct, click Confirm Case Details. If this information is not correct, enter the correct information and click Confirm Case Details.</div> <div><div>Last Name:<input type="text"/></div><div>First Name:<input type="text"/></div><div>I94 Number:<input type="text"/></div><div>Foreign passport Number:<input type="text"/></div></div> <div><div>Birth Date (mm/dd/yyyy):<input type="text" value="01/04/1995"/></div></div> <div>Back Confirm Case Details</div>		<p>I-9 Administrator is prompted to review the case fields and make corrections as needed. Most often this is due to a data entry error (incorrect or missing numbers, incorrect date of birth or name does not match what is on U.S. issued documents).</p>

E-Verify - Unconfirmed Data

A response of Unconfirmed Data may indicate a data entry mistake was made on the Form I-9. This response helps to reduce the number of Tentative Nonconfirmation (TNC) status that may be generated.

<p>Check Information</p> <p>The information below is on the employee's Form I-9. Check with the employee to confirm that the information is correct. If this information is correct, click Confirm Case Details. If this information is not correct, enter the correct information and click Confirm Case Details.</p> <p>Last Name: <input type="text"/> First Name: <input type="text"/> I94 Number: <input type="text"/> Foreign passport Number: <input type="text"/></p> <p>Birth Date (mm/dd/yyyy): <input type="text" value="01/04/1995"/> </p> <p><input type="button" value="Back"/> <input type="button" value="Confirm Case Details"/></p>				<p>Make corrections as needed and click Confirm Case Details and follow any E-Verify responses.</p>



Closing a Case and Resubmitting an I-9

An E-Verify response of “Pending Referral” is the first step to formally starting the Tentative Nonconfirmation (TNC) referral process. In the majority of cases, reviewing the employee’s section 1 and 2 information will result in the discovery of a data entry error. Generally, corrections to an I-9 once it has been submitted to E-Verify cannot be made, so the E-Verify case must be closed and a new case submitted for the employee.

<div><div><div><div><div>Name:</div><div>John Harvard</div></div><div><div>Address:</div><div>1033 Massachusetts Ave</div></div><div><div>Employment Date:</div><div>11/01/2019 Change Employment Date</div></div><div><div>Alien Registration Number/USCIS Number:</div><div></div></div><div><div>Reverification Due Date:</div><div></div></div><div><div>Obtained I-94 from USCIS:</div><div></div></div><div><div>Group:</div><div>None</div></div><div><div>Visa Type:</div><div>Change Visa Type</div></div></div><div><div>Other Names Used:</div><div></div></div><div><div>City, State & Zip</div><div>Cambridge, MA 02138</div></div><div><div>TWN Hire Date</div><div></div></div><div><div>I-94 #:</div><div></div></div><div><div>Reverification Due Reason:</div><div></div></div><div><div>Current E-Verify Case Status:</div><div>An error has occurred. (Unauthorized to perform case operation for client company.)</div></div><div><div>Location:</div><div>Harvard Business School Change Location</div></div><div><div>Form I-129 Filing Date:</div><div>Change Extension Of Stay</div></div></div><div><div>U.S. Social Security Number:</div><div>XXX-XX-1132 Change SSN</div></div><div><div>E-mail Address:</div><div></div></div><div><div>Termination Date:</div><div></div></div><div><div>Receipt Due Date</div><div></div></div><div><div>Foreign Passport Number:</div><div></div></div><div><div>Receipt Code:</div><div>yjcpr8w3c</div></div><div><div>Previous Locations:</div><div></div></div><div><div>Audit Report:</div><div>View/Download</div></div></div> <div><div>Date of Birth:</div><div>01/01/2000</div></div> <div><div>Telephone Number:</div><div>6173847487</div></div> <div><div>Work Status:</div><div>A noncitizen national of the United States</div></div> <div><div>Receipt Due Document</div><div></div></div> <div><div>Country of Issuance:</div><div></div></div> <div><div>I9 Data Id:</div><div>227151</div></div>				

[Back](#) [Section 3](#) [New I-9](#) [Upload Paper I-9](#) [Send to E-Verify](#) [Receipt Update](#)



Closing a Case and Resubmitting an I-9 (continued)

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

- ☒ **Yes - The employee IS currently employed with this company.**
- ☐ The case is being closed because another case with the same data already exists.
- ☒ The case is being closed because the data entered is incorrect.
- ☐ The case is being closed because DHS or SSA instructed this employer to close the case.
- ☐ The case is being closed because the document is expired.
- ☐ **No - The employee IS NOT currently employed.**

Back

Close Case



Search For Employees

[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

Select if the employee continues to be employed and the explanation of why the case is being closed.

For a data entry / typo select “The case is being closed because the data entered is incorrect”

This will close the current E-Verify case; however, a new E-Verify submission must be completed by the I-9 Administrator.

In order to complete E-Verify, a new case must be opened. In order to do that, you need to resubmit the I-9 by creating a new record by uploading the paper Form I-9 and documents.

See [Equifax Process Paper Form I-9](#) for step-by-step processes.

First search for the employee whose case you just closed.



Closing a Case and Resubmitting an I-9 (continued)


I-9 History

Hire/Entry	Type (click to view)	E-Verify
11/1/2019	Original I-9	View History

Go to I-9 History at the bottom of the employee's record.

Download the Original I-9 and documentation that had been uploaded. This information must be deleted as soon as you complete this process.


Harvard University is a demo employer.>


 Start a new Form I-9


[Fill out Form I-9](#) [Upload Paper I-9](#)


Take Action ! [Refresh All](#)


11
I-9 Pending Completion
11/5/2019 12:30:48 PM

 REFRESH

 Reverification Due
None

 REFRESH

 Receipt Due
Non

 REFRESH

Go back to the main page and select "Upload Paper I-9" and follow the steps.

Closing a Case and Resubmitting an I-9 (continued)

There is a maximum size of 2150 KB for the scanned Form I-9 image file you will upload. To complete the Upload Paper I-9 you will enter the Form I-9 information, upload the scanned image of the Form I-9, and then confirm the transaction.

SECTION 1: Employee Information

* Last Name: * First Name: Maiden Initial: Maiden and Other Names: * Required Field

Address (Street Number and Name): Apt. Number: City or Town: State: Zip Code:

* Date of Birth (mm/dd/yyyy): U.S. Social Security Number: E-mail Address: Telephone Number:

☐ TSM Applied For

* Citizenship/Immigration Status: Alien/SSN Number: Form I-9 Address Number:

Work Until Date (mm/dd/yyyy): Signature Date (mm/dd/yyyy): Foreign/Passport Number: Country of Issuance:

☐ Employee obtained Form I-944/94A number within the U.S. or entered the U.S. without a foreign passport

Enter information in Section 1 as it appears in the Equifax Upload Paper I-9 Form. Complete this section with all information entered in Section 1 of the paper Form I-9 – enter citizenship/immigration status as well as other details if the employee selected “Alien Authorized to Work.” The signature date of the employee is the date the employee signed the paper Form I-9.

Please enter the employment information in Section 2 of the I-9 to be uploaded.

SSN: Employee: Test Upload

Visa Type:

* Employment Date:  [Auto-Fill](#)

Location:

[Review/Change Section 1 Information](#)

In order for a new E-Verify case to be generated, **a different employment date must be issued. Enter one or two days later than the original employment date.** The date can be corrected after a new E-Verify case has been submitted and closed.

Closing a Case and Resubmitting an I-9 (continued)

List A document - Foreign Passport with I-94 or I-94A and DS-2019

Document Title: Foreign Passport

Issuing Authority:

Choose the Issuing Authority on the Foreign Passport...

Sample Document

Passport #:

Expiration Date:

Document Title: I-94 or I-94A

I-94 #:

I-94 Admit Until Date (mm/dd/yyyy):

☒ Document has an Admit Until Date

☐ The document does not have an Admit Until Date

☐ Document states 'D/S'

Document Title: DS-2019

DS-2019/SEVIS #:

☐ The document does not have a DS-2019/SEVIS number

Follow the remaining steps, upload the paper form I-9 as well as copies of Section 2 documents.

E-Verify

Current Status: Photo Matching

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Follow any E-Verify requirements as necessary.



Closing a Case and Resubmitting an I-9 (continued)

Employee Detail

Harvard University is a demo employer.>

I-9 is not eligible for E-Verify. Missing some Section 1 data (SSN, First name, Last name, Date of Birth, Hire Date, or Immigration Status)

Name: John Harvard	Other Names Used:
Address: Test	City, State & Zip: Cambridge, MA 02138
Employment Date: 09/01/2020 Change Employment Date	TWN Hire Date:
Alien Registration Number/USCIS Number: 123456789	I-94 #:
Reverification Due Date: 12/11/2020	Reverification Due Reason: Section 2 List A expiration date
Obtained I-94 from USCIS:	Current E-Verify Case Status:
Group: None	Location: Harvard Medical School Change Location
Visa Type: J-1 Change Visa Type	Form I-129 Filing Date: Change Extension Of Stay

[Back](#) [Section 3](#) [New I-9](#) [Upload Paper I-9](#) [Send to E-Verify](#) [Receipt Update](#)

Once E-Verify has been successfully submitted and closed, search for the employee and under the Employee Detail screen, you may correct the employment date back to the correct first day of work for the employee.



E-Verify - Initial Verification Not Processed

Initial Verification Not Processed

This informational message indicates that the I-9 has been completed, but a response has not yet been received from E-Verify. Check the I-9 service frequently for updated results. This typically occurs right after Section 2 is signed. The I-9 service will continue to attempt to process the transaction with E-Verify. Click the **Refresh** button to check for an update to the E-Verify status. Once results are received, follow the appropriate steps based on the E-Verify status.

Employee Detail

The I-9 was successfully added.

E-Verify

Current Status: Initial Verification not processed. The service will continue trying to process the transaction.

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

E-Verify

Current Status: An error has occurred. (Error on InitialVerification)

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.



E-Verify - SSA or DHS Tentative Nonconfirmation (TNC)

SSA or DHS Tentative Nonconfirmation (TNC)

A Social Security Administration (SSA) or Department of Homeland Security (DHS) Tentative Nonconfirmation (TNC) results when the information sent to E-Verify does not match SSA records or data available to DHS.

The employee can choose to contest (correct the problem) or not contest (forfeit and terminate employment).

A TNC does NOT necessarily mean that the employee is not authorized to work in the United States. A tentative nonconfirmation is often due to data entry error. Be sure to review the employee's record to make sure that the name, DOB, SSN or other immigration documentation numbers are correct.

SSA TNC Reasons	DHS TNC Reasons
Citizenship or immigration status was not updated with SSA	Name, A-number, I-94 number and/or foreign passport number were recorded incorrectly in DHS records
Name change was not reported to SSA	U.S. Passport, Passport Card, driver's license or state ID card information could not be verified
Name, Social Security number or date of birth is incorrect in SSA records	Information was not updated in the employee's DHS records
SSA record contains another type of mismatch	Citizenship or immigration status changed
Information was not entered correctly	Record contains another type of error
	Information was not entered correctly



Correcting a TNC

RECEIVE TNC NOTIFICATION



1

Employer reviews the Further Action Notice with the employee.

DECIDE WHETHER TO CONTEST



2

If the employee decides to contest the TNC, the Further Action Notice will explain the next steps.

CONTACT DHS OR SSA



3

The employee has eight federal working days to contact SSA or DHS.

The I-9 Administrator must inform the employee, in private, of the TNC result and review the materials to determine if the TNC is due to a data entry error or needs additional action in order to resolve with the SSN or DHS.

1. Review the Further Action Notice (FAN) TNC and confirm information at the top is correct.
2. Review additional personal information to see if it is correct (name, DOB, SSN, Name, documentation numbers, etc.) If there was a typo, follow the steps regarding closing the case for data entry errors.
3. If the information is correct, print and review the Further Action Notice (FAN) with the employee.
4. The employee must determine if they want to contest (take action) or not contest (not take action) to resolve the DHS or SSA TNC case result.
 1. Most often the employee will select to contest the case.
5. Give the employee the referral information which documents what they need to do and in what timeframe

E-Verify - SSA or DHS Tentative Nonconfirmation (TNC)

- Inform the employee of the reason for the TNC and help the employee understand what documentation they will need to take to the local SSA office or use to call the DHS to correct the issue
- Before clicking the “Referral” button, review the data on the Form I-9 with the employee to ensure the data was entered correctly. Common mistakes include:
 - The name entered on the Form I-9 is different than that on his/her document(s)
 - Employee with two last names (family names) should include both in the Last Name field (include hyphen if that is how it appears on documents)
 - Employee with two first names (given names) must include both in the First Name field (include hyphen if that is how it appears on documents)
 - The employee may have checked the wrong checkbox in Section 1 regarding citizenship
 - The SSN may have been entered incorrectly
 - The date of birth is incorrect. Be sure that the format used is MM/DD/YYYY.
- If a data entry mistake is found, close the case using the reason “invalid data”. Then complete a new form I-9 immediately with the correct information
- If the initial response is **not** due to a data entry mistake on the Form I-9, ask the employee if s/he wishes to contest the result



E-Verify - SSA or DHS Tentative Nonconfirmation (TNC) – Data Entry Error

E-Verify

Current Status: Employee referred to SSA.

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

ACTION REQUIRED

The employee received a Tentative Nonconfirmation (TNC) response from E-Verify. This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required. Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help. Additional information can be found on the USCIS web site: <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>.

To begin the TNC process click the **Continue** button below.

If you created this case in error or no longer need to continue this verification, click the **Close Case** button below.

History

Continue

Close Case

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

- ☒ **Yes - The employee IS currently employed with this company.**
- ☐ The case is being closed because another case with the same data already exists.
- ☐ The case is being closed because the data entered is incorrect.
- ☐ The case is being closed because DHS or SSA instructed this employer to close the case.
- ☐ The case is being closed because the document is expired.
- ☐ **No - The employee IS NOT currently employed.**

Back

Close Case

If a SSA or DHS TNC is received, check all of the information entered to make sure that there was not a data entry error. Often the date of birth, social security number or immigration documentation numbers may not be correct. If it is a data error, follow the following steps.

- If the TNC is due to a data entry mistake, click “Close Case”
- Select “This case is being closed because the data entered is incorrect.”
- Complete a new form I-9 (section 1 and 2) immediately with the correct information.



E-Verify - SSA or DHS Tentative Nonconfirmation (TNC) - Contest

E-Verify

Current Status: Employee referred to SSA.

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

- Inform the employee in private of the TNC and the reason for the TNC and what documentation they will need to take to the local SSA Office or use to call the DHS to correct the issue.
- The employee will likely take one of the following actions:
 - Work with you, SSA, and/or DHS to resolve the data mismatch (Contest), or
 - Confirm that they are not eligible to work (Not Contest), or
 - Leave and not return to work (Close Case).

Verify Information — Print Notice — Close Case — Complete — Refer Employee — Print Confirm — Complete

Print & Give to Employee

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.
☒ I have notified the employee and given them a printed copy of the signed SSA FAN.
4. After printing the FAN, the employee should manually check the Contest or Not Contest checkbox, sign and date the form.
5. After these steps are complete, click **Contest** to refer the employee OR **Not Contest** to close the case.
6. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

Additional information can be found on the USCIS web site <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>

7. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.

Follow the steps given on the page.

The I-9 Administrator must print the Further Action Notice and provide to it to the employee (see appendix). The Further Action Notice is a critical document that lets the employee know:

- Whether the TNC is an SSA or DHS TNC. This is important because the employee must know which one of these agencies to visit or contact to take action.
- Why the employee received a TNC.
- What the employee's options after having received a TNC.
- What the employee must do to take action to resolve the TNC.

E-Verify - SSA or DHS Tentative Nonconfirmation (TNC) – Contest Continued

Print & Give to Employee

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.
☐ *I have notified the employee and given them a printed copy of the signed SSA FAN.*
4. After printing the FAN, the employee should manually check the Refer or No Action checkbox, sign and date the form.
5. After these steps are complete, click **Refer** to refer the employee OR **No Action** to close the case.
6. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

Additional information can be found on the USCIS web site <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>

7. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.

Cancel

Back

Refer

No Action

The Further Action Notice also provides instructions to the employer for notifying an employee of a TNC. Specifically, **the employer must:**

- Print the Further Action Notice and review it privately with the employee.
- Read the Further Action Notice to the employee if the employee cannot read.
- Provide the employee with the English version and a foreign language version of the Further Action Notice if the employee does not fully understand English.
- Sign the employer section on the first page of the Further Action Notice.
- Instruct the employee to complete and sign the employee section on page two of the Further Action Notice.
- Provide the employee a copy of the signed Further Action Notice and keep the original with the employer's records.

E-Verify - SSA or DHS Tentative Nonconfirmation (TNC) – Contest Continued

Print & Give to Employee

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.
☐ *I have notified the employee and given them a printed copy of the signed SSA FAN.*
4. After printing the FAN, the employee should manually check the Refer or No Action checkbox, sign and date the form.
5. After these steps are complete, click **Refer** to refer the employee OR **No Action** to close the case.
6. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.



Additional information can be found on the USCIS web site <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>

7. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.

Cancel

Back

Refer

No Action

Once you have confirmed that the employee has been notified and received a copy and signed the FAN, check box 3. Click “Refer” or “No Action” based on the employee’s decision. Generally employees will select to “refer” the case to resolve the TNC.

E-Verify - SSA or DHS Tentative Nonconfirmation (TNC) (continued)

Verify Information — Print Notice — Close Case — Complete — Refer Employee — Print Confirm — Complete

Print & Give to Employee

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.
☒ I have notified the employee and given them a printed copy of the signed SSA FAN.
4. After printing the FAN, the employee should manually check the Contest or Not Contest checkbox, sign and date the form.
5. After these steps are complete, click **Contest** to refer the employee OR **Not Contest** to close the case.
6. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.
7. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.

Additional information can be found on the USCIS web site <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>

[SSA Further Action Notice \(English\)](#)
[SSA Further Action Notice \(Español\)](#)

Cancel Back Contest Not Contest

- If the employee selects to “Not Contest.”
- Normally this means the employee is not authorized to work for Harvard.
- Generally if the employee selects “not select the appropriate button and close the case.”

Additional I-9 Administrator Responsibilities

Based on the local school or unit's processes, I-9 administrators must:

- Review the I-9 Dashboard for outstanding issues including:
 - Reverification Dues – which may also be determined using the PeopleSoft Visa report
 - Receipt Due
 - SSN Applied for – follow up with employees for permanent SSN
 - E-Verify Issues
 - Including reviewing and closing out E-Verify cases on a consistent basis

I-9 HR Managers may also run additional reports to track timeliness of I-9 entry, etc.



I-9 Anywhere – Remote Hires

Equifax offers a remote I-9 option called I-9 Anywhere which allows new employees who are not local take their Section 2 documents to an approved remote agent based on their zip code prior to arriving on campus.

Harvard I-9 Administrators may need to do additional E-Verify follow-up (e.g., photo matching, etc.). The remote agent will complete Section 2 and submit documents; however the Harvard I-9 administrator will need to complete any E-Verify follow-up in the Equifax Electronic I-9 tool.

Remote hires are not individuals working on a payroll outside of MA, but allow new employees to start the onboarding process before their arrival on campus.

There are over 1,300 authorized remote agents across the U.S. and new employees can select and schedule a time to bring in their Section 2 documents at their convenience.

Schools may be charged a small fee (\$35) for each remote hire request. If an appointment is cancelled or rescheduled or a “no show” within 24 hours of the agreed upon appointment, the school will also be charged \$35.

Contact Central Payroll at ufs_crt@harvard.edu to request the I-9 Anywhere Remote URL to send the new employee.



URL Links

URL for New Employees to Complete Section 1

<https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aae5-886276b33f95>

URL for Harvard I-9 Administrators to Complete Section 2

<https://federationx.talx.com/ClaimsAwareHelper/?whr=https://fed.huit.harvard.edu/idp/shibboleth&wctx=i9eXpress>

URL for I-9 Anywhere – Remote Hires

I-9 Anywhere allows new employees, who are not local, take their Section 2 documents to an Equifax-approved agent inside the U.S. based on their zip code. I-9 Anywhere/remote hires is not used to hire individuals working outside of Massachusetts, but allows new employees to start the onboarding process before their arrival on campus. For example, a new faculty member located in California accepts a position in November for a job that starts January 1. They won't be coming to the Cambridge area until January. They may complete their I-9 through the I-9 Anywhere process while in California. Schools may be charged a small fee (\$35) for each remote hire request. If an appointment is cancelled or rescheduled or a “no show” within 24 hours of the agreed upon appointment, the school will also be charged \$35.

Contact Central Payroll at 617-495-8500 option 4 or log a ticket at ufs_crt@harvard.edu to request the URL to send the new employee.



Additional Resources

General I-9 Information for Employees: <https://oc.finance.harvard.edu/electronic-i-9>

Equifax has additional general training materials and videos. See the “help” section on the left side of the page for additional reference materials.

General videos (Harvard requires all section 2 documents be uploaded)

Employee Section 1 Completion: http://www.i9express.com/Demos/Section_1_Training_Module.asp

How to Complete Section 2: http://www.i9express.com/Demos/Section_2_Training_Module.asp

E-Verify – Common Responses: <https://www.i9express.com/demos/common-e-verify-responses>

A Harvard step-by-step guide to complete Section 1 may be found [here](#).

I-9 Central: [U.S. Citizenship and Immigration Services, I-9 Central](#)

[I-9 Verification Tool](#) – Helpful tool on the documents required and key information.

https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/shared;spf-url=common%2Fresources%2Fresourcedetail%2Fsimrs0000000000003840

Appendix

E-Verify Further Action Notice – Tentative Nonconfirmation Example



Further Action Notice (FAN)



Further Action Notice Tentative Nonconfirmation (TNC) (Social Security Administration (SSA))

For SSA Field Office Staff: use EV-STAR and see POMS RM 10245.005ff	
Employee's Last Name, First Name	Employee's Social Security Number
Employee's A-Number	Employee's Month/Year of Birth
Date of Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

Your employer, [EMPLOYER NAME], participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

Why you received this notice:

You received this Further Action Notice from [EMPLOYER NAME] because it appears that some of the information that your employer entered into E-Verify does not match the records that SSA currently has for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about these reasons online (<https://www.uscis.gov/e-verify/employees/tentative-nonconfirmation-overview>).

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

What you need to do:

1. **Review your information at the top of this page.** Let [EMPLOYER NAME] know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2.
2. **Decide if you want to take action to resolve this case.** If your information above is correct, then you can choose to take action to correct your record so that SSA records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

For information on employee rights and responsibilities, visit www.uscis.gov/e-verify/employees/employee-rights-and-responsibilities.



Taking action to resolve a case:

You have **8 Federal Government working days** to visit an SSA field office from the date your employer sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must visit SSA.

Visit SSA Field Office:

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA Card Center, you are **required** to visit the Card Center. To locate an SSA office, visit www.socialsecurity.gov/locator, or call SSA at 800-772-1213 (TTY: 800-325-0778).

Bring this Further Action Notice when you visit SSA. Tell SSA that you have an E-Verify issue.

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, **not** photocopies:

- Proof of your age: a birth certificate or passport
- Proof of your identity: a driver's license or passport
- Proof of a legal name change: a marriage certificate, if your current name is not on your SSN card
- Proof of a U.S. citizenship or work-authorized status:
 - If a U.S. citizen – a Naturalization Certificate, U.S. public birth certificate, or U.S. passport, or
 - If you are not a U.S. citizen – a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work-authorized status.

To check on the status of your case, visit myE-Verify at <https://selfcheck.uscis.gov/SelfCheckUI/CaseTracker>

Please indicate below whether or not you intend to dispute this case.

I choose to: (check one)	
<input type="checkbox"/>	I will take action to resolve this E-Verify case. I understand that I have until ____ to take action.
<input type="checkbox"/>	I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.
Employee's Signature	Date