

PROCESSING I-9s (Non-HR processors only)

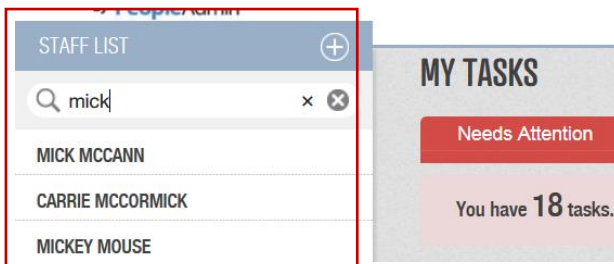
These instructions are for COCC staff members that process I-9 documents outside of HR (i.e. Madras, Prineville, Redmond, DRCI etc)

Employee steps before I-9 is ready to process with presentation of identification

- **Employee fills out their portion of the I-9 and submits it.** This causes it to be a pending I-9 in the sleeve. Since no action needs to occur at this point, no workflow is enabled for this form.
- **Employee submits the I-9 Supporting Documents eForm,** and now they know to come to HR/Other Campus contact, to show documents. Again, no action is required, so no workflow is enabled.

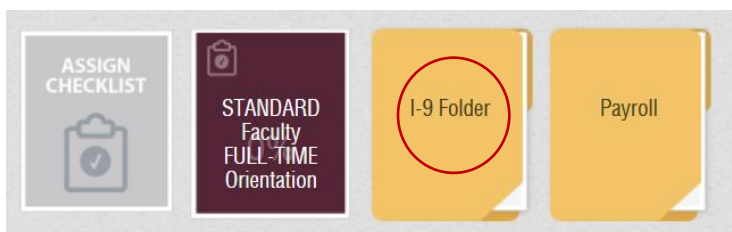
PROCESSING STEPS:

1. Log into Onboard. From your home page, you will see a staff list to your left. If you don't see this, contact HR to have your permissions adjusted.
2. The new employee shows up **in person** with their supporting documents for you to verify. *Note that you will not see anything in your "My Tasks" list for this as only HR users are set for I-9 workflow tasks.* Now **search for the new hire** in the STAFF LIST to open their I-9 folder to complete Section 2. You may search by first, last or partial of either. As soon as you start typing, search results will start showing.



WHAT IF THE EMPLOYEE IS NOT SHOWING IN ONBOARD? If you can't find the employee, it may be because HR hasn't yet approved their hiring proposal in order to create their Onboard record, or the employee was hired outside of the PeopleAdmin recruiting by a Hiring Manager and HR is not yet aware of the hire. In either case, you will need to take their I-9 on paper and send down to HR like you did before this system was in place.

3. From the employee record, click on the **I-9 Folder**.



- Now you will see “Sleeves” inside the I-9 main folder, **click on the “I-9” sleeve**, which will open the actual I-9 document.



- BEFORE MOVING ONTO THE EMPLOYEER SECTIONS**, make sure to review the Employee completed section to catch any errors. For example, some applicants mistakenly type in the current date for their Date of Birth.

- To return the form for correction, scroll to the bottom, enter comments/direction to the employee on what to fix and then click the **REVISION REQUESTED** button.

Comments

sorry - I don't think you were born today, please correct your DOB

CANCEL **PRINT** **REVISION REQUESTED** **APPROVE**

- The form will be returned to the employee and they can see your comments, make the correction(s), and resubmit back to HUMAN RESOURCES. The resubmission means it will once again be back in the I-9 folder for you to process (while it’s on the HR task list).

- Scroll down beyond the employee section to complete the **employer sections** (2&3)

NOTES: the document list area will indicate all fields are required (*) but they are not. Just complete the sections for the documents you have. Also, note that you can grab the borders of the window and enlarge the form so you don’t have to scroll left/right.

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: *		Document Title: *		Document Title: *
<input type="text"/>		<input type="text"/>		<input type="text"/>

7. **HIRE DATE:** If the employee doesn't know their hire (start) date, you could see if their "Employee Information & Payroll form has been completed in Onboard and use the date indicated there. However, if they knew the hire day for the payroll form, they should know it for the I-9. If they haven't complete the payroll form, call HR and ask what the date should be.



8. Click the "Save Section 2 & 3" button when completed. It will give a message that it saved successfully and to "close" the document – click on the CLOSE button.
9. Please **send an email to one of the HR Specialists** (Rebecca or Heidi) that you have processed an I-9 so they can check off their task to monitor this employee's I-9. You can simply put in the **subject line** "I-9 completed for Joe Smith". No other info is necessary for the body of the email unless there is something special they should know about.

IF YOU HAVE ANY QUESTIONS ABOUT HIS PROCESS OR COME ACROSS SOMETHING UNUSUAL, PLEASE CONTACT HUMAN RESOURCES BEFORE TAKING FURTHER ACTION