## **I-9 Workflow**

- Submits new appointment action in Asperin, noting in comments section whether I-9 will be delivered to UFS immediately or completed and delivered on hire date.
- Completes I-9 with new employee **on or before hire date**, making photocopies of the documents presented by employee.

Department

- Makes a copy of the I-9 to keep until the employee's record is in both Asperin and PeopleSoft with no discrepancies.
- Delivers original I-9, with copies of documents and with I-9 coversheet attached, directly to UFS by walking either to the drop box on the 7<sup>th</sup> floor of Holyoke Center or to UFS at 1033 Massachusetts Ave., 2<sup>nd</sup> floor.

HR/GSAS/ Faculty Affairs

- Reviews and approves new appointment action without requiring I-9.
- Prints PeopleSoft (PS) form, writes either "I-9 sent to UFS" or "I-9 on start date" on top of form and delivers to FAS Payroll.

University Financial Services •Enters all I-9s into PeopleSoft within 24 hours of receipt.

2.2

- Checks PS daily for employee's checked I-9 flag, beginning immediately if I-9 was already delivered to UFS, or on hire date if not.
- Updates PS once I-9 flag is checked: for staff, changes pay group from unpaid to paid; for other employee types, processes new appointment in PS.
- Follows up with Department Administrator if I-9 flag is not checked within 2 days of anticipated receipt.

• Shreds its copy of new employee's I-9 once in systems.

Department

 Instructs employee to complete tax and direct deposit information through PeopleSoft Self Service during his or her first week of work.