Form I-9

Section 1: Employee Information and Attestation

Employees new to the University of North Texas System (UNTS) and/or component will complete the employee portion of Form I-9 during the onboarding process.

Employees transferring from one UNTS component to another UNTS component (UNT Dallas, UNT Denton, HSC, UNTS) may be directed to complete the employee portion of Form I9 by logging on to self-service (my.unt / my.hsc).

In either case, the employee completes Section 1: Employee Information and Attestation

See Employee I-9 Training Materials for more details about Section 1.
Section 2. Employer or Authorized Representative Review and Verification

Form I9 must be verified within 3 business days of the employee’s first day of employment.

For example: The employee began employment on Monday. Section 2 must be completed by the employer by Thursday.

The employer must physically examine original, unexpired document(s) to determine if it reasonably appears to be genuine and related to the person presenting it. The employee must be physically present when the documents are being examined.

List A and List B and List C documents demonstrate identity and employment authorization.

<table>
<thead>
<tr>
<th>List A Document(s)</th>
<th>List B and List C Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show both identity and employment authorization</td>
<td>List B - Show identity only</td>
</tr>
<tr>
<td></td>
<td>List C – Show employment authorization only</td>
</tr>
</tbody>
</table>

For each document reviewed, record the document title, issuing authority, document number, and expiration date, if any, in the provided fields.

Form I9 verification page is stored in HRPD. You can access HRPD through self-service (option 1), or directly through the application (option 2).

**Option 1:** Login through self-service

UNT/UNTD/UNTS: https://my.UNT.edu

UNTHSC: https://my.HSC.unt.edu
Option 2: Login through the application

URL: https://myhr.unt.edu

Step 1: Login

Step 2: Navigation to Form I9: Main Menu > Campus Self Service > Complete/Reverify EE I-9 Form
Section 1 - Employee Information and Attestation section will be collapsed, providing an expanded view of Section 2 – Employer or Authorized Representative Review and Verification.
Employment Eligibility Verification

Section 1: Employee Information and Attestation

To open the instructions for employers in a separate browser window, select View instructions.

Section 2: Employer or Authorized Representative Review and Verification

(An employer or their authorized representative must complete and sign Section 2 within 3 business days of the employer's first day of employment.)

List A: Identity and Employment Authorization

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any)
- Receipt

List B: Identity

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any)
- Receipt

A&P:

List C: Employment Authorization

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any)
- Receipt

Certification

I attest under penalty of perjury that the above information is correct to the best of my knowledge and is authorized to work in the United States.

Signature of Employer or Authorized Representative

Title of Employer or Authorized Representative

Employee's Business or Organization Address

City or Town

State

Zip Code

Attachments

- Description
- Last Updated
- View
- Delete

Add Attachment

Submit to finalize the verification
A. Select "Browse" to locate file

B. Scanned 10 documents will be stored in this folder (i.doctmp) on your computer. Please note, documents stored in this file are deleted each night.

C. When desired file is located, select "Upload" to add the file as an attachment.

D. Type in a file name or description.

Click "OK".

E. Attached file will be listed in the "Attachments" section.

"You can "View" and/or "Delete" attachments. Select the radio button and click the appropriate option."
Citizenship or Immigration selection options and a description of each

A citizen of the United States
A person born in the United States or granted citizenship status by Immigration and Naturalization Services (INS)

☑️ A citizen of the United States

A noncitizen national of the United States
A person born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad
For this criteria you would have a passport from the Republic of Marshall Islands or the Federated States of Micronesia

☑️ A noncitizen national of the United States (See instructions)

A lawful permanent resident
A person who is NOT a U.S. citizen and legally resides in the U.S. under a recognized and lawfully recorded permanent residence as an immigrant

☑️ A lawful permanent resident

(Alien Registration Number/USCIS Number)

An alien authorized to work
A person who is NOT a U.S. citizen nor a lawful permanent resident, but is authorized to work in the U.S.

☑️ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "N/A" in this field. (See instructions)
Frequently Asked Questions

Question: I entered an employee id number in the search field, and clicked ‘Search’. What does it mean when the message states “No matching values were found.”

Answer: This can mean one of two things. 1) It could mean there isn’t a Form I9 initiated by that employee, or 2) you do not have security access to view the Form I9 the employee submitted for verification.

To determine what action is required, ask the employee to confirm whether or not an I9 has been submitted. The employee can log on to my.unt / my.hsc to confirm whether an I9 has been submitted for verification. If an I9 has been submitted, please contact the HR Support Center toll free at 855-8787650 (or 817-735-7650) for further assistance.

Question: I entered an employee id number in the search field, clicked search, and the message below generated. What does that message mean?

Answer: The message above means the employee selected the immigration status of non-citizen national. As a result, the employee should have a passport from either the Federated States of Micronesia (FSM) or the Republic of Marshall Island (RMI). If the employee does not have a passport from either of those areas, the employee should log on to my.unt / my.hsc to initiate another I9. In doing so the employee should select another citizenship or immigration option.
Question: The employee has worked here before. Which start date should I enter in the start date field?
Answer: Enter the start date of the hire action you are currently completing. This I9 is in connection with the current hire, and should reflect that hire date. Or in this case, their current rehire date.

Question: I selected the radio buttons for both List A and List B and C, if available, but the documents the employee is providing do not match the document types I can select from. How do we handle this situation?
Answer: If the documents the employee is presenting are not one of the selection options in the drop down, this means the employee selected the incorrect citizenship or immigration status. Review the citizenship or immigration descriptions with the employee. If the option selected should be changed, direct the employee to my.unt / my.hsc to initiate another I9, selecting the correct citizenship or immigration status.

Question: I tried to select the List B and List C radio button but the List A radio button remains selected. Why?
Answer: If you do not have the option to select the List B and List C radio button that means the citizenship or immigration status the employee selected only has List A document(s).

Question: The employee presented a social security card that contains one of the following statements:
- Not Valid For Employment
- Valid For Work Only With INS Authorization
- Valid For Work Only With DHS Authorization
What does that mean?
Answer: Those statements indicate the restrictions placed on the social security card. As a result the card cannot be used as an acceptable List C document. The employee must present another document to establish their employment authorization.

Question: Are copies of the documents acceptable?
Answer: No. You must physically review the original document, to include making sure the person pictured on any document(s) bearing a photograph look like the person presenting the document(s).

Question: Are receipt of documents acceptable?
Answer: Yes. Enter the document title, issuing authority, document number, and expiration date (if applicable), and check the ‘Receipt’ box. Update the I9 when the original document(s) are presented.

Question: What if the document presented has expired?
Answer: You may not accept expired documents.
Question: I clicked the ‘Submit’ button to finalize the I9 verification, but received the message pictured below. What does it mean?

Answer: The message “Document Title is required” in general means that one or more documents are required to finalize the verification.

In the example above, only a List C document was provided. A List B document type, issuing authority, document number, and expiration date, if any, is required to finalize the I9 verification.

Question: In submitting an ePAR the I-9 status stated: I-9 Status missing – Contact HR. What does that mean and how is that resolved.

Answer: It means the status of the I9 on file is blank, has not been indicated. Email Records (hrrecords@untsystem.edu) with the employee name, emplid and indicate that you received this message. Records will review that employees I9 and take appropriate action.