

Completing Section 1 Guide for Employees

Standard Link: <https://hrx.talx.com/ec/#/login/13072/Template/574dad72-f149-49fa-8350-54d997984594>

Virtual link (for fully remote employees):

<https://hrx.talx.com/ec/#/login/13072/Template/2ef30043-3e61-4be8-8406-a3f221eefcfe?&location=1022> (**only use this option if you are a fully remote employee**)

1. Using the dropdown menu, select the location provided by your department.

Online New Hire Packet

Welcome to Onboarding.

This site provides access to create your New Hire Packet.

To begin, enter your Location.

Please enter your Location. This information is only used to identify your account and it is protected by industry standard SSL encryption.

LOCATION*

- I don't know my location
- 01-0001-00000 PRESIDENT
- 01-0067-00000 OFFICE OF CIVIL RIGHTS COMPLIANCE
- 02-0100-00000 OFFICE OF THE PROVOST**
- 02-0105-00000 PROVOST ADMINISTRATION
- 02-0110-00000 INTERNATIONAL PROGRAMS
- 02-0135-00000 ADMINISTRATION
- 02-0136-00000 CENTER FOR INTELLECTUAL FREEDOM
- 02-0140-00000 INFORMATICS
- 02-0143-00000 OFFICE OF WRITING & COMMUNICATION
- 02-0150-00000 STANLEY MUSEUM OF ART
- 02-0152-00000 PENTACREST MUSEUMS
- 02-0155-00000 ASSESSMENT
- 02-0165-00000 CDO
- 02-0166-00000 CTR FOR INCLUSIVE ACAD EXCELLENCE
- 02-0167-00000 OFFICE OF CIVIL RIGHTS COMPLIANCE
- 02-0168-00000 OFFICE OF ACCESS AND SUPPORT
- 02-0170-00000 CENTER FOR TEACHING
- 02-0171-00000 STUDENT DISABILITY SERVICES

EFX

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2. Read the introduction on the *WELCOME TO YOUR EMPLOYMENT CENTER* page and click continue to begin.

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3. Enter your personal identification information in the text fields.

Personal Information

Social Security Number* Confirm Social Security Number* - OR - ☐ SSN Applied For

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

Email Address* Telephone*

Date Of Birth*

PHYSICAL ADDRESS

Street Address* Apt

Zip Code* City* State*

County*

SIGNATURE

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials:*

< BACK CONTINUE >

Utilize the informational pop-up boxes as you navigate through the personal information page.

Last Name (Family Name)* Other Last Name

Smith-Johnson

Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in this field.

Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen

Apt

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4. Read and electronically sign your initials on the document, then click continue.

The initials must exactly match the first letter of the First Name field and the first letter of the Last Name field, or you will receive an error and be unable to proceed.

Personal Information

Social Security Number* Confirm Social Security Number* - OR - SSN Applied For

First Name (Given Name)* Middle Initial Last Name (Family Name)* Other Last Name Used

Email Address* Telephone*

Date Of Birth*

PHYSICAL ADDRESS

Street Address* Apt

Zip Code* City* State*

County*

SIGNATURE

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- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
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- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

Your Initials*

< BACK CONTINUE >

5. Attest your citizenship status by selecting the appropriate citizenship option.

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Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 05/31/2027

START HERE. Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers CANNOT ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

[View Employee Information](#)

Citizenship Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

I attest, under penalty of perjury, that I am

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (see instructions)

☐ 3. A lawful permanent resident ☐ 4. An alien authorized to work until

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.

[Edit Personal Info](#) < BACK CONTINUE >

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If you are a lawful permanent resident or noncitizen authorized to work, you will be asked to complete additional populated fields.

I attest, under penalty of perjury, that I am

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (see instructions)

☒ 3. A lawful permanent resident ☒ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 10/08/2027

☐ Some aliens authorized to work may select this, which will display N/A for the expiration date. (see instructions)

☐ Employee is an H1B portability case under AC21.

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: A USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. USCIS A-Number A12345678

OR

2. Form I-94 Admission

OR

3. Foreign Passport Number

Country of Issuance

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.

Complete the Preparer and/or Translator Certification, then select continue.

6. Review the entered information on the EMPLOYEE REVIEW page for accuracy.

If you have corrections to make, click Edit Personal Info to make updates.

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EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

John M Smith-Johnson

Date of Birth: 01/01/2000
U.S. Social Security Number: XXX-XX-2356

Address: 123 Main St. Apt 4 Pringhar, IA 51245
E-mail Address: john-smith@yahoo.com
Telephone Number: 4123456789

Work Status: An Alien Authorized to Work

USCIS A-Number: 123456789
Aliens Work Until Date: 10/08/2027

EMPLOYEE ELECTRONIC SIGNATURE

☒ 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:

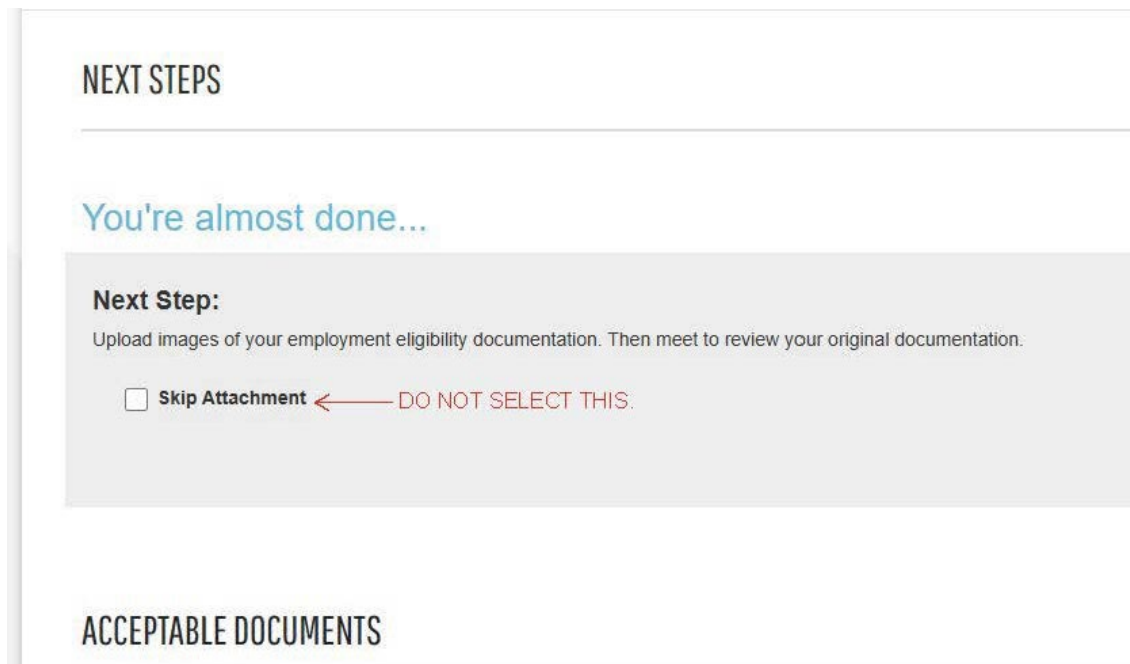
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

[\[Edit Personal Info\]](#) [←](#) [CONTINUE >](#)

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7. Check the EMPLOYEE ELECTRONIC SIGNATURE box and click continue.
8. Upload Documentation

Read the ACCEPTABLE DOCUMENTS section of the NEXT STEPS page. **DO NOT** select “Skip Attachment”. When you are ready, select continue.



NEXT STEPS

You're almost done...

Next Step:
Upload images of your employment eligibility documentation. Then meet to review your original documentation.

☐ **Skip Attachment** ← **DO NOT SELECT THIS.**

ACCEPTABLE DOCUMENTS

9. Select your document type in the DOCUMENT SELECTION section and click continue.

USCIS website.' Below this is a section 'Select a presented document' with a 'Document Type' dropdown menu. The dropdown menu is open, showing 'List A' and 'List B and C'. At the bottom are buttons for '< BACK' and 'CONTINUE >'." data-bbox="145 540 840 893"/>

NEXT STEPS [English|Spanish](#)

DOCUMENT SELECTION

To verify your identity and work authorization in the U.S., you will need to present specific documents to a reviewer. Before proceeding, consult the list of acceptable documents on the USCIS website to ensure they align with your citizenship status. Please view the list of acceptable documents in [USCIS website](#).

Select a presented document

Document Type

List A
List B and C

< BACK CONTINUE >

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10. From the dropdown menu, select the document(s) you will upload and provide for Section 2 of Form I-9. Click Continue.

The screenshot shows a web interface titled "NEXT STEPS" with a language toggle for "English/Spanish". Under the "DOCUMENT SELECTION" heading, there is instructional text about verifying identity and work authorization. A section titled "Select a presented document" contains a dropdown menu labeled "Document Type List B". The dropdown is open, showing a list of acceptable documents: Driver's License Issued by State or Possession with Photo, ID Card Issued by State or Possession with Photo, ID Card Issued by Federal, State, Possession or Local Government with Photo, School ID Card with Photo, Voter's Registration Card with Photo, U.S. Military Card, Military Dependent's ID Card, U.S. Coast Guard Merchant Mariner Card, Native American Tribal Document with Photo, and Canadian Driver's license. At the bottom of the screen are "< BACK" and "CONTINUE >" buttons.

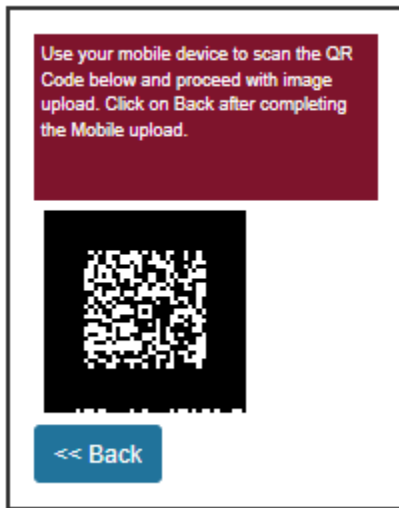
11. Follow instructions 1-6 on the ATTACH DOCUMENT page to upload and attach your documentation.

If you are uploading from your computer, skip to step 12. If you prefer to use your mobile device to upload your documentation, click the Go>> button on the right side of the page.

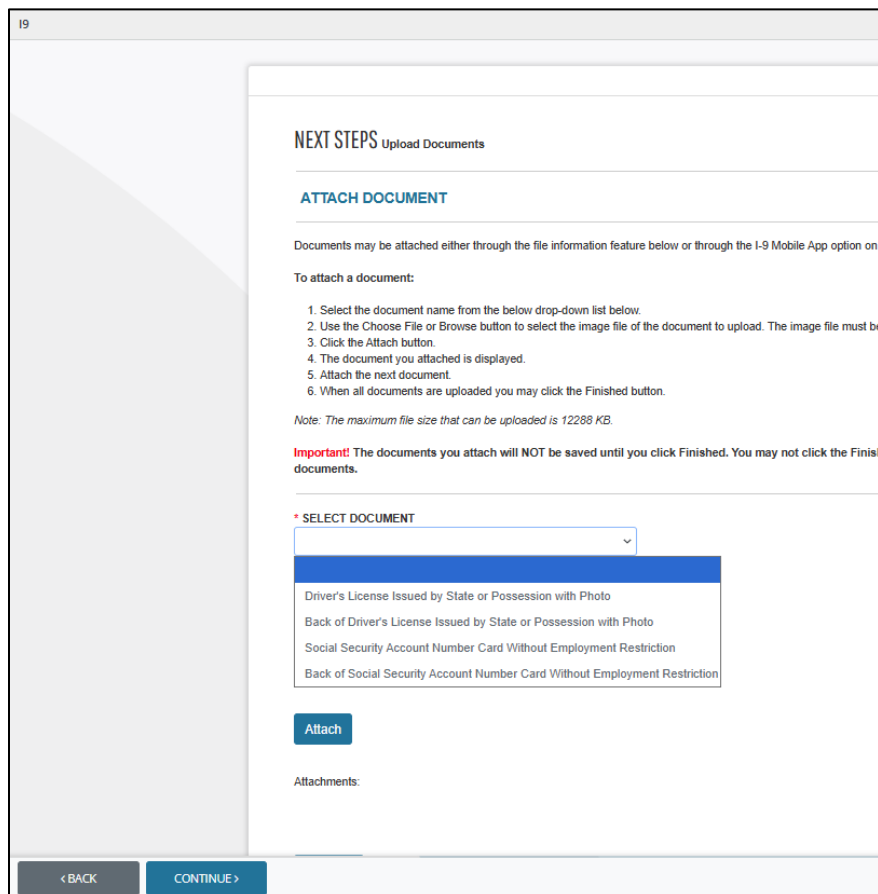
The screenshot shows the "ATTACH DOCUMENT" page under the "NEXT STEPS" heading. It includes instructions for attaching documents, a list of steps (1-6), and a note about the maximum file size (12288 KB). An important warning states that documents will not be saved until the "Finished" button is clicked. The form has two main sections: "SELECT DOCUMENT" with a dropdown menu, and "ATTACH FILE" with a "Choose File" button and a note "No file chosen (TIF, GIF, JPG, JPEG, PDF)". There is an "Attach" button and an "Attachments:" label. At the bottom are "< BACK", "CONTINUE >", and "Finished" buttons. A yellow circle highlights a red-bordered box on the right side of the page that asks, "Would you rather attach documents using your mobile device?" and features a "Go >>" button and a mobile phone icon.

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If you choose the mobile option, after clicking Go>>, scan the QR code provided and follow the prompts from your phone. Skip to step 13 below if you choose to upload via the mobile option.



12. Use the SELECT DOCUMENT dropdown to choose the document you will upload.

A screenshot of a web application interface for uploading documents. The page has a light gray background. On the right side, there is a white panel with the following content: At the top, "NEXT STEPS Upload Documents" in blue. Below that, "ATTACH DOCUMENT" in blue. A paragraph of text: "Documents may be attached either through the file information feature below or through the I-9 Mobile App option on". A section titled "To attach a document:" followed by a numbered list of 6 steps. A note: "Note: The maximum file size that can be uploaded is 12288 KB." An important warning: "Important! The documents you attach will NOT be saved until you click Finished. You may not click the Finish documents." Below this is a dropdown menu labeled "* SELECT DOCUMENT" with a downward arrow. The dropdown is open, showing four options: "Driver's License Issued by State or Possession with Photo", "Back of Driver's License Issued by State or Possession with Photo", "Social Security Account Number Card Without Employment Restriction", and "Back of Social Security Account Number Card Without Employment Restriction". Below the dropdown is a blue "Attach" button. At the bottom of the white panel, it says "Attachments:". At the bottom of the entire page, there are two buttons: a gray "< BACK" button and a blue "CONTINUE >" button.

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Click choose file>select the appropriate document from your files>click Attach button.

NEXT STEPS Upload Documents [English](#) [Spanish](#)

ATTACH DOCUMENT

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

To attach a document:

1. Select the document name from the below drop-down list below.
2. Use the Choose File or 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 Attach button.
4. The document you attached is displayed.
5. Attach the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 12288 KB.

Important! The documents you attach will NOT be saved until you click Finished. You may not click the Finished button unless you have Attached all of the required documents.

* SELECT DOCUMENT
[Dropdown menu]

* ATTACH FILE
Choose File | No file chosen
(TIF, GIF, JPG, JPEG, PDF)

Attach

Attachments:

Finished

* indicates a required field

Would you rather attach documents using your mobile device?
Go >>

< BACK CONTINUE >

Repeat step 12 for each document until all documentation listed in the SELECT DOCUMENTATION dropdown has been uploaded.

As you upload each document, it will appear under the ATTACH button as an indicator that you have successfully uploaded the document. You should also see a green checkbox next to each document. If you see a red X, please remove the respective attachment and try to upload it again.

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13. Once all required documentation has been uploaded, the FINISHED button will no longer be faded out, and you will select FINISHED.

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1. Select the document name from the below drop-down list below.
2. Use the Choose File or Browse button to select the image file of the document to upload. The image file must be
3. Click the Attach button.
4. The document you attached is displayed.
5. Attach the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 12288 KB.

Important! The documents you attach will NOT be saved until you click Finished. You may not click the Finish documents.

* SELECT DOCUMENT

Choose File No file chosen
(TIF, GIF, JPG, JPEG, PDF)

Attach

Attachments:

- ✓ Driver's License Issued by State or Possession with Photo [Remove](#)
- ✓ Back of Driver's License Issued by State or Possession with Photo [Remove](#)
- ✓ Social Security Account Number Card Without Employment Restriction [Remove](#)
- ✓ Back of Social Security Account Number Card Without Employment Restriction [Remove](#)

Finished
* Indicates a required field

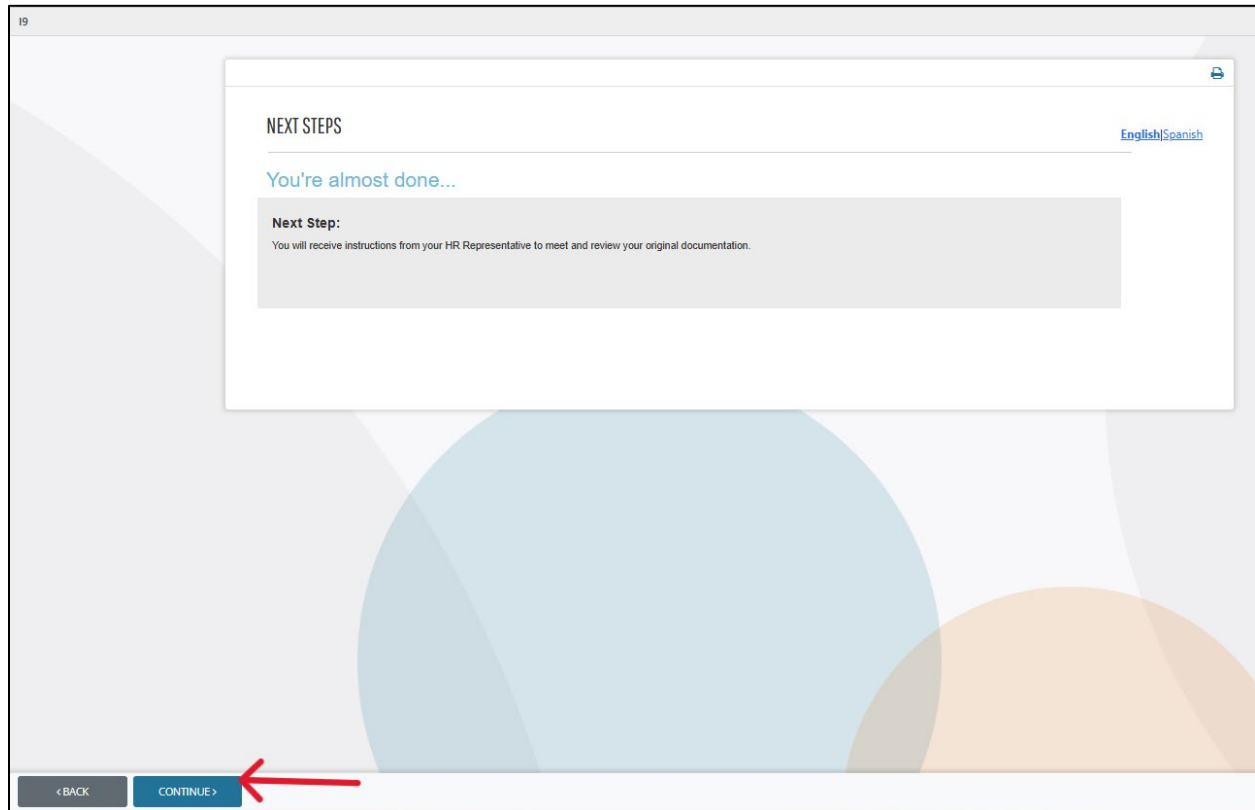
Documents uploaded successfully. Click Continue to proceed.

< BACK CONTINUE >

Click CONTINUE.

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14. On the NEXT STEPS page, you MUST click the final CONTINUE button to complete the process.



15. SUCCESS! You've completed Section 1 of the I-9 process once you reach the CONGRATULATIONS page.

