

Frequently Asked Questions

Contents

State ID does not have an expiry date	2
Pending I-9 does not have an Employment Date	3
Need to Keep New Hire Packet But I-9 Is Not Needed	5

Frequently Asked Questions

State ID does not have an expiry date

Question My new employee presented a State issued ID that does not have an expiry date. In section 2, an expiry date is mandatory.

Answer In section 2, there are two different document choices for a State Issued ID. Select the one entitled "ID Card Issued by Federal, State, Possession or Local Government with Photo."

This document will give you an option to check a "no expiry date" box on the next screen.

The screenshot shows a web form for employee onboarding. On the left is a navigation menu with 'My Account', 'Reports', 'Administration', and 'Help'. The main content area shows employee details for Michael M. Castro, including 'Employment Dates' and 'Location: CL30XCL-TEMPORARY FAIR EMPLOYEES'. Below this is a section titled 'Select the set of document(s) presented by the employee:' with instructions. A dropdown menu is set to 'List A'. A list of document options is shown, with 'ID Card Issued by Federal, State, Possession or Local Government with Photo' circled in red. A red arrow points from a green box labeled 'Don't select this document.' to the 'Driver's License' option. Another red arrow points from a green box labeled 'Select this document.' to the circled 'ID Card' option. At the bottom are 'Back', 'Cancel', and 'Continue' buttons.

Employee:
Michael M Castro

Employment Dates:
[]

Location:
CL30XCL-TEMPORARY FAIR EMPLOYEES

[Review/Change Section 1 Information](#)
[View and Print or Email Employee Receipt](#)

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 1 List C document.
A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an existing Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

List A
List A proves identity AND work authorization: Receipt (e.g., replacement) [What's This?](#)

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
Sponsorship 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
Canadian Driver's license

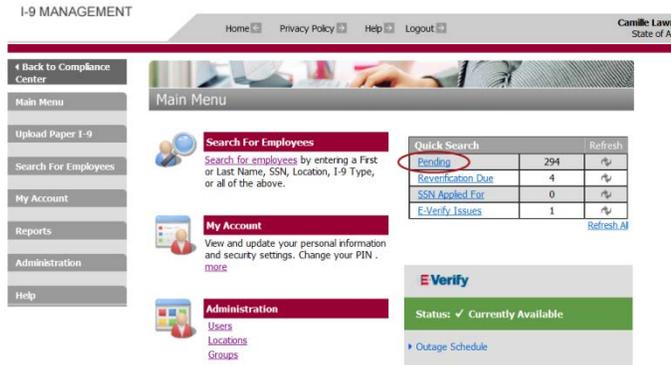
Back Cancel Continue

Frequently Asked Questions

Pending I-9 does not have an Employment Date

Question Some of my pending I-9s do not have a date of hire.

Answer When there is no Employment date on the I-9, it is impossible to identify and track completion of section 2 within 3 days of hire.
To view any I-9 your agency may have in such a case, go to the I-9 Management Dashboard and click on the “pending” link.

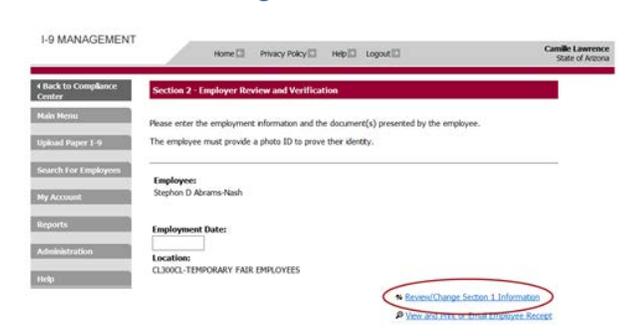


The list of future hires who have completed section will appear (you will only see your agency’s information). There should be an “Employment” date for every individual on that list. Section 2 of the I-9 must be completed 3 days after the employment date at the latest.

Search Results: Pending
 Type:
 E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9
 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
P	[REDACTED]	CL300CL-TEMPORARY FAIR EMPLOYEES	[REDACTED]		
P	[REDACTED]	CL300CL-TEMPORARY FAIR EMPLOYEES	[REDACTED]		
P	[REDACTED]	DC21CDC-OFNDR OPS-COTA CADETS	[REDACTED]	10/05/2015	
P	[REDACTED]	CH271CH-TRAINING PROGRAM	[REDACTED]	09/28/2015	
P	[REDACTED]	CL300CL-TEMPORARY FAIR EMPLOYEES	[REDACTED]		
P	[REDACTED]	CL300CL-TEMPORARY FAIR EMPLOYEES	[REDACTED]		
P	[REDACTED]	CL300CL-TEMPORARY FAIR EMPLOYEES	[REDACTED]		
P	[REDACTED]	DC21CDC-OFNDR OPS-COTA CADETS	[REDACTED]	10/19/2015	

Click on the name of an individual who does not have a date in the “Employment” field. Click on “Review/change Section 1 Information.”



Frequently Asked Questions

Enter the new hire's first day of work here:

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[I-9 Instructions](#) [I-9 Instrucciones](#)

Section 1. Employee Information and Attestation (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.)

Last Name (Family Name) Abrams-Nash x	First Name (Given Name) Stephon	Middle Initial D	Other Names Used (if any)		
Address (Street Number and Name) 4632 S 18th Place		Apt. Number	City or Town Phoenix	State AZ	Zip Code 85040
Date of Birth 09/28/1994 (mm/dd/yyyy)	U.S. Social Security Number 601457762 <input type="radio"/> SSN Applied For	E-mail Address (optional)		Telephone Number 6233370125 (optional)	
Employment Date (mm/dd/yyyy)					

Click on “Continue” and log out of the case. The hire date will now appear in the Employment field.

Frequently Asked Questions

Need to Keep New Hire Packet But I-9 Is Not Needed

Question An individual filled out a new hire packet but it turns out that the I-9 was not needed. How do I remove it from the Pending case?

Answer Any I-9 that is not completed after 60 days from the date of employment is automatically purged.
