

Review Employee Information

To review employee information, login to [UKG Ready](#) (this hyperlink is for Admin only, do not share with employee).

On your Home Dashboard, navigate to the Completed Checklists Widget then click on the “...” for the specific employee and select View Checklists Items.

The screenshot shows a 'Completed Checklists' widget with a table. The table has the following columns: Employee Id, First Name, Last Name, Employee Status, and Actions. The first row contains the data: 10026582-1A, Test, Gary3, Active. An orange arrow points to the 'View Checklist Items' button in the Actions column for the first row. Below the table, there is a dropdown menu with two options: 'View Checklist Items' and 'Employee Information'.

Click on the “Pencil” to start reviewing the checklist items. Once in the checklist, on your left-hand side, you will see a list of items. You can click on any of the item, for example, Employee Information contain employee’s personal information, biographical information, etc.

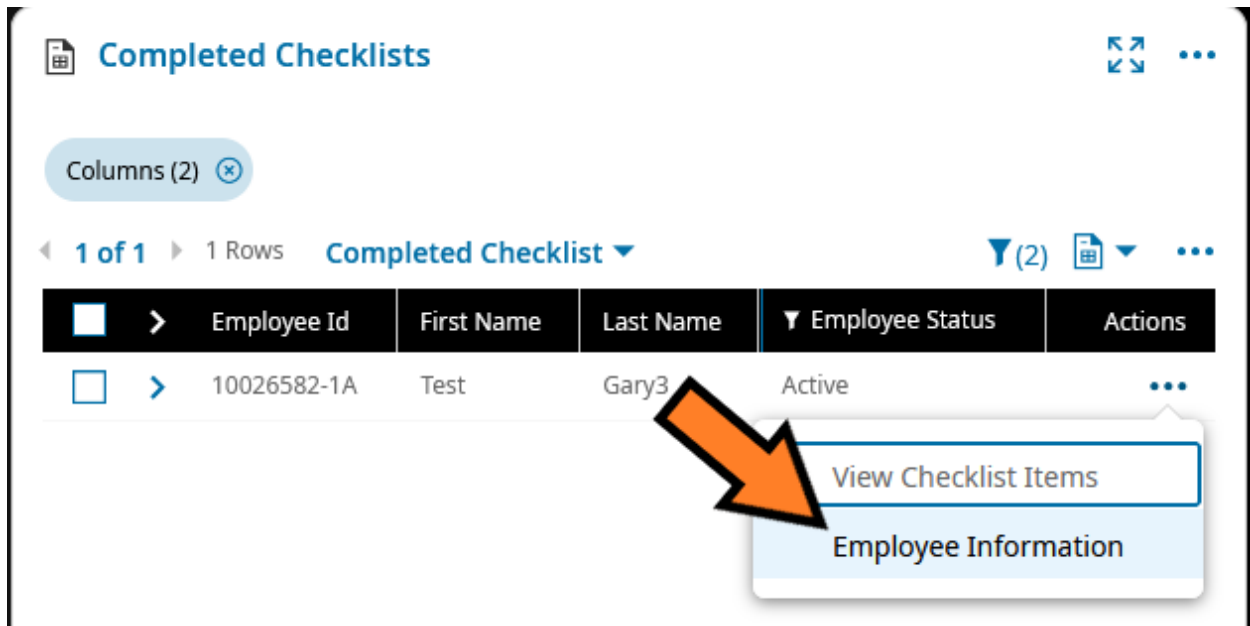
The screenshot shows the 'Employee Information Update' checklist page. On the left, there is a sidebar with a list of items: 'Welcome to Oklahoma State University' (100%), 'Welcome', 'Employee Information' (selected), 'Instructions for I-9 and W-4 Forms', and 'Complete I-9 Form'. The main content area shows the 'Employee Information Update' section with the following fields:

Personal Information Update	
Banner ID (if available)	Social Security*
<input type="text" value="A10026582"/>	<input type="text" value="*****6789"/>
Preferred Name*	Legal First Name.*
<input type="text" value="Gary"/>	<input type="text" value="Test"/>
Middle Name*	Last Name (Family name / Surname)*
<input type="text" value="-"/>	<input type="text" value="Gary3"/>

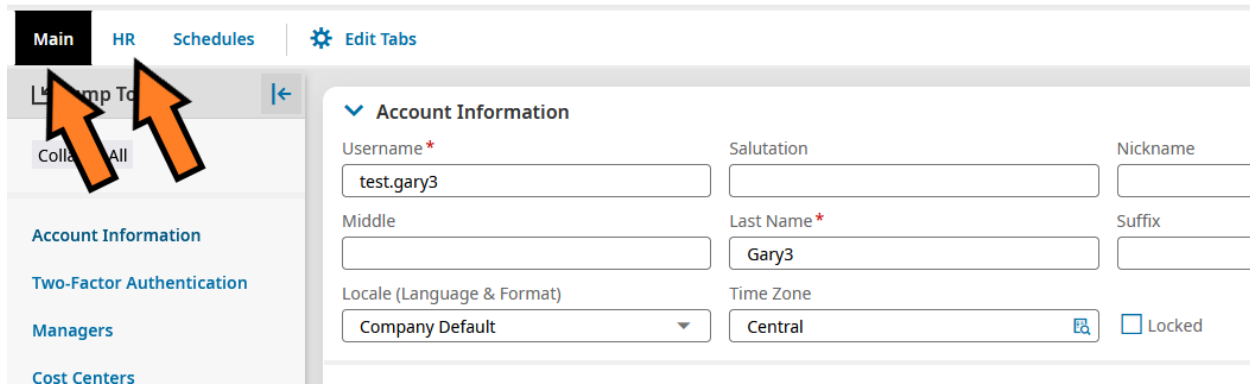
As you go through each item, you can review submitted information from the employee.

Take note of data that need changes. You are not able to make changes while in checklist view. To make changes, navigate to Home Dashboard by clicking on OSU logo.

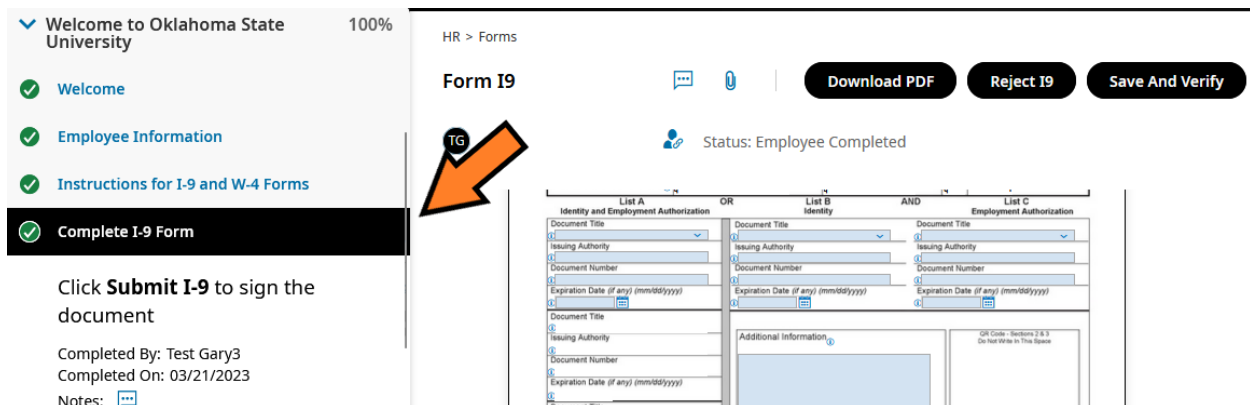
On the Completed Checklist Widget, click on the “...” for the specific employee and select “Employee Information”.



Depending on the changes, some fields are on "Main" tab while others are on "HR" tab.



You can process I9 within this checklist. To process I9, click on "Complete I-9 Form" on the left-hand side checklist items.



Review page 1 and 2 (if employee used preparer or translator). If there are mistakes and need corrections, click on “Reject I9” button. This will allow employee to correct their mistakes and resubmit. You will need to notify employee manually as this action do not send email notification to employee.


Form I9 | | | **Download PDF** | **Reject I9** | **Save And Verify** | **Switch To External Verify**

Status: Employee Completed

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Tan	First Name (Given Name) Gary	M.I. -	Citizenship/Immigration Status 1
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List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title U.S. Passport Issuing Authority U.S. Department Of State Document Number 123456789 Expiration Date (if any) (mm/dd/yyyy) 03/02/2026	Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any) (mm/dd/yyyy)	Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any) (mm/dd/yyyy)



If all is good, complete Section 2 on page 3 after reviewing pages 1 and 2 (if employee used preparer or translator). Click on “Save And Verify” button to sign the document.


Form I9 | | | **Download PDF** | **Reject I9** | **Save And Verify** | **Switch To External Verify**

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Type you name to sign and enter the employee start date

Verify I9 Acknowledgement

Please type your full name to confirm: **Gary Tan**

Full Employee Name *

Gary Tan

Please read all information below. Populating required fields and clicking 'I Agree' button below will mark this form as verified and will prevent any further changes.

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year):



Date Started *

03/21/2023

and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Cancel I Agree

Complete E-Verify and download a copy of the summary. To upload the E-Verify summary to UKG, click on the paperclip link.

Form I9   [Download PDF](#) [Reject I9](#) [Save And Verify](#) [Switch To External Verify](#)

Status: Employee Completed

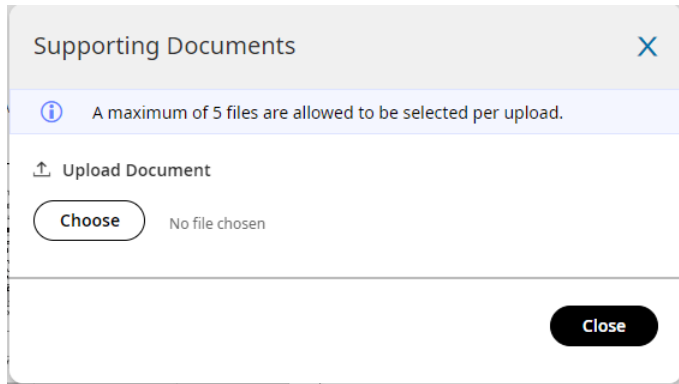
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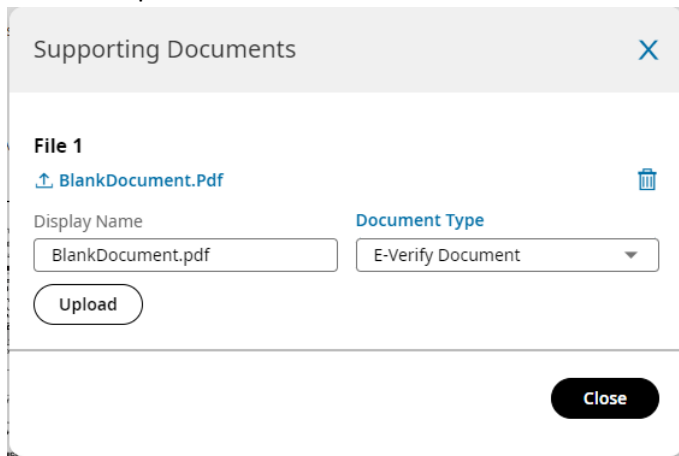
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Document Number 123456789		Document Number N/A		Document Number N/A
Expiration Date (if any) (mm/dd/yyyy) 03/21/2026		Expiration Date (if any) (mm/dd/yyyy) N/A		Expiration Date (if any) (mm/dd/yyyy) N/A

Click on "Choose" button to select your file.



Click on "Upload" button.



You have successfully processed the I9. **DO NOT** click on "Mark E-Verify Completed" button. Leave this action to the New Hire Team.

NOTE: Date field do not require N/A