## **Review Employee Information**

To review employee information, login to <u>UKG Ready</u> (*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.

Completed Checklis	sts			K 7
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4 1 of 1 ▶ 1 Rows Comp	oleted Checkl	ist 🔻	<b>T</b> (2)	∎
> Employee Id	First Name	Last Name	▼ Employee Status	Actions
> 10026582-1A	Test	Gary3	Active	
		5	View Checklist It	ems
			Employee Inform	nation

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.

~	Welcome to Oklahoma State 100% University	Emplo	yee Information Update		
0	Welcome	0	Personal Information Update	Personal Information Update	e
$\checkmark$	Employee Information	0	Biographical Information Update		
	Completed By: Test Gary3 Completed On: 03/21/2023	0	Educational Background Update -	Banner ID (if available)	Social Security*
	Workflow Status: Completed Notes:	ø	Educational Background Update - Additional Degree or Diploma	A10026582 Preferred Name *	Legal First Name.*
	Instructions for L9 and W 4 Forms	0	Emergency Contact(s) Update	Gary	Test
0	Complete I-9 Form	0	Direct Deposit Update	-	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".

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	>	Employee Id	First Name	Last Name	▼ Employee Status	Actions
	>	10026582-1A	Test	Gary3	Active	•••
					View Checklist It	ems
					Employee Inform	nation

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

Main HR Schedules	🔅 Edit Tabs		
	✓ Account Information		
Colla All	Username *	Salutation	Nickname
	test.gary3		
Account Information	Middle	Last Name *	Suffix
Account information		Gary3	
Two-Factor Authentication	Locale (Language & Format)	Time Zone	
Managers	Company Default 💌	Central 🖪	Locked
Cost Centers			

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

Velcome to Oklahoma State 100% University	HR > Forms
Velcome	Form I9 Download PDF Reject 19 Save And Verify
Semployee Information	Status: Employee Completed
Instructions for I-9 and W-4 Forms	List A OR List B AND For the definition
Complete I-9 Form	Instance of the set of the s
Click <b>Submit I-9</b> to sign the document	Cocument Number     Cocument Title     Cocument Title
Completed By: Test Gary3 Completed On: 03/21/2023 Notes:	Tablering Andhreity     Toporter Humber     Toporter     Topor

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.

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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.

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Type you name to sign and enter the employee start date

Verify I9 Acknowledgement	X
() Please type your full name to confirm: Gary Tan	
Full Employee Name* Gary Tan	
Please read all information below. Populating required field: and clicking 'I Agree' button below will mark this form as verified and will prevent any further changes.	5
I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that above-listed document(s) appear to be genuine and to relat the employee named, that the employee began employmen (month/day/year):	the to t on
Date Started *	
03/21/2023	
and that to the best of my knowledge the employee is eligib to work in the United States. (State employment agencies m omit the date the employee began employment.)	le ay
Cancel I Agree	e

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

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Click on "Choose" button to select your file.

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A maximum of 5 files are allowed to be selected per upload.	
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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