# New Hire Refresher

Presented by Ryan Wilcoxson and Jennifer Hawkins

### Who is considered a New Hire?

- Anyone who has never worked at any OSU location
- Faculty or Staff with a break in service of more than 30 days
- ► Temporary Employee or Student Employee with a break in service of more than six months

### The Packet

- Please use the most current forms from the HR website—they are updated regularly
  - ► Tip: Create shortcut to HR website
- A new hire packet is required after a break in service exceeding 30 days for regular faculty and staff (Benefited) and a break exceeding six months for student and temporary employees (Non-Benefited)
  - ► The new EPAF App will guide you to the correct type of EPAF
- ► Ensure the packet is complete before sending to HR and EPAF has been submitted
- Include the Banner ID on each page and make certain that a physical U.S. address and alternate email address are provided. Race/Ethnicity and Gender are required
- Please make certain that the writing is legible

### **New Hire Packet Documents**

#### **Required Documents**

- ► PIF- Complete ALL fields
- Loyalty Oath- Must be notarized
- ► I-9- Completed
- ► E-Verify- completed no later than 3<sup>rd</sup> day of employment
  - ▶ If completed after 3-day grace period, an explanation memo is required
- ▶ OTR
- SS card (preferred but not required)
  - ▶ Do not hold packet if social is not used on the I-9 while waiting for a copy

#### **Optional Documents**

- Voluntary Veteran
- Wage Beneficiary Form
- Voluntary Disability
  - ▶ Direct Deposit and Withholding is now completed by the Employee on Self Service

### The I-9

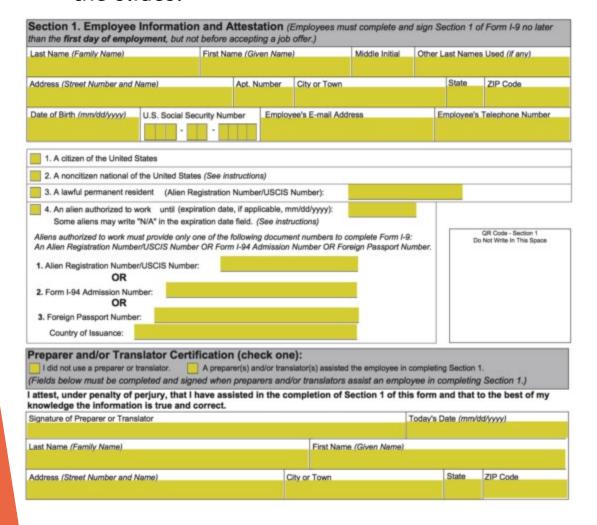
- ► Page 1 should be completed no later than the first day of employment, any fields not used enter N/A
- Page 2 should be completed no later than 3 days from first day of employment
  - If page 1 and/or page 2 completed after compliance dates an explanation memo is required
- ► The first date of employment on the I-9 should match the E-Verify Date, Current Hire Date, and the Personnel Date
- ► There is a 15-page instruction book that MUST be accessible to the employee either via link to the electronic form or on paper

## The I-9 (continued)

- Each section of the form is signed under penalty of perjury by both the employee and authorized representative
- Errors should be crossed out and corrections initialed (No Whiteout!)
- ▶ P.O. Boxes are not acceptable on the I-9
- Section 3 shouldn't be completed or signed (ISS will use this section when reverifying visa documents)
- University Human Resources cannot change the form in any way

## I-9 Section 1: Employee information

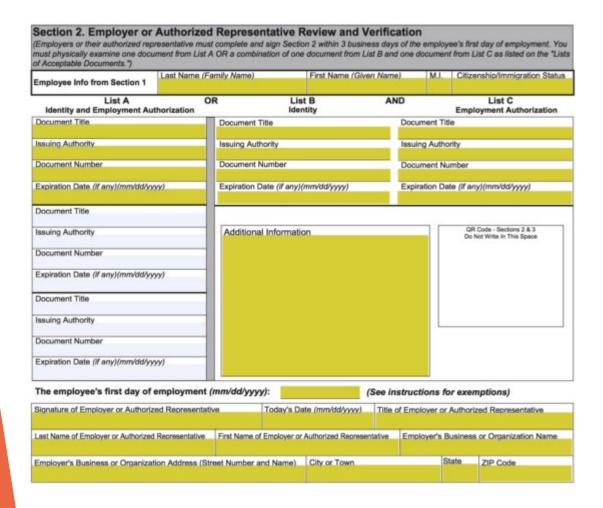
I-9 reference documents are available at the end of the slides.



- Name on form should match the documentation
- Address needs a physical location. No PO boxes are allowed
- Write "N/A" in any blanks on page 1
- If you helped the employee fill out the form, you must fill out the attestation statement
- Make sure today's date is the date they sign not their DOB

## I-9 Section 2: Department Responsibility

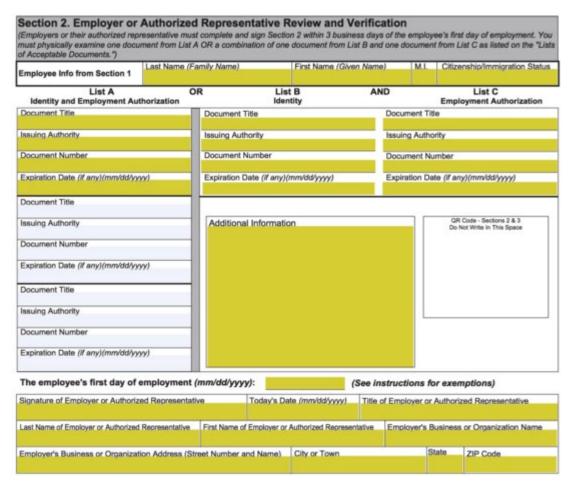
I-9 reference documents are available at the end of the slides.



- Citizen/Immigration Status will be a 1, 2, 3 or 4, corresponding to the box checked in Section 1
- If documents for List A are provided, do not provide any documentation on List B or C
- Original documents must be physically seen in order to use on the I-9 (a certified copy of a birth certificate works)

### I-9 Section 2: Continued

I-9 reference documents are available at the end of the slides.



- The employer may NOT specify which documents to provide
- provided, please include a copy of the List A document with the packet, it is needed to go with the I-9 since E-Verify requires photo matching on List A documents
- Do not request or accept more documentation than is required

## I-9 International Employees

- ▶ All international employees MUST see a Representative in ISS regardless of visa type.
  - New employees will require the work permit document from ISS
  - Rehires can use work permit document or renewal email from ISS
- ► The most common visa types are F-1 and J-1
  - They require List A documents only
  - F-1 should have Foreign Passport, I-94, and I-20
  - J-1 should have Foreign Passport, I-94, and DS-2019
- ▶ ISS will assist the employee with filling out the I-9, obtaining a social security card if needed, tax documents and work permit.
- If a new international employee is waiting on the social, then newhire can create a temporary social so the employee can start working while waiting on SSA

## I-9 Reciprocal Processing

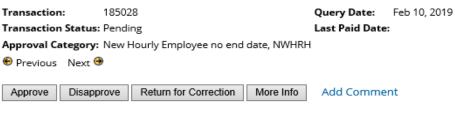
- If you have an out-of-area employee that needs to get the I-9 completed, contact <a href="MewHire@Okstate.edu">NewHire@Okstate.edu</a> for an I-9 Reciprocal Consortium in their area
- If the employee uses an offsite person to complete page 2, they should have them enter their title as "Authorized Representative" and use an OSU address in those fields

## **EPAF Tips**

- It is important to remember that the guidelines for biweekly positions are different from monthly
- Submit the EPAF before you email and send originals of the packet and check to ensure all dates match before sending
- ▶ Ensure your department head approves the EPAF as soon as possible
- If the EPAF that required a packet, gets approved by us, and then later returned by an approver that comes after the HR Admin level, you *must* email <a href="mailto:newhire@okstate.edu">newhire@okstate.edu</a> and let us know that we will need to approve it again

### **EPAF Guidelines**

- For biweekly dates, the easiest way to remember is to break it down into two groups:
  - Query Date
  - Job Begin Date
  - Job Effective Date
  - Current Hire Date
  - Personnel Date
- Monthly dates will all be the same



Approval

#### Jump to Bottom

\* - indicates a required field.

#### Create/Change PEAEMPL Record

Enter Changes	Current Value	New Value
Employee Status: 🛊		Active
Employee Class Code:		1U, OSU Gen Univ Bw Stdnt (1.5OT)
Current Hire Date:		02/11/2019
Home Organization:		100116
Benefit Category:		JS, OSU Students
Leave Category Code:		
Home COAS:		x

#### Create New Hourly Job, 702623-00 Stu Wkr

Enter Changes	Current Value	New Value
Job Begin Date: 🛊		02/10/2019
Jobs Effective Date: *		02/10/2019
Personnel Date: *		02/11/2019

#### **EPAFs Reminders**

- Please monitor your own EPAF queues— The system does not send notifications if an approver leaves a comment on an EPAF, so check frequently to ensure there is no delay. If an EPAF is delayed at a particular approval level, prompt the approver or proxy to move it along. Some departments have many approvers, and all the required approvals must take place before the employee is on the system. Encourage approvers to check their queues often and to set up proxies for when they are unavailable
- ► We will not approve the EPAF if the PIF, Loyalty Oath, I-9,E-Verify, OTR, or Work Permit for Internationals is incomplete or missing
- ► If the EPAF App allows, then enter as Primary if it is going to be the primary position for the employee

### **Packet Reminders**

- ► PIF:
  - Make sure all fields on the PIF are complete for New Employees
  - Permanent home address No P.O. Box, must be physical address
  - Alternate email for Okey Set-up
  - Race/Ethnicity is required
- Loyalty Oath
  - All fields must be completed and notarized
- Please make sure all information is completed on all forms so we do not have to return documents which could cause delays in the approval process

### Cont. Reminders

- Ensure that you are retrieving the necessary forms from the HR website rather than saving them to your computer
- ► HR cannot process the EPAF until the department head approves it
- If you are hiring a temp for the summer, who plans on working 90-days or less at .75 FTE or higher, make sure you put an end date on it, or they will be ACA eligible
- Do not use Section 3 of the I-9
- Double check packets before sending to HR
- Do not hold the packet if you are going to be out and can't run E-Verify, we can run it for you so there is no delay, and we can stay in compliance
- Ryan's Queue is for EPAF's that need packets and Jennifer's Queue is for EPAF's that don't need a packet

## Frequent Problems

- Date mismatches between the EPAF, E-Verify and/or the I-9
- Loyalty Oath
  - All fields must be completed and notarized
- Resubmitted EPAFs
- ► We will not approve the EPAF if the PIF, Loyalty Oath, I-9,E-Verify,OTR or Work Permit for Internationals is incomplete or missing
- EPAF with no packet or packet with no EPAF
- International I-9's missing/incorrect documents

#### Resources

- ▶ U.S. Citizenship and Immigration Services
  - https://eforms.com/verification/uscis-i-9/
- Human Resources
  - newhire@okstate.edu
  - Jennifer Hawkins: x5161
  - Ryan Wilcoxson: x2910
  - Liz Tarbutton: x5448
- International Students and Scholars
  - Kee Luck: x5482
- International Staff and Faculty
  - Trisha Iyonsi: x5459
- ► I-9 Reciprocal Consortium <u>newhire@okstate.edu</u>



#### **Employment Eligibility Verification**

Department of Homeland Security U.S. Citizenship and Immigration Services USCIS Form I-9

OMB No. 1615-0047 Expires 10/31/2022

► START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

documentation presented has a future expira	ation date may a	lso constitute	illegal discrimina	tion.					
Section 1. Employee Informat than the first day of employment, but		The second second		ust complete and	d sign Se	ection 1 o	f Form I-9 no later		
Last Name (Family Name)	(Given Name	e)	Middle Initial	Other L	ast Names	Used (if any)			
			0.				W		
Address (Street Number and Name)	A	pt. Number	City or Town			State	ZIP Code		
Date of Birth (mm/dd/yyyy) U.S. Social	Security Number	ber Employee's E-mail Address			Er	Employee's Telephone Number			
-	-								
I am aware that federal law provides connection with the completion of t I attest, under penalty of perjury, tha	his form.				or use of	false do	cuments in		
1. A citizen of the United States									
2. A noncitizen national of the United S	tates (See instru	ictions)							
3. A lawful permanent resident (Alien	Registration No	nber/USCIS	univery						
4. An alien authorized to work until (e Some aliens may write "N/A" in the e	expiration onte de expiration de la fie	eld. (See Matr	n/caryyyy): actions)	76			• 10 × 10 × 10		
An Alien Registration Number/USCIS Num OR  2. Form I-94 Admission Number: OR	er: Form	94 AlmiC	Number Fo						
3. Foreign Passport Number:									
Country of Issuance:									
Signature of Employee Toda				Today's Date	day's Date (mm/dd/yyyy)				
Preparer and/or Translator Ce I did not use a preparer or translator.  (Fields below must be completed and a	A preparer	(s) and/or tran	slator(s) assisted	d the employee in		The second second			
I attest, under penalty of perjury, tha knowledge the information is true ar		ted in the c	ompletion of	Section 1 of thi	s form a	nd that t	o the best of my		
Signature of Preparer or Translator  Today's Date (mm/dd/yyyy)				id/yyyy)					
Last Name (Family Name)			First Nam	ne (Given Name)			2		
Address (Street Number and Name)			City or Town			State -	ZIP Code		

Employer Completes Next Page





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

USCIS Form I-9

OMB No. 1615-0047 Expires 10/31/2022

#### 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 fro of Acceptable Documents.")	m List A OR a c	combination of on	e document fr	om List B and	d one doc	ument fro	m List C as listed on the "Lists	
Employee Info from Section 1	lame (Family Na	ime)	First Name	(Given Name	e)	M.I. Ci	itizenship/Immigration Status	
List A Identity and Employment Authorizati	OR ion		st B entity	AN	ND	E	List C imployment Authorization	
Document Title	Docur	ment Title			Docume	ent Title	- 10 Au	
Issuing Authority	Issuin	ng Authority			Issuing	Authority	Y.	
Document Number	Docur	ment Number			Docume	ent Numb	er	
Expiration Date (if any) (mm/dd/yyyy)	Expira	ation Date (if any)	) (mm/dd/yyyy	,	Expirati	ion Date (	if any) (mm/dd/yyyy)	
Document Title						2000	AND THE PERSON OF THE PERSON O	
Issuing Authority	Add	litional Informati	ion				QR Code - Sections 2 & 3 Do Not Write in This Space	
Document Number								
Expiration Date (if any) (mm/dd/yyyy)								
Document Title		AM	1DI	F				
Issuing Authority						3.9		
Document Number		NIC	\T	110	<b>7</b> F	<b>—</b>		
Expiration Date (if any) (mm/dd/yyyy)		NC		U	<b>S</b> E			
Certification: I attest, under penalty of (2) the above-listed document(s) apporting employee is authorized to work in the	ear to be genu	ine and to relat				7		
The employee's first day of employ	ment (mm/da	:l/yyyy):		(See in	structio	ns for e	exemptions)	
Signature of Employer or Authorized Repr	esentative	Today's D	ate (mm/dd/y)	yyy) Title	of Employ	ver or Aut	horized Representative	
Last Name of Employer or Authorized Represe	ntative First N	ame of Employer o	r Authorized Re	presentative	Employ	ver's Busir	ness or Organization Name	
Employer's Business or Organization Addr	ress (Street Nun	nber and Name)	City or Tow	m	,	State	ZIP Code	
Section 3. Reverification and R	lehires (To b	e completed an	nd signed by	employer or	r authori:	zed repre	esentative.)	
A. New Name (if applicable)							(if applicable)	
Last Name (Family Name)	First Name (G	Given Name)	e) Middle Initial		Date (mm/dd/yyyy)			
C. If the employee's previous grant of emp	loyment authoriz	zation has expire	d, provide the	information for	or the doc	cument or	receipt that establishes	
continuing employment authorization in the	space provided	The second secon						
Document Title		Docum	nent Number			Expiration	on Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that the employee presented document(s)			TOUR DESCRIPTION OF THE PERSON					
Signature of Employer or Authorized Repr	esentative T	oday's Date (mm	v'dd/yyyy)	Name of Em	ployer or	Authorize	ed Representative	

#### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A  Documents that Establish  Both Identity and  Employment Authorization	OR	LIST B Documents that Establish Identity	<b>≬</b> D	LIST C Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card  Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  Foreign passport that contains a temporary I-551 stamp or temporary	1.	Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1.	A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
	I-551 printed notation on a machine- readable immigrant visa	2.	ID card issued by federal, state or local government agencies or entities,		(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
4.	Employment Authorization Document that contains a photograph (Form I-766)		provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
5.	For a nonimmigrant alien authorized to work for a specific employer because of his or her status:  a. Foreign passport; and		Voter's registration card  U.S. Military on dier drift ecord	3.	Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	Form I-94 or Form I-94A that has the following:     (1) The same name as the pas poor.	7.	U.S. Coast Guard Merchant Mariner	V 1553	Native American tribal document U.S. Citizen ID Card (Form I-197)
	and  (2) An endorsement of the men's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	9.	Native Americal trib II document  Driver's license issued by a Canadian government authority	6.	Identification Card for Use of Resident Citizen in the United States (Form I-179)
			For persons under age 18 who are unable to present a document listed above:	7.	Employment authorization document issued by the Department of Homeland Security
0 F n C	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		School record or report card     Clinic, doctor, or hospital record		
		12	Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

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