MSS HIRE CHANGES

• DUE TO THE TLAB (TIME AND LABOR/ABSENCE MANAGEMENT MODULE) BEING IMPLEMENTED INTO PEOPLESOFT, THE TIME FRAME OF WHEN RECRUITING, CRIMINAL HISTORY RECORDS CHECK (CHRC) AND WHEN A HIRE NEEDS TO BE SUBMITTED INTO HRMS IS ALL CHANGING.

• A HIRE WILL NOW NEED TO BE SUBMITTED INTO THE SYSTEM 7-10 DAYS PRIOR TO THE EMPLOYEES START DATE. THEY WILL NOT BE ALLOWED TO WORK PRIOR TO THEIR START DATE AND THEY MAY ONLY START IF/WHEN ALL PAPERWORK IS COMPLETED. THIS WILL BE A STRICT TIMEFRAME AND WILL BE ENFORCED.
These changes will affect the timeline for recruitment and all steps prior to submitting the hire. You will need to start your hire processes earlier to allow the hire to be entered 7-10 days prior to the start date. This will allow time for the hire to be fully approved prior to the date you want the employee to start working.

It will be up to each department/college to decide what and how long that the timeframe will need to be to ensure all steps prior to hiring someone are completed.
STEPS TO FOLLOW:

CANDIDATE SELECTION

PLAN FOR ROUGHLY 21-28 DAYS TO COMPLETE THE FOLLOWING ITEMS:

BENEFITED EMPLOYEES

• APPROVAL OF REQUISITION AND POSITION DESCRIPTION
• POSTING POSITION IN APPLITRAK
• APPLICANT SCREENING
• INTERVIEWING AND SELECTION OF CANDIDATE
• APPROVAL OF SELECTED CANDIDATE
• AFFIRMATIVE ACTION APPROVAL
TEMP EMPLOYEES

PLAN FOR ROUGHLY 1-5 DAYS TO COMPLETE THE FOLLOWING ITEMS:

• INTERVIEWING (IF APPLICABLE) AND SELECTION OF CANDIDATE

STUDENT EMPLOYEES

• POST JOB ON JOBX
• INTERVIEWING AND SELECTION OF CANDIDATE
• SEND SELECTION TO HR
CRIMINAL HISTORY RECORDS CHECK

PLAN FOR ROUGHLY 2-7 DAYS FOR THE CHRC PROCESS

• SUBMIT CHRC REQUEST TO HR
• HR INITIATES THE CHRC
• WHEN STERLING EMAIL IS RECEIVED CANDIDATE COMPLETES CHRC STEPS
• HR NOTIFIES DEPARTMENT WHEN CHRC IS COMPLETE
• DEPARTMENT WILL ENTER “CHRC” AND THE “DATE APPROVED” IN THE REQUEST COMMENTS BOX ON THE HIRE FORM
THINGS TO ATTACH TO THE HIRE STUDENTS

• GRAD CONTRACTS

BENEFITED

• OFFER LETTER, POSITION DESCRIPTION (REQUIRED)

• CONTRACTS

• PROBATIONARY INCREASE LETTERS
PRE-HIRE STEPS

ROUGHLY ALLOW 2-5 DAYS FOR COMPLETION

• SET UP PRE-HIRE APPOINTMENT (IF MEETING ONE-ON-ONE WITH ALL HIRES)

• ENTER HIRE INTO HRMS (7-10 DAYS PRIOR TO START DATE) AND SUBMIT (IF MEETING ONE-ON-ONE AND THEY ARE BRAND NEW TO UND, HAVE THEM FIND THE PERSONAL DATA EMAIL, LOGIN, AND COMPLETE. OTHERWISE DIRECT EMPLOYEE TO LOGIN FROM HOME AND COMPLETE ASAP

• HIRE FLOWS THROUGH APPROVERS AND TO FINAL APPROVER HR
Items to share with the new hire

Having a checklist with the steps the hire has left to complete is something all departments should have.

Please make sure to give the employee the list of acceptable documents for the I-9.

Remind them to have their direct deposit information ready when they complete their activity guide.
• ALL NEW HIRES AND REHIRES WITH BREAK IN SERVICE WILL COMPLETE THE STEPS IN THE SECOND EMAIL

• HR WILL EMAIL BENEFITED EMPLOYEES THE OFFER LETTER, POSITION DESCRIPTION AND BENEFIT FORMS
  EMPLOYEE WILL PRINT AND SIGN OFFER LETTER AND POSITION DESCRIPTION AND EMAIL THEM BACK TO HR.

• ALL EMPLOYEES WILL PRINT THE WELCOME AND INSTRUCTIONS PAGE FROM ACTIVITY GUIDE AND BRING THEM TO E-VERIFY SITE OR PAYROLL ALONG WITH THEIR ACCEPTABLE DOCUMENTS TO COMPLETE SECTION 2 OF THE I-9 ON OR BEFORE THEIR HIRE DATE (BENEFITED FORMS SHOULD BE TURNED IN AT THE SAME TIME)

• WELCOME AND INSTRUCTIONS SHEET WILL BE STAMPED BY PAYROLL AND EMPLOYEE WILL RETURN IT TO EMPLOYING DEPARTMENT TO VERIFY ALL PAPERWORK HAS BEEN COMPLETED

• EMPLOYEE RECEIVES EMAIL TO COMPLETE ONLINE BENEFIT ENROLLMENT

• EMPLOYING DEPARTMENT REQUESTS ALL REQUIRED ACCESS FOR THE EMPLOYEE
START DAY

ROUGHLY 25-37 DAYS FROM START TO FINISH FOR HIRE PROCESS (BENEFITED)

• EMPLOYEE REPORTS TO WORK

• EMPLOYEE COMPLETES ONLINE BENEFIT ENROLLMENT IF NOT PREVIOUSLY COMPLETED

• EMPLOYEE ATTENDS ORIENTATION WITHIN 30 DAYS OF START DATE
Items to be completed by employee after the Pre-hire appointment:

• After all department approvers and HR approve the hire, an overnight process will run to generate an email (from und.hr.mss@UND.edu) with the following 2 steps (this can take a few days to show up in employees email: (Employee will receive email the next morning (after HR has approved the hire) directing them to complete these steps as soon as possible:
  Step 1-Create NDUS account (students have already done this)
  Step 2-Complete the Activity Guide.  Print out the Welcome & Instruction page after completing the Activity Guide

• New benefited employees will also receive an email (from und.payrollbenefits@UND.edu) with instructions on how to complete benefit forms online. They need to complete this within 31 days of the hire date.
Once the Activity Guide is completed the employee should go to the E-Verify site or to Payroll and bring the following items when completing Section 2 of the I-9:

1. Original, unexpired documents chosen from the list of acceptable documents
2. Welcome and Instructions page from the completed Onboarding Activity Guide
3. Benefited employee bring: signed Offer Letter, signed Position Description if they didn’t send them back electronically, and completed benefit forms that were attached to the email from Human Resources

• Temps and students will be given the paper packet at the E-Verify site or Payroll.
• About a week after the employees hire date, an email from SafeColleges will be sent with links to the required trainings that the employee will need to complete. The employee should complete these as soon as possible. The employee will receive an email once each week until all trainings are completed.
• All new or returning employees **will be required** to return the Welcome & Instructions page or a green sheet to the employing department before being allowed to work.

• Supervisors **will not** allow an employee to start working prior to their start date or prior to completing Section 2 of the I-9 form (verified by return of Welcome & Instructions page or a green sheet).

• These changes will allow for an employee to have access to computers, buildings, keys, email, blackboard, etcetera on their first day of work. Please plan ahead to start the process sooner so you can meet the required timelines.
DEPARTMENT TRACKING OF HIRE

To track your hire after it has been submitted, use the New Hire Approve/Review screen. Things this screen shows are:

• What the temp id and password is for the Personal Data email login
• If the Personal Data email was completed
• What approver the hire is with in the automatic workflow

Once a hire is fully processed by HR it will fall off the pending list. When the pending list is searched and the employee is no longer found under pending, this means HR has processed the hire and it should now be in Job Data.
To follow the activity on a hire go to New Hire Approve/Review.

**New Hire Approve/Review**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

- Transaction Number
- Emp ID
- Last Name
- First Name
- TEMP_EMPLID
- Workflow Status
- Requested By OprID
- Requested Date

Click Search.
This screen shows all pending hires. The hire is either waiting for the employee to do the Personal Data email or it is waiting for one of the Approvers to work the hire.

Information to get from this screen is: Transaction number, Empl ID, Start Date, Temp ID, Candidate Status.
Navigate to the Human Resource Website > Manager’s Toolbox > Manager Self Service

Personal Data Email Link

https://admin nc. ndsu. edu/ops/help/help-id-login

Claim Account Login: https://admin nc. ndsu. edu/ops/help/help-id-login

Activity Guide Login: https://admin nc. ndsu. edu/ops/help/help-id-login/ManagerC6=E38
Click on one of the links in the list and will open the hire.

New Hire Approval

<table>
<thead>
<tr>
<th>Start Date: 01-12-19</th>
<th>Reimbursement Status: Pending</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Home, Cell, Work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Quarters Unit</th>
<th>Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UMD VACP/UMBC</td>
<td>Material Science</td>
<td>Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 1</th>
<th>Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St</td>
<td>456 Elm St</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/2019</td>
</tr>
</tbody>
</table>

Transaction 2752 / Dept 5400: Pending
Scroll to the bottom of the hire. Use the Submitted by and Last Updated by names and dates to see how Employee reads this first page and then completes each activity in the left hand navigation. Must click on each item in the left navigation to move through the items.

Dear [Name],

Welcome to New Employees Onboarding! In this step of the process you need to complete the activities listed on the left side of this page.

Click on an activity name to add or update data, then click ‘Save’ or ‘Submit’ on each activity page. It’s that easy!

If no changes are needed click the ‘Mark Task Complete’ button in the upper right hand corner.

Items marked with an “*” are required. Items marked with an “X” require that you first complete the step above it on the list. It is recommended that all tasks are completed.

To be compliant with Federal regulations, it is VERY important that you complete Section 1 of the I-9 Form as soon as possible but no later than your first day of employment. Once this has been completed, you will receive an email with further instructions. Any delays completing the I-9 form could result in termination of your employment. Thank you.

HR/Payroll
University of North Dakota
UND.humanresources@UND.edu
701-777-4361

[Logo]
Temporary/Student Internal Transfer Form

<table>
<thead>
<tr>
<th>Current Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP ID</td>
</tr>
<tr>
<td>DEPT ID</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
</tr>
</tbody>
</table>

Complete only those AREAS that you are requesting to change!

New Position Information (Internal department transfers only)

<table>
<thead>
<tr>
<th>NEW POSITION NUMBER</th>
<th>NEW CAMPUS: ADDRESS 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS PHONE NUMBER</td>
<td>ADDRESS 2</td>
</tr>
<tr>
<td>NEW DEPT ID</td>
<td>ADDRESS 3</td>
</tr>
</tbody>
</table>

☐ New Pay Rate
☐ New Pay Rate __$__
[ ] PER:
☐ Annual
☐ Month
☐ Hour

☐ CHECK IF FUNDING SOURCES HAVE BEEN VERIFIED AND ARE ACCURATE ON THE DEPARTMENT BUDGET TABLE

☐ Yes ☐ No If Workstudy-Department Budget Table has been setup for workstudy.

☐ New Business Title (Functional Title)

☐ New Standard Hrs Worked/Wk

☐ Other

Additional Information:

Dept. Contact Name: ____________________________ Phone: ____________________________ Box: ____________________________

Recommending Official Signature ____________________________ Date ____________________________

Additional Approving/Reviewing Signature Date ____________________________

Approving Official Signature ____________________________ Date ____________________________

Reviewing Authority ____________________________
Candidate Selection
- Director approves requisition and position description (PD)
- Department HR posts position in AppliTrak
- Recruiter screens applicants and sends to Hiring Manager
- Hiring Manager conducts interviews and selects candidate of choice
- Director approves or denies Hiring Manager's candidate of choice
- Recruiter sends candidate of choice to AA for approval

CHRC Steps
- Department HR submits CHRC request to HR
- HR initializes CHRC in Sterling
- Department HR drafts offer letter and routes to supervisor for signature
- Candidate completes CHRC steps when Sterling email received
- HR notifies Department HR when CHRC complete

Prehire Steps
- Department HR contacts candidate to let them know when upcoming Prehire Appointment walk-in hours and start dates are (likely twice a week)
- Candidate Prehire Appointment: Department HR sets start date and enters MSS hire (attaches offer letter and position description), Candidate completes personal data, Department HR submits parking permit request
- MSS Hire moves through approvals (dept, VP, HR, etc)
- HR emails candidate offer letter/position description/benefit packet
- New Hire completes onboarding steps (2nd email)
- Candidate stops in to Payroll to verify Onboarding Tasks complete/show acceptable documents/completes I-9/returns benefit documents
- Payroll/HR notifies Department HR that Candidate is cleared to start
- Department HR submits requests for all accesses required for new hire

Start Day
- New Hire reports to work on first day of pay period (recommended)
- New Hire returns all benefited documents to Payroll within 7 days of start date if not returned previously
- New Hire completes online enrollment in benefits within 31 days of start date
- New Hire attends orientation within 30 days of start date

MSS hire must be entered and fully approved a minimum of 7 days prior to start date.

Time to Fill: 25-37 Days
New Hire Process Flow – Temp

Candidate Selection
- Job Opening posted in ND Job Service Website
- Hiring Manager conducts interviews and selects candidate of choice
- Hiring Manager sends hire information to Department HR
- Complete CHRC if required

CHRC Steps
- Department HR submits CHRC request to HR
- HR initiates CHRC in Sterling
- Candidate completes CHRC steps when Sterling email received
- HR notifies Department HR when CHRC complete

Prehire Steps
- Department HR contacts candidate to let them know when upcoming Prehire Appointment walk-in hours and start dates are (likely twice a week)
- Candidate Prehire Appointment: Department HR sets start date and enters MSS hire, Candidate completes personal data, Department HR submits request for parking permit if needed
- Supervisor/HR approves MSS Hire
- New Hire completes onboarding steps (2nd email)
- No later than 24 hours prior to start date candidate stops in to Payroll to verify Onboarding Tasks complete/show acceptable documents/ completes I-9 by complete benefit waiver form
- Payroll notifies Department Onboarding that candidate is cleared to start
- Department HR submits requests for all accesses required for new hire

Start Day
- New hire reports to work on designated start date
- New Hire completes mandatory trainings

MSS hire must be entered and fully approved a minimum of 7 days prior to start date.

Time to Fill: ?? Days

2-7 Days depending on candidate cooperation

?? Days
New Hire Process Flow – Student

Candidate Selection

- Job Opening posted on JobX
- Hiring Manager conducts interviews and selects candidate of choice
- Hiring Manager sends Hire Information to Department HR
- Complete CHRC if required

?? Days

Prehire Steps

- Department HR submits CHRC request to HR
- HR initiates CHRC in Sterling
- Candidate completes CHRC steps when Sterling email received
- HR notifies Department HR when CHRC complete

2-7 Days depending on candidate cooperation

MSS hire must be entered and fully approved a minimum of 7 days prior to start date.

CHRC Steps

- Department HR contacts candidate to let them know when upcoming Prehire Appointment walk-in hours and start dates are (likely twice a week)
- Candidate Prehire Apppt: Department HR sets start date and enters MSS hire, Candidate completes personal data
- Department HR enters hire in JobX
- MSS Hire flows through approvals (Dept., HR, etc)
- HR approves MSS Hire
- New Hire completes onboarding steps (2nd email)
- No later than 24 hours prior to start date candidate stops in to Payroll to verify onboarding Tasks complete/show acceptable documents/completed I-9/complete benefit waiver form
- Payroll notifies Department HR that Candidate is cleared to start
- Department HR submits requests for all accesses required for new hire

2-5 Days

Start Day

- New hire reports to work on designated start date
- New hire completes mandatory trainings

Time to Fill: ?? Days
The University of North Dakota is now implementing the use of the electronic version of the I-9 Form. The Form I-9 is used to establish Identity and Employment Authorization to allow an employee to work in the United States. It is important to follow all rules and regulations regarding the I-9 Form to avoid potential fines or penalties.
I-9 REGULATIONS

• SECTION 1 – MUST BE COMPLETED BY THE EMPLOYEES FIRST DAY OF WORK

• NAME – FULL FORMAL NAME

• ADDRESS – COMPLETE STREET ADDRESS: (NO P.O. BOX ADDRESSES AND DO NOT ABBREVIATE CITY NAMES)

• DATE OF BIRTH – MANDATORY

• SSN – MANDATORY AT UND BECAUSE WE ARE AN E-VERIFY EMPLOYER

• E-MAIL ADDRESS – CURRENT

• TELEPHONE – USEFUL BUT NOT MANDATORY; ENTER (N/A) IF NONE

• SIGNATURE – MANDATORY

    INDIVIDUAL UNDER 18 – FOR EMPLOYEES WHO ARE UNDER 18 WITHOUT A PHOTO I.D.
    SPECIAL PLACEMENT – EMPLOYEE WHO HAS A PHYSICAL OR MENTAL IMPAIRMENT WHO IS PLACED IN A POSITION BY A NON-PROFIT ORGANIZATION
Section 2 - must be completed by the third business day

Have employee review the List of Acceptable Documents as soon as the job is offered
May use one item from List A or one item from Lists B and C together
All documents must be original and unexpired (no photocopies)

See List of Acceptable Documents on next slide.
Note that Social Security Cards with restrictions may not be used as a List C document.
Electronic I-9 Checklist: Steps leading up to the I-9 Process

- Complete recruiting/hiring steps before you make the offer of employment
- Background check is initiated and review the List of Acceptable Documents with employee in the event they may need to send for them.
- Complete JobX if necessary (students only, to check eligibility) You will receive an email from Career Services when approved.
- Ensure employee has original unexpired documents available for presentation
- Hire is entered into MSS (7-10 days prior to the hire date)
- Personal Data email is completed by the employee
- Hire goes through the approvers and 2nd email goes out to the employee to complete the Onboarding Process. (allow 2-3 days for 2nd email to get to employee)
- Employee completes New Employee Onboarding Forms
- Employer may now complete Section 2 of the I-9 Form.
ACCESSING THE I-9 SCREEN

• I-9 SCREEN:   MAIN MENU – NDHE APPLICATIONS-MANAGER SELF SERVICE- I-9 EXTENSION/E-VERIFY/COMPLETE/REVERIFY FORM I-9
This screen shows that the employee has not completed the New Employee On-Boarding Forms because it states – No matching values were found.

Enter the employees Empl. I.D. Number
COMPLETION OF EMPLOYEE ON-BOARDING FORMS

• THERE TWO WAYS FOR THE EMPLOYEE TO ACCESS THE NEW EMPLOYEE ON-BOARDING FORMS

• THEY MAY GO BACK INTO THE 2ND EMAIL THEY RECEIVED AND CLICK ON THE LINK

OR

• THEY MAY GO TO THE PAYROLL HOME PAGE, CLICK ON MANAGERS TOOLBOX, MANAGER SELF SERVICE AND SCROLL TO THE BOTTOM OF THE PAGE AND CLICK ON THE ACTIVITY GUIDE LOG-IN
Navigate to the Human Resource Website > Manager’s Toolbox > Manager Self Service

Manager Self Service

PeopleSoft Manager Self Service User’s Guide for UND Supervisors and Managers

- A guide to using PeopleSoft Manager Self Service to process employee terminations.

Manager Self Service User’s Guide

Manager Self Service User’s Guide for UND Supervisors and Managers for Hires

- A guide to using PeopleSoft Manager Self Service to process employee hires.

Manager Self Service Hires User’s Guide (final version)

Information Forms for Employees and Employers

- File Process for MSS
- Hire Checklist (Generic)
- Beneficial Checklist
- Temp Checklist
- Student Checklist
- Internal Transfer Form Instructions / Internal Transfer Form
- New Hire Information Letter
- Retire With A Break in Service Information Letter
- Employee Information Sheet
- Employee Information Sheet/Signatures
- Social Security Office Employer Letter
- MSS Creativity Checklist
- I-9 Acceptable Documents
- Form Approval Change Form

Manager Self Service User’s Guide Link

Activity Guide Email Link

https://admisrs.ndsu.edu/pwp/help/nda Visit Login

https://hitdesk.ndsu.edu/ndsuaccount/

Activity Guide Email Link

https://admisrs.ndsu.edu/pwp/help/nda Visit Login
This is the screen you will see if an employee has completed the New Employee On-Boarding Forms.

You will then click on View People Soft I-9 and open up Section 1 and review the employees information for accuracy.
Review name, address, date of birth, social security number, attestation box and signature. If there is an error, you may request that a new Section 1 of the I-9 Form is completed.
CORRECTING AN I-9 FORM

• YOU MAY HAVE THE EMPLOYEE GO BACK INTO THE NEW EMPLOYEE ON-BOARDING FORMS AND CLICK ON THE I-9 FORM, AND CLICK ON REQUEST A NEW I-9 FORM AT THE TOP OF THE PAGE

• IF I-9 WAS FULLY COMPLETED AND AN ERROR WAS DISCOVERED THEN THE EMPLOYER MAY GO TO THE BOTTOM OF SECTION 2 AND REQUEST A NEW I-9 FORM IS SUBMITTED AND THEN START OVER.
Complete Section 2 – using the appropriate lists, according to the documents provided, do not check the receipt box unless it is a receipt.

- Receipt boxes should remain unchecked unless a receipt is used.
- Receipts will suspend an Electronic I-9 until the original document is presented and you will be required to go back into the I-9 and remove the checked receipt box and enter the new information before verifying it in E-Verify.
• Internationals with Social Security Numbers may be entered online. Those without Social Security numbers should complete a paper I-9 and return later when SSN is received and add it to their form. All other forms will be completed electronically.

• Notify Anita in Payroll (777-4890) whenever a paper I-9 is held because a SSN is pending or with questions when completing an I-9 for internationals. Those I-9’s will be entered into E-Verify when the SSN is received.

• Internationals will also need to visit the Payroll Office upon employment to complete a FNIS Form.

• Make copies of Photo I.D.’s only and put the employees EMPL. I.D. on the sheet. The department will forward the I-9 to the person who enters them into E-Verify. They must be entered by the third business day.

• The E-Verify person will also add the case verification number to the Photo I.D. and email the case verification sheet and Photo I.D. to: UND.PAYROLLBENEFITS@UND.EDU and also include the 3 paper benefit forms if they are benefitted.
Be absolutely sure that you have signed the I-9 Form and clicked submit. Failure to do so may result in a fine!
SECTION 3

• THIS SECTION IS FOR UPDATING REHIRES (ONE TIME ONLY), NAME CHANGES, OR UPDATING EMPLOYMENT AUTHORIZATION.
Insurance Forms or the Waiver of Retirement Form should be completed at the time the employee is there to complete the I-9 Form.

These forms should be emailed with Photo I.D. and Verification sheet.
CONCLUSION

• THE LAST SCREEN SHOT IS A CHEAT SHEET TO ASSIST YOU IN STEPS LEADING UP TO AND INCLUDING THE PROCESSING OF AN ELECTRONIC I-9 FORM.

• QUESTIONS REGARDING I-9 PROCESS – CALL ANITA 777-4890
Electronic I-9 Checklist:

- Complete prior recruiting/hiring steps before you make the offer of employment
- Background check is completed and have employee review the list of Acceptable Documents
- Complete Job Offer if necessary (students only, to check on eligibility) – You will get an email from Career Services
- Employee has documents ready from List of Acceptable Documents (ask if they have them readily available)
- Hire is entered into MSS (7 – 10 days prior to the hire date)
- Personal Data is completed by employee at pre-hire appointment as soon as the hire is submitted in MSS
- Hire goes through the approvers and entered onto P/5 and 2nd email goes to employee for Onboarding Forms
- Activity Guide is completed in its entirety prior to first day of work by employee
- Section 2 of the I-9 Form is completed with I-9 verifier prior to first day of work
- Copy of Photo I.D. made in color if possible (you may scan and email to Anita.kernitz@umd.edu)
- Snap, I.D. and Case Verification Number is written on the photo I.D. page
- Photo I.D. is sent to Payroll as soon as Section 2 has been completed (do not hold)
- Verify with employee that paper benefit forms are completed and email to Payroll at the same time as the I-9
- Verify that online benefit forms have been completed with benefit-eligible employees within first 31 days of hire.
- You may give your departments something to notify them that the employee is o.k. to start after the I-9 has been completed
- If employee does not have a SSN you may still put them in MSS but they will need to complete a paper I-9 without the SSN before they begin working. They will need to return to Payroll with the SSN when they receive it and we will have them put it on their form and verify them in E-Verify and enter the number into PeopleSoft.

I-9 Regulations:
Section 1 of the I-9 Form must be completed on or before the first day of work.
Section 2 will be completed immediately after the Activity Guide has been completed on the first day.
International: Send all international hires to Payroll to complete Section 2 of the I-9 Form as there is a 2nd Step that will also need to be completed here for them as well and Payroll will handle it. Be sure they bring their documents with them. Internationals w/o SSN’s will need to be completed on a paper I-9 Form. They will be forwarded to the Payroll Office. Employee will bring SSN to the Payroll Office when received.

Receipts: Some receipts may be used - for example: Receipt of Driver License replacement...YOU WILL NEED TO SAVE THE I-9 FORM AND WATCH OVER HEARTS UNLESS ORIGINAL DOCUMENT IS RECEIVED AND THEN GO IN AND ADD THE ORIGINAL DOCUMENTATION UNDER THE RECEIPT. PLEASE CALL PAYROLL AND LET THEM KNOW YOU ARE HOLDING AN I-9 WITH A RECEIPT.

I-9 Screens:
Entering online I-9, MAIN MENU - ND HE APPLICATIONS - MANAGER SELF SERVICE - I-9 EXTENSION/ E-VERIFY
COMPLETE/VERIFY EE FORM I-9

CHECK SECTION 1 FIRST TO SEE IF INTERNATIONAL WAS CHECKED – IF SO, SEND THEM TO PAYROLL TO COMPLETE SECTION 2 WITH ANITA. CHECK TO SEE THAT EVERYTHING IN SECTION 1 HAS BEEN COMPLETED CORRECTLY SUCH AS FULL NAME, NO P.O. ADDRESSES, NO ABBREVIATIONS, DOB CORRECT, INTERNATIONAL INFO IS UNDER ALIEN SUCH AS I-94 #, PASSPORT NUMBER, COUNTRY OR ALIEN REGISTRATION NUMBER
PAYROLL WILL ALSO HAVE THE INTERNATIONAL EMPLOYEE COMPLETE FNS AT THIS TIME IN PAYROLL

ENTERING VERIFICATION NUMBER INTO PEOPLESOFT:
MAIN MENU - ND HE APPLICATIONS - MANAGER SELF SERVICE - I-9 EXTENSION/E-VERIFY
FOR ASSISTANCE WITH MSS HIRES:
JOANNE BARSTAD  777-2156
HEIDI GERSZEWSKI  777-4988
TYLER CLAUSON    777-4194
KAYLA DICKELMAN  777-6124
I-9 ASSISTANCE:
ANITA KEMNITZ  777-4890