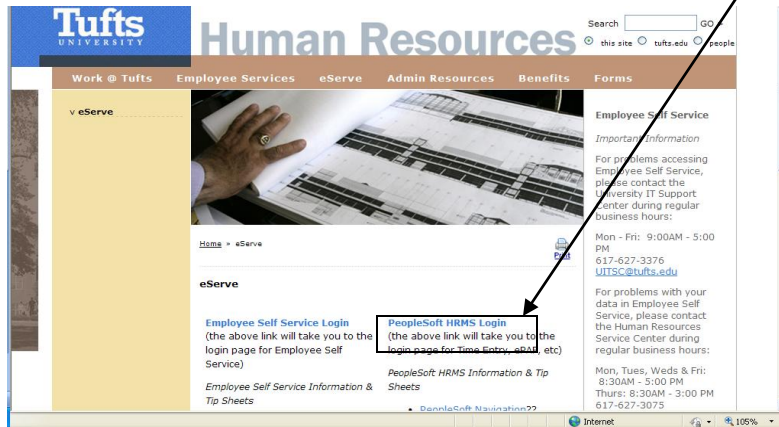


Tufts University – New Hire Process

Completing and Verifying the Employee New Hire I-9 Form

Any person hired to perform labor or services in return for wages or other remuneration must complete the Employment Eligibility Verification Form I-9. This form is used to verify the employee’s identity and ability to work in the United States. New employees will complete Section I of the Form I-9 on their first day of work. **You, as the supervisor or department ePAF administrator, must review the new hire’s Form I-9 and complete the employer portion, Section 2, of the form within 3 business days of the hire.** This “tip sheet” gives you step-by-step instructions for completing the form in the PeopleSoft HR system.

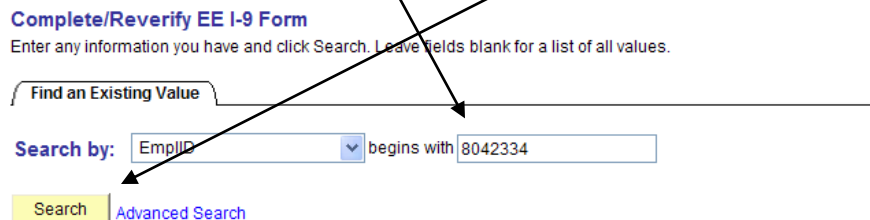
Navigate to the Tufts PeopleSoft HRMS login at: <http://eServe.hr.tufts.edu/>. Click on **PeopleSoft HRMS Login**, and then log in using your Tufts UTLN (“User ID”) and your PeopleSoft password.



At the next screen, click on **Workforce Administration** and then click on **Complete/Re-verify EE I-9 Form Forms**.



Then enter the **Employee’s Identification Number** (Empl ID), and click **Search**. You can also search by name by selecting the button in the “Search by:” box and selecting name from the list.



I-9 Form
Employer Review and Verification

Linda May

Social Security #:
Date of Birth:
Maiden Name: Jones, Linda
Employee Sign Date: 08/09/2010

Citizenship and Employment Verification

- A citizen or national of the United States
- A lawful Permanent Resident (Alien #) A
- An alien authorized to work until
(Alien # or Admission #)

Minor and Special Placement Details

- Special Placement Employee unable to present a List A or List B document
- Minor unable to present a List A or List B document
- Prepared and/or translated by a person other than the Employee

Document Verification

To be completed and signed by the employer. Examine one document from List A OR examine one document from List B and one from List C, as listed in the instructions, and record the title, number and expiration date, if any, of the document(s).

To open the complete instructions in a separate browser window, click [I-9 instructions](#)

List A

Document Title: Receipt

Issuing Authority:

Document Number: Exp. Date (if any):

Document Number: Exp. Date (if any):

List B AND List C

Document from List B

Document Title: Receipt

Issuing Authority:

Document Number: Exp. Date (if any):

Document from List C

Document Title: Receipt

Issuing Authority:

Document Number: Exp. Date (if any):

Employer Representative Details

Employer Rep's Name: Alan C
Title:

200 Boston Avenue
Medford, MA 02155

I attest under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

The next screen will show you the employee's I-9 Form, as submitted by the employee. The employee's personal information will be displayed, as well as the employee's statement as to their citizenship status (and, in rare instances, details about Minor and Special Placement). Proceed to section

DOCUMENT VERIFICATION

List A is used for employees who are US Citizens and have a US Passport available, **and for** employees who are Non Resident Aliens (NRA) who, except in extremely rare circumstances, will have one of the four listed NRA documents that authorize them to work in the US.

Click on List A, and then click on the drop-down arrow by Document Title, and select the appropriate document from the list (see the next page for an explanation of the document choices). Then enter the Issuing Authority (e.g. United States for a US Passport), Document Number and Expiration Date (if any).

List B and C is used for employees who are US Citizens but who do not have a US Passport available.

List B contains documents that are usually picture IDs that prove identity, such as a Driver's License;

List C contains documents that prove ability to work in the US, such as a Social Security Card.

Click on List B and C. Under **Document from List B**, click on the drop-down arrow by Document Title, and select the appropriate document from the list. Then enter the Issuing Authority (e.g. Massachusetts for a MA Driver's License), Document Number and Expiration Date (if any). Under **Document from List C**, click on the drop-down arrow by Document Title, and select the appropriate document from the list. Then enter the Issuing Authority (e.g. United States for a Social Security Card), Document Number and Expiration Date (if any).

When done, click on **Accept**, which will save the form and add your electronic signature.

For more information, view the I-9 form and instructions at: <http://www.uscis.gov/files/form/i-9.pdf>.