NMSU I-9/E-Verify Solution

Department User Manual

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Welcome

Before using this manual it is recommended that you review the Form I-9, Employment Eligibility Verification form issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services and the Handbook for Employers, Guidance for Completing Form I-9 (Employment Eligibility Verification Form) M-274, see below for links.

Federal immigration laws make it mandatory for employers to verify the employment eligibility of all workers hired after November 6, 1986. This requirement is fulfilled through the completion and storage of a Form I-9 Employment Eligibility Verification form. **Completed Forms I-9 must be maintained by the employer for three years after the date of hire or one year after employment ends, whichever is later.** An individual may not begin employment unless Form I-9 is completed. Failure to comply with the Immigration Reform and Control Act of 1986, as amended, will subject employers to civil or criminal penalties including fines. For more information see:

- I-9 Central website at: http://www.uscis.gov/I-9Central Because immigration law and employment eligibility verification regulations can change over time, we encourage you to periodically check I-9 Central for updated information.
- Handbook for Employers M-274 at: https://www.uscis.gov/i-9-central/handbook-employers-m-274
- E-Verify website at: http://www.dhs.gov/e-verify
- NMSU I-9/E-Verify Toolkit at https://hr.nmsu.edu/form-i_9-e_verify/

Overview of I-9/E-Verify Solution

The electronic I-9/E-Verify solution allows a user to perform a variety of functions such as:
- Complete a new Form I-9 using electronic signatures
- Reverify (complete Section 3) an existing Form I-9 online
- Verify an employee's eligibility to work in the United States through E-Verify®

I-9 Management contains two sites (Employment Center for employees creating section 1 and the I-9 Management Compliance Center for departments to complete section 2) that will help eliminate paper, reduce costs, and maintain compliance with immigration laws and regulations governing Form I-9 and E-Verify.

The ***Employment Center*** allows an *employee* to independently complete Section 1 of their Form I-9 and sign it electronically. This process creates a "Pending I-9". The link is available on the template offer letters as well as the I-9 toolkit located in the Employment and Compensation website.

The ***I-9 Management/Compliance Center*** site is designed for HR professionals, hiring managers, and administrators. This site allows authorized users to complete Section 2, reverify an employee's work authorization, and process E-Verify cases. The functions available depend on the user's Role and Location access. Management also helps eliminate liability and maintain compliance with federal regulations to avoid penalties and fines. This site is available through the employee section of MyNMSU.

I-9/E-Verify System Access

Departments adding or removing users to the Electronic I-9 Management System will complete the **Electronic I-9/E-Verify Access Form**. All new users will be required to attend an I-9/E-Verify Training session, please visit **Training Central** for dates and times of available trainings.

Once access has been granted, users will access the system through MyNMSU Electronic I-9 System link under the Employee Tab.

Navigating the Main Menu

After logging in, click on the I-9 Management link to access the Main Menu for handling your I-9s. The options displayed on the Main Menu page depend on your assigned user Role. You will typically use the Employer site for such functions as completing Section 2, reverifying an employee's employment eligibility, accessing Forms I-9, and closing E-Verify cases. Let's take a look at the options on the Main Menu page and navigational features.
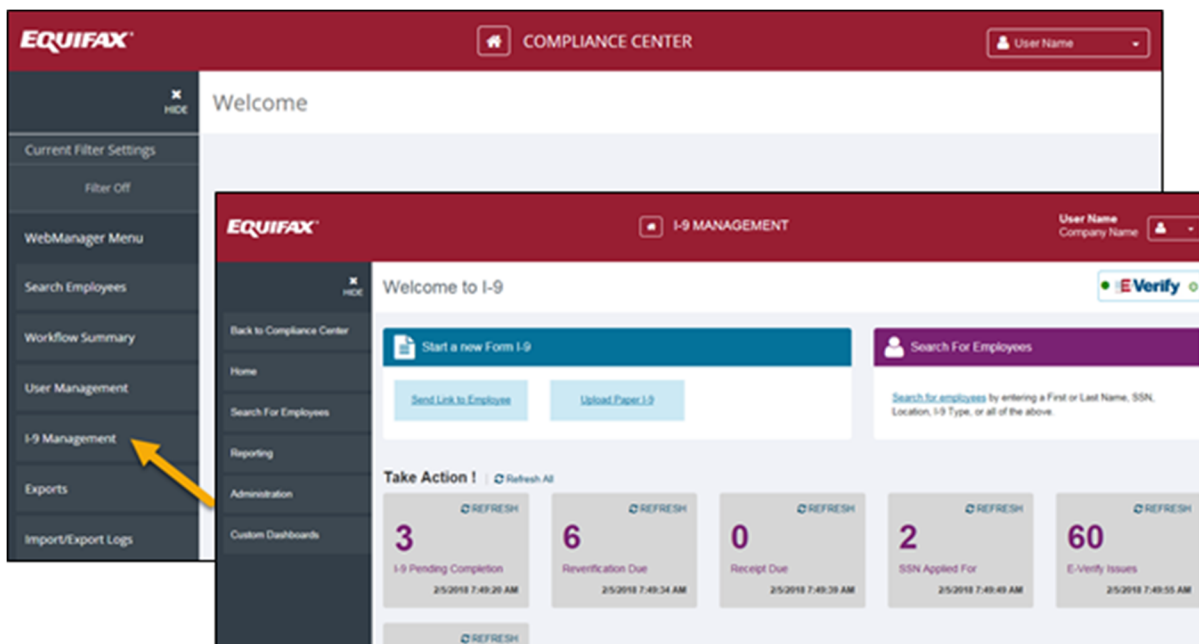
Take Action Dashboard

The dashboard on your Main Menu contains a variety of action items that you are responsible for. These will vary based on your user access (role and location). The Take Action Dashboard is a one-click access to specific categories of Forms I-9. The different action items are described in detail below. (Click on the individual refresh buttons to update the number of I-9s. This does not automatically update.)

Take Action ! ⟳ Refresh All

⟳ REFRESH	⟳ REFRESH	⟳ REFRESH	⟳ REFRESH	⟳ REFRESH
3	**12**	**1**	**0**	**5**
I-9 Pending Completion	Reverification Due	Receipt Due	SSN Applied For	E-Verify Issues
1/16/2018 11:06:52 AM	1/16/2018 11:07:02 AM	5/11/2017 12:54:55 PM	5/11/2017 12:54:56 PM	5/11/2017 12:55:12 PM

I-9 Pending Completion

The I-9 Pending Completion option means that Section 1 of the Form I-9 has been completed electronically by the employee and it is awaiting the completion of Section 2 by the department representative . The reason for creating a Pending I-9 is that Section 1 and Section 2 have different timing requirements for completion. Section 1 must be completed on or before the employee's first day of work. Section 2 may be completed any time after Section 1 is completed, but must be completed no later than 3 business days <u>after</u> the employee's first day of work. Since signature dates are automatically populated when each section is signed, a Pending I-9 has to be created to preserve the date the employee actually signed Section 1.

A Pending I-9 is not retained forever. A Pending I-9 is removed in the following situations.

- Section 2 has been completed.
- The retention period for a Pending I-9 is a configured 30 days

I-9s Pending Completion are assigned to the Location selected by the new employee and can be seen by all users with access to that Location. ** If you need assistance locating an I-9 for an employee that has completed section 1 please contact teamhrs@nmsu.edu.

Click on I-**9 Pending Completion** action item box to display the list of Pending I-9s. Click the employee's name to complete Section 2 of their Form I-9.

Reverification Due

A Form I-9 is categorized as Reverification Due if an alien employee's employment eligibility is about to expire. When an employee enters the Reverification Window, the employee will be listed in the Reverification Action Items. Users will only see employees in the Reverification Due section that fall within their location access.

Click the **Reverification Due** action item to display the list of employees with employment eligibility expiring within your Reverification Window. Please contact teamhrs@nmsu.edu for further guidance/assistance.

SSN Applied For

This is a list of Forms I-9 with Section 1 completed using the **SSN Applied For** option. This option should be used if the employee does not have a Social Security number or the employee has applied for a Social Security number and it has not yet been issued. The employee should provide their SSN to you within 90 days. I-9 Management will track these employees for you.

Click the **SSN Applied For** action item to display a list of employees with a Form I-9 that was completed using the **SSN Applied For** option in Section 1. Next, click the employee's name to access their Employee Detail page. From there you can click the **Change SSN** link to enter the employee's SSN and satisfy the **SSN Applied For** status. Once you have entered the employee's SSN the employee is removed from this category.

Receipt Due

The receipt due option can be selected when completing Section 2 for the following reasons:

- A receipt for a replacement of a lost, stolen, or damaged document - the employee must present the actual document for which the receipt was issued
- The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph - the employee must present the actual Form I-551 (Permanent Resident Card, or "green card")
- The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp - the employee must present an unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card

If the employee falls into one of these circumstances, you will select the document from then drop-down menu and click the Receipt box. Continue with completing Section 2 of the Form I-9. The record will be placed in Receipt Due action item box on your dashboard for follow-up. If configured, you will also receive email reminders of employees that have receipts due.

To update a receipt, click on the Receipt Due action item(s) and access the Employee Detail page. Select the Receipt Update option to enter the new information.

It will show you which document was flagged as a receipt so that you know what you are updating. After clicking Continue, you will enter the document information and save your entry.

Once you have completed the task, you should see a success banner at the top of the screen and a Receipt Update entry in the I-9 History.

E-Verify Issues

E-Verify is a federal government program that verifies the information on an eligible employee's Form I-9 with the Social Security Administration (SSA) and the Department of Homeland Security (DHS) databases to determine if the employee is eligible for employment in the United States. If you are using E-Verify, the employees listed in this category have an open E-Verify case attached to their current/active Form I-9. This could include cases such as Final Non-confirmations, that have not been closed.

Click the **E-Verify Issues** action items to display the list of employees with an open E-Verify case. Next, click the employee's name to access the employee's Employee Detail page. Depending on the E-Verify response, you may have the following options:

- The **History** button displays the history of this E-Verify case.
- The **Close Case** button to close the case. Once you have closed the case the employee is removed from the **E-Verify Issues** action items list.
- The **Continue** button will guide you to the next action required for that specific E-Verify response.

- The **Photo Matching** button will allow you to view a copy of the photo that the SSA/DHS has for the photo match document the employee presented.
- The **Refer** button to refer the employee to the appropriate government agency to correct the mismatch identified as a Tentative Non-confirmation (TNC) by E-Verify. Please contact teamhrs@nmsu.edu for further guidance/assistance.
- The **No Action** button to indicate that the employee does not wish to contact the appropriate government agency to correct the mismatch, which is considered the employee's admission that they are not authorized to work in the United States and can be terminated. Please contact teamhrs@nmsu.edu for further guidance/assistance.

E-Verify issues such as SSA/DHS Tentative Non-confirmations should be resolved within 10 government work days. Please contact teamhrs@nmsu.edu for further guidance/assistance.

All E-Verify cases must be closed. To close a case for an individual employee, click the **Close Case** button in the E-Verify section on the employee's Employee Detail page. Be careful to select the proper closure code when closing the case because you cannot change it once the case is closed. Depending on your E-Verify response, the case closure options may vary. *The sample below depicts the option you would select if you received a TNC for an employee and determined it was due to data entry error(s):

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

Below indicate whether or not you will continue to employ **Sabina Ness** after receiving a Final Non Confirmation

○ We will no longer employ **Sabina Ness**.

○ We will continue to employ **Sabina Ness**.

● Neither of the options above apply ? I am closing this case for a different reason.

| The information entered was not correct | ▾ |

Cancel Back Close Case

Please note that if you close a case due to incorrect information, you must complete a new I-9 for that employee.

COMPLETING an I-9

Employee: Completing Section 1

Utilizing the link provided in the offer letter, the employee will complete Section 1 and will enter the information necessary to complete Form I-9. The new hire will access their packet, review the instructions and "Continue" to the Personal Information Page.

NM STATE UNIVERSITY

ELECTRONIC I-9

Welcome to the Electronic I-9 Completion Website.

This site provides access to create Section 1 of the electronic form I-9.

To begin, enter the Location indicated on your offer letter

Upon completion of Section 1 of the I-9, please contact your hiring department representative to set up an appointment to complete Section 2. Section 2 must be completed within 3 business days of the date of hire.

This information is only used to identify your account and it is protected by industry standard SSL encryption.

*required fields

LOCATION*

[CONTINUE]

Once an offer has been accepted, but **no later than** the first day of work, all new faculty and staff must complete Section 1 of the Form I-9. Form I-9 can be completed as soon as, but not before, a job offer has been extended and accepted. Instructions are available at: https://hr.nmsu.edu/form-i_9-e_verify/

- **Returning:** Employees returning to the University after any break in service must complete a new Form I-9. See the reappointments section below for further guidance.
- **Reappointments:** Part-time faculty and student employees who are reappointed every year and who have a break in service of **less than 1** year are considered seasonal employees and do not need to complete a new Form I-9.

Employees will complete the personal information page, including the signature at the bottom and 'Continue' to Section 1 of the Form I-9.

The first block is for demographic information such as the employee's name, address, date of birth, and Social Security number as well as optional information such as middle initial, other last names used, apartment number, email address, and telephone number.

On this screen, the new hire may:

1. Review the instructions in both English and Spanish

2. Click the View Employee Information link to review their demographic information that was imported from the Personal Information Page.

3. Edit Personal Information.

The employee will be required to (1) complete their citizenship status and (2) indicate whether or not a preparer/translator assisted in preparing Section 1. Depending on the employee's response, additional fields may populate if more information is required.

(1) A citizen of the United States – the employee will click this option if he/she is a citizen of the United States.

(2) A noncitizen national of the United States – the employee will click this option if he/she is an individual born in American Samoa, certain former citizens of the Trust Territory of the Pacific Islands, and certain children of non-citizen nationals born abroad. (See Form I-9 instructions for details).

(3) A lawful permanent resident – the employee will click this option if he/she is a lawful permanent resident with a "green card" and enter the employee's Alien/USCIS number in the box provided.

(4) An alien authorized to work – the employee will click this option if he/she is an alien. In most cases the employee will be authorized to work in the U.S. until a specified date, but some employees may be authorized to work indefinitely. This employee will be required to enter _one_ of the following:

- o   Alien Registration Number/USCIS Number
- o   Form I-94 Admission Number
- o   Foreign Passport Number and Country of Issuance

Preparer and/or Translator

The last section is the Preparer and/or Translator section. The employee must indicate whether or not a Preparer and/or Translator assisted in the completion of Section 1.

If one or more preparers or translators assist the employee in completing Section 1, the preparer or translator must select the second box marked "A preparer(s) and/or translator(s) assisted the employee in completing Section 1" and complete the remaining fields. Multiple preparers can be added by clicking the "Add" button.

If the Preparer and/or Translator section is completed, the Preparer and/or Translator must electronically sign Form I-9. They will need to click the checkbox to indicate the individual has read, understands, and agrees with the perjury statement.

Department: Completing Section 2

Section 2 is where the HR professional, hiring manager, administrator, or employer representative/agent enters the information on the employee's documentation and electronically signs Form I-9. You can access the Pending I-9 in three ways:

- ●   Clicking on the **Complete I-9** button within the Workflow Summary in Compliance Center
- ●   Clicking the I-9 Pending Completion option on the I-9 Management dashboard, or
- ●   Searching for the employee in I-9 Management

Remote Employees
Human Resource Services is available to assist departments that are hiring employees that are unable to reach a New Mexico State University campus. Please contact our office at teamHRS@nmsu.edu and provide the zip code and we can provide additional instructions including the closest I-9 reciprocal processing center.

Section 2 must be completed no later than the 3rd business day after the employee's first day of work. : The employee must be in person and provide original, unexpired documents to complete the I-9.

STEP 1: Locate Pending I-9 & Review Section 1

First, you should enter the employment date. If the new hire has already entered the employment date in Section 1, then the employer should verify this is correct before moving forward.

Next, you may assign the employee to a Location, if appropriate. If the location has already been selected in Section 1, but you determine that information is incorrect, you can click the **Review/Change Section 1 Information** link to allow the employee to correct the information and electronically re-sign Section 1.

STEP 2: Viewing Documents

To complete Section 2, you must select the acceptable document(s) that were presented by the employee to verify identity and employment eligibility. There are three lists of documents. The employee can present one List A

document to establish both identity and employment eligibility. Or, the employee can present one document from List B to establish identity and one document from List C to establish employment eligibility. You or your representative/agent must personally inspect, in the physical presence of the employee, the employee's original documentation that establishes the employee's identity and employment eligibility to work in the United States. Except for a certified copy of a United States birth certificate, or a List C document issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal, photocopies or numbers representing original documents are not acceptable. (It is also acceptable for the employee to present a receipt instead of the original document. There are follow-up actions the employee and the employer must take to update a receipt used to complete Form I-9.)

STEP 3: Enter Information in Section 2

After inspecting the documentation presented by the employee, you will select the appropriate list of documents and then the specific document or combination of documents from the drop-down list. When you are finished, click the **Continue** button.

Next, you will enter information from the documentation presented by the employee. The information you are prompted to enter will match the document(s) you selected on the previous page. Enter the information and click the **Continue** button.

To help you determine if a document appears to be genuine, you can click the **Sample Document** link to the right.

There are samples available for most documents and there may be several examples, especially for state driver's licenses and state ID cards. When you click the **Sample Document** link a Lightbox opens in the middle of the page to display the sample document(s). The Lightbox will tell you if there are multiple examples of the document and how many there are. Click the **Next** and **Prev** links to view the document examples. Since documents change from time to time there may not be an example of the document the employee presents. This does not mean the document is not valid. When you are finished, click the **Close** link to return to the Section 2 page.

Step 4: Employer Electronic Signature

The next step is for you to electronically sign Section 2. This is done in a similar fashion to the electronic signatures in Section 1.

1. Review the information entered on the Form I-9 to make sure it is correct.
2. Click the checkbox to agree with the perjury statement.
3. Enter any information required (this depends on your configuration settings).
4. Click the **Continue** button to complete your electronic signature.

Step 5: Review/Resolve Errors (if applicable)

If errors are made, a message for each error displays at the top of the page. Any field in error is highlighted in green. All errors must be corrected before the user is allowed to continue.

Duplicate SSN

When you create a Form I-9 with an SSN in Section 1, a check is done when you start to complete Section 2 to determine if the SSN entered in Section 1, matches the SSN for one of your employees on file. This check is done to prevent more than one employee from using the same SSN. If the SSN in Section 1 of the new Form I-9 matches the SSN of one of your existing employees on file, the Duplicate SSN page displays. The Duplicate SSN page may also be referred to as the Same or Different page.If you receive the Duplicate SSN page, please contact teamhrs@nmsu.edu for further guidance/assistance.

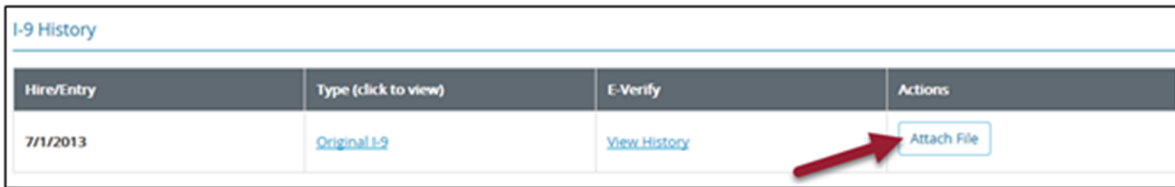### Step 6: Photo Matching & Attaching Documents

To complete photo matching, departments must search for the I-9, click on the employee's name then click the "Photo Matching" button and compare the photo on the screen to the photo on the document. Photo matching is triggered automatically if an employee presented a U.S. Passport, U.S. Passport Card, Permanent Resident Card (Form I-551) OR an Employment Authorization Document (Form I-766).

A front and back copy of the photo matching document (US Passport or passport card, Permanent Resident card and Employment Authorization Cards) **must be retained and attached to the electronic I-9/E-Verify system**. *

You can only attach supporting documents to a completed Form I-9. The attach document feature is located in the I-9 History section of the [Employee Detail page.](#) This means, you must access the Employee Detail page to attach a scanned supporting document to an employee's Form I-9.
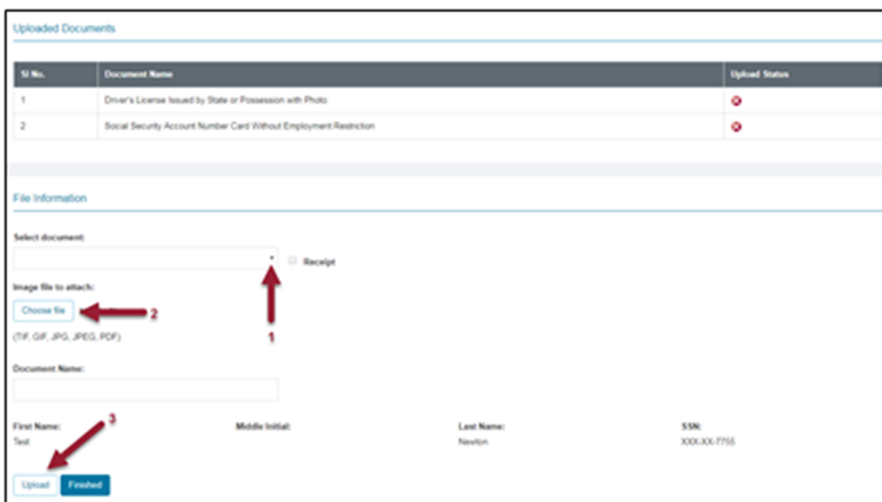
Document Upload Instructions

Once you have accessed the Employee Detail page for the employee, click the **Attach File** link in the I-9 History section of the Employee Detail page.

Select the document you are adding from the drop-down menu.   The options in the menu should mirror the documents you entered when completing Section 2 of the Form I-9.   If you are entering a different document, you may choose the **Other** option and add a title in the **Document Name** field.

Click the **Browse** button to locate the scanned supporting document you wish to attach to the Form I-9. The document must be saved as an electronic image file in one of the supported (TIF, GIF, JPG, PDF) formats.

Once you have selected the document you wish to add, click the **Upload** button. This will launch a preview screen of the image you just added.   Click on **Correct** or **Incorrect** to move forward.

A copy of both the front and back of the photo matching document is required to be retained and attached to the electronic I-9 system. In the case of a U.S. passport a copy of the Passport ID page and the Passport Barcode page is required. Ensure that each document is attached with the correct title. The front and back of each document will be attached separately. Please read the instructions in full at the top of the webpage to walk you step-by-step through this process.

SPECIAL INSTRUCTIONS DURING COVID-19 TELEWORK: Copies of ALL the documents used in the I-9 process front and back must be uploaded in the electronic I-9 system. For full instructions regarding COVID, please see the I-9 toolkit available at https://hr.nmsu.edu/form-i_9-e_verify/.
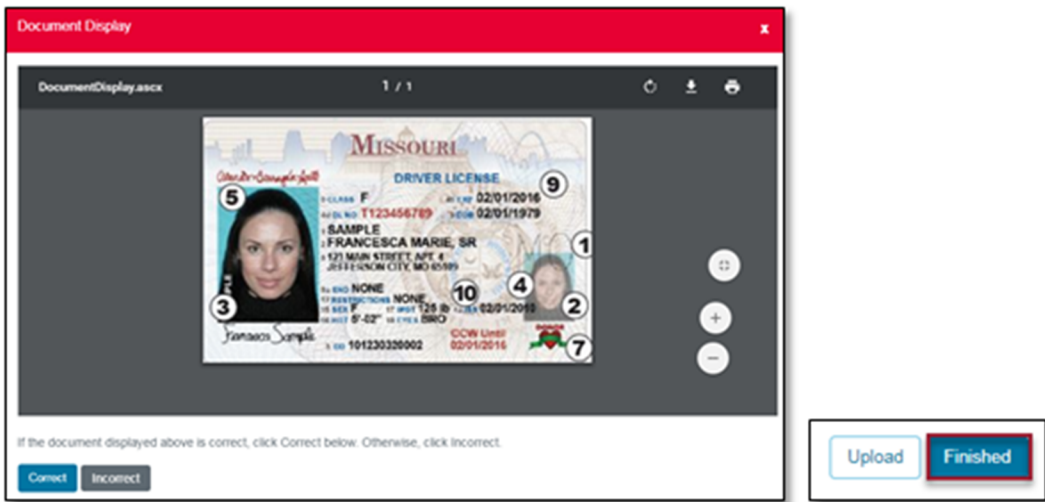
If the image was correct, click on the **Finished** button to complete the upload. You will now be able to view the documents you uploaded in the I-9 History section of the Employee Detail Page by clicking on the corresponding hyperlink.

Note: The document upload feature will support TIF, GIF, JPG, and PDF formats and the maximum file size is 1536 KB. Remember to delete the scanned documents from your computer once the documents have been uploaded to the website.

Edit Attached Data

You can edit the name of a file that has been attached.

Delete Attached File

You can only delete a file entered using the Attach File.

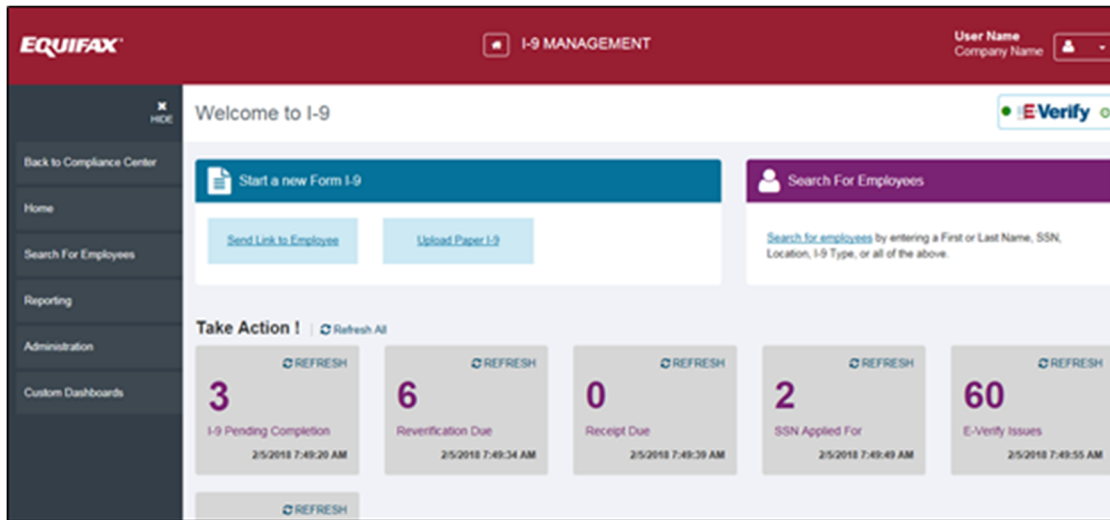### *Step 7: Comments (if needed)*

You can enter or view a comment.

Navigation

The navigation links at the top of the page are standard throughout the Employer site. These links allow you to view the site's Privacy Policy, access Help, and Logout of the site. The navigation link at the bottom of the page is also standard throughout the site. It allows you to view the Terms and Conditions of use for the site.

The menu on the left side of the page is standard throughout the Employer site. This menu allows you to easily navigate the site and jump to any area of the site at any time. The options on this menu may vary based on your user Role, which determines the functions you are authorized to perform on the employees and Forms I-9 that your Location access allows.

Let's take a look at each of the menu options individually and see how they work.

Upload I-9 – DO NOT USE w/o HRS APPROVAL

The Upload I-9 feature **_should not_** be used as it allows the department to enter the information from a paper Form I-9. As we do not allow paper I-9 forms, please work with your HRS Team Partner if you need to complete a paper form.

Search for Employees

The Search for Employees feature serves several purposes. First, use this feature to find a specific employee and access the employee's Employee Detail page. Second, the Search Results page identifies employees with Forms I-9 that need attention. The Type field on the Search Results page is color coded. A red letter indicates a problem and a bold red letter indicates an urgent problem. You can also export the Search Results as a Comma Separated Value (CSV) format file that is compatible with Microsoft Excel and other third-party applications. This will allow you to manipulate the data to create custom reports. The export function is a configuration option.

There are a variety of criteria you can use to complete a search. If you are using the Location feature and you only have authorization for one Location, the criteria will default to your Location. You MUST enter at least one specific criterion. For example, the default shows (All) as the criteria for both Location and Type of I-9. Searching for all types of Forms I-9 in all Locations with no other criteria is not permitted. If you provide data to The Work Number, you also have the ability to indicate whether you would like the Search Results page to include active employees, terminated employees, or both.

You can search using the employee's first name and/or employee's last name. You can also search for an employee by entering the employee's SSN. This is the fastest way to find an employee. This is the recommended search option for finding an employee.

- Type of I-9: Ensure that "All" is defaulted as the results returned depend on the other search criteria selected.
- Location: You can narrow your search by selecting a Location. The search will only be performed on employees within the Location. If you select a Location and a Group, the search will be performed on the employees within the Location.
- Date Range: You can narrow your search to only employees with an employment date (hire date) within the range you specify. If you exclude one of the dates, the search will start or stop at the date you have specified.

Help Feature

Access to the Help feature is only available after you login to I-9 Management. Help is provided for educational purposes and to assist you in completing Forms I-9 that comply with applicable laws and regulations.

Help includes the following:

- Demos – Instructional videos in Adobe Flash format help show you how to perform basic I-9 Management functions.
- I-9 Instructions – View/print a PDF of the Form I-9 instructions in English and Spanish.

- ==Identity and Work Authorization Documents – You can access sample pictures and explanations of most documents that are acceptable to prove an employee's identity and work authorization.==
- Documents and Regulations – View/print PDFs of the Form I-9 regulations.
- Frequently Asked Questions – Answers to many questions about Form I-9 and I-9 Management.
- Application Features – A summary description of the I-9 Management features.
- Government Resources – Other government resources for more Form I-9 information.
- E-Verify® Documents – PDF versions of the E-Verify posters that employers are required to post for all potential employees to see.

I-9 History

You can view/print the employee's documents and take other actions as described below.

View PDF

You can view the PDF of a Form I-9 or an attachment by clicking on the document name in the Type column. The PDF will be opened in a separate browser window. The documents are stored in a Documentum image repository so you are *not* able to right click on the document name and save it.

View E-Verify History

You can access the E-Verify History page for a Form I-9 by clicking this link.

Employee Detail Page

The Employee Detail page is your view to an employee's current information on file, Form I-9 and, if used, E-Verify status and history. There are two ways to access the Employee Detail page.

1. After clicking the **Continue** button to electronically sign Section 2.

2. By searching for an employee and clicking on the employee's name in the Search Results page. This will take you to the Employee Detail page for the employee unless the search result is a Pending I-9. Clicking the employee's name for a Pending I-9 launch Section 2 of the pending I-9 for you to complete.

There are four sections on the page. The employee's most current information is displayed at the top. If you participate in E-Verify, the next section displays the information for the employee's most recent E-Verify case. The employee's I-9 History is the third section. If you use the Comments feature, the fourth section allows you to enter or view comments. From the Employee Detail page you can perform a number of functions depending on your user Role.

The full list of functions available on the Employee Detail page includes:

- Complete Section 3 to reverify the employee.
- Change this employee's current Location
- View/print a Form I-9 and supporting documents for the employee.
- Resolve open E-Verify cases for the employee and view E-Verify history.
- When using the Comments feature, you can view and add comments.

Changing Values: SSN, Employment Date, Termination Date and/or Location

The Employee Detail page allows you to change certain values for the employee. The values you can change are listed below.

Change SSN

You can edit the employee's SSN or mark it as invalid. Because I-9 Management only allows one employee to be associated with an SSN it could be necessary to mark an employee's SSN as invalid to be able to complete a Form I-9 for the true SSN owner. You can also use this function to enter the SSN for a Form I-9 completed using the SSN Applied For option.

Change Employment Date

You can change the employment date on the employee's current/active Form I-9. DHS asks that the employment date on the Form I-9 match the hire date in your payroll system.

Change Termination Date

You can enter or change the employee's termination date. This date will be used to determine when the Form I-9 has satisfied retention requirements and can be purged. This feature is designed to provide you with a simple way to edit the termination date for a specific employee. Since the Termination Date Maintenance feature on the Administration menu requires SSN, this feature is useful if you need to enter or change a termination date for an employee that does not have their SSN (e.g., SSN Applied For) on file.

Change Location

You can assign the employee to a different Location. Only users with access to the employee's current Location will be able to perform functions for the employee. Users with access to the employee's prior Location(s) have view only access for auditing purposes.

Function Buttons (Back, Section 3, Receipt Update)

There are several buttons on the Employee Detail page that allow you to take specific actions.

- Back – This button returns you to the Search Results page.
- Section 3 – This button allows you to complete Section 3-Reverification for the employee's current/active Form I-9. You cannot complete Section 3 for a prior Form I-9. Please contact teamhrs@nmsu.edu for further guidance/assistance.
- Receipt Update – This button allows you to update a receipt used to complete the employee's current/active Form I-9. This button will only be active if the employee's current/active Form I-9 was completed with a receipt and the receipt has not already been updated.

E-Verify

The information for the employee's current E-Verify case is displayed here. If there are actions required to resolve this case, there will be buttons that allow you to take those actions. Instructions on how to close individual E-Verify cases and how to close multiple E-Verify cases are highlighted in this document.

E-Verify Late Reason

When a case is submitted outside of the 3-day window, a new E-Verify Late Reason page will be displayed after the user signs Section 2. On the new E-Verify Late Reason page, users will be prompted to select the late reason from a drop-down and the option of "Other" has been added to the list. Drop-Down options now include:

- o Operational or technical issue encountered.
- o Waited for SSN to be issued.
- o Audit Revealed that New Hire Was Not Run.
- o Federal Contractor verifying an existing employee.
- o Employee presented an acceptable receipt as a Section 2 document.
- o Other

- Users will be able to select from any of the options in the drop-down list. If the option of "Other" is selected, a new text field will require the user to type an E-Verify Late Reason (up to 200 characters).
- The "Send to E-Verify" button on the Employee Detail page will also bring the user to the E-Verify Late Reason page (when applicable).

Extensions to Employment Authorization:

Provides functionality to "Change Extension of Stay" related to Nonimmigrant workers. For employees classified in Section 1 of their current Form I-9 as "An alien authorized to work" functionality will be provided on the Employee Detail page to allow for "Change Extension of Stay" information to be entered.

Form I-129 240 Day Extension

Please contact teamhrs@nmsu.edu for further guidance/assistance.

I-766 EAD 180 Day Extension

Please contact teamhrs@nmsu.edu for further guidance/assistance.

Questions

HR Service Center may be contacted at (575) 646-8000, Monday-Friday, 8:00 AM – 5:00 PM or you may email teamhrs@nmsu.edu for assistance or guidance.