

SSN Applied For

Many of our international employees complete their I-9 as SSN Applied For. When they receive their SSN, you will need to update the I-9 system, and have them provide a copy to NMSU HRS to update in Banner. Select the SSN Applied For tab on the home screen to easily find all the employees that need to have their SSN updated.

To update an employee's SSN, click the **SSN Applied For** action item to display a list of employees who selected the SSN Applied For option in Section 1. Next, click the employee's name to access their Employee Detail page. From there you click the **Change SSN** link, see image below, to enter the employee's SSN and satisfy the **SSN Applied For** status. After you enter the employee's SSN the employee is removed from this category and will process through E-Verify.

Name: Anne Example	Other Names Used: 00000003	U.S. Social Security Number: Applied for Change SSN	Date of Birth: 05/05/1985
Address: 123 Main St	City, State & Zip: St. Louis, MO 63146	E-mail Address:	Telephone Number:
Employment Date: 01/16/2018 Change Employment Date	TWN Hire Date:	Termination Date: Change Termination Date	Work Status: An alien authorized to work

The SSN Update procedure is summarized in the checklist below:

- Click SSN Applied For action item
 - Click the employee's name to go to the Employee Detail page.
- Click Change SSN
- Select the Edit SSN button
- Type the SSN in the box provided
- Click Continue
- Complete the attestation
- Select waiting for SSN to be issued if asked why the I-9 was not sent to E-Verify within 3 business days of Hire.

Social Security #:

- Edit SSN Mark SSN as bad
 Exclude from I-9 PDF

Document Upload

Documents can be uploaded after the I-9 has been completed. If you are kicked out of the system, uploaded the wrong document, or any other issue that may occur, there is an easy way to upload documents to the completed I-9. The procedure is as follows:

Search for the employee and click on their name to go to their Employee Detail page. Once there, scroll down to the bottom to the section titled I-9 History. In the far right column of that section called Actions, there should be a button that is Attach Files, see below screenshot. Select this option, and it will take you to the document upload screen where you can upload any documents needed.

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
8/18/2022	Original I-9		Attach File

Please follow the above procedure to upload documents. **Do not complete a section 3 to upload documents, or a new I-9.** Section 3 should *only* be used to complete reverification of an employee's work authorization, and a new I-9 should only be completed for returning employees who require a new I-9.

The Document Upload procedure is summarized in the checklist below:

- Search for the Employee and click their name to go to the Employee Detail page
- Scroll to the I-9 History section at the bottom of the page.
- Select Attach File in the Action column.
- On the Document Upload screen, upload documents required.
 - If the document to be uploaded was used to complete section 2, it will be an option in the drop down menu.
 - If the document was not used to complete section 2, select Other and provide a short description in the box.
- Select Finish to return to the Employee Detail Page

Please contact teamhrs@nmsu.edu if you need assistance or have any questions.