

Using Banner to check I-9 Status

What is an I-9 form?

- The I-9 form is required by the federal government (Department of Homeland Security) to track employment eligibility for citizens and non-citizens.
- All employees must complete Section I of the I-9 form on or before their first day of employment, and present acceptable forms of supporting Employment Authorization documentation to Human Resources. Human Resources will complete section II of the I-9 and update the I-9 completion date in Banner.
- Supervisors should check Banner to make sure the student has completed the I-9 **before they allow the student to work.** (See next slide)
- If you need to get access to Banner, please complete and submit this form: <http://www.baylor.edu/content/services/document.php?id=22164>

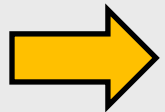
If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu

Using Banner to check I-9 Status

To check in the Banner system for an I-9, do the following:

- 1. Log in to Banner**
- 2. Go to the RASERF form**
- 3. Enter the award year and ID Number for the student you have hired**
- 4. Select “Miscellaneous” from the “Options” menu in your toolbar, OR double-click on the “Next Block” icon**
- 5. Find the “I9 Information” box and review the ‘Form Indicator’ field:**
 - ❖ ‘R’ indicates the student has completed the I-9.
 - ❖ ‘T’ indicates a Temporary I-9; check the ‘Expire Date’ to see if the I-9 is current. If Expired, the student must come to HR to complete a new form.
 - ❖ ‘N’ or Blank: You are responsible for having the student come to Human Resources to complete the form immediately.

For visual instructions, continue



If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu

Using Banner to check I-9 Status: Step By Step

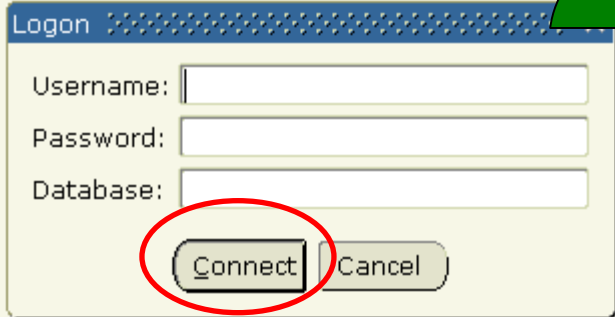
Begin by logging into Banner:

1. Using your internet browser, go to www.baylor.edu/banner. Wait for the Java Microsystems Logon screen to load.
2. Enter your USERNAME and password (NOT the same as your Bear ID and password). Leave the “Database” field blank.
3. Click “Connect.”

1

www.baylor.edu/banner

2



A screenshot of the Banner Logon screen. The window title is "Logon". It contains three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel". The "Connect" button is circled in red.

3

If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu

Using Banner to check I-9 Status: Step By Step

**Go to the
RJASERF form:**

enter “RJASERF”
in the “Go To...”
field.

The screenshot displays the Oracle Fusion Middleware Forms Services interface. The main window title is "Oracle Fusion Middleware Forms Services". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The status bar shows "General Menu GUAGMNU 8.4.2 (PROD) Friday, December 21, 2012 - Last login Tuesday, December 18, 2012 11:54:25 AM".

The "Go To..." dropdown menu is highlighted with a red circle and a yellow callout box. The selected option is "RJASERF". The "Welcome," text is also circled in red. A yellow callout box points to the "Go To..." field, showing "RJASERF" entered in the text box and a dropdown arrow.

The left sidebar shows a tree view under "My Banner":

- Banner
 - Student [*STUDENT]
 - Advancement [*ALUMNI]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Baylor Bank Reconciliation Menu [*RECON]
 - Banner Security [*SECURITY]

The right sidebar shows "My Links" with several links:

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Banner 8 Bookshelf](#)
- [Banner Help Website](#)
- [Banner Training Workbooks](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

The bottom section is titled "Banner Broadcast Messages". The footer contains the text "Enter the object name; Press LIST for listing." and "Record: 1/1".

If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu

Using Banner to check I-9 Status: Step By Step

Pull up the record for your new student:

1. Enter the Aid Year (ex. **1213** for academic year 2012-2013).
2. Enter your new student's Baylor ID Number (ex. **888888888** without hyphens).
3. Their name should appear beside the ID Number. If not, check the number you entered.

Oracle Fusion Middleware Forms Services: Open > RJASERF [Q]

File Edit Options Block Item Record Query Tools Help

Student Employment Referral RJASERF 8.1 (PROD8)

Aid Year: 1213 ID: []

Referral Date: []

Status: []

Fund: []

Accepted Amount: []

Placement: []

Position: []

Job Title: []

Comment: []

Authorized: []

Authorized Earnings: []

Total Authorized Earnings: []

ID; Press LIST for Name/ID search, COUNT HITS for FA Name/ID Search, DUP ITEM for Alternate ID Search

Record: 1/1 | | ... | | <OSC>

Enter the aid year

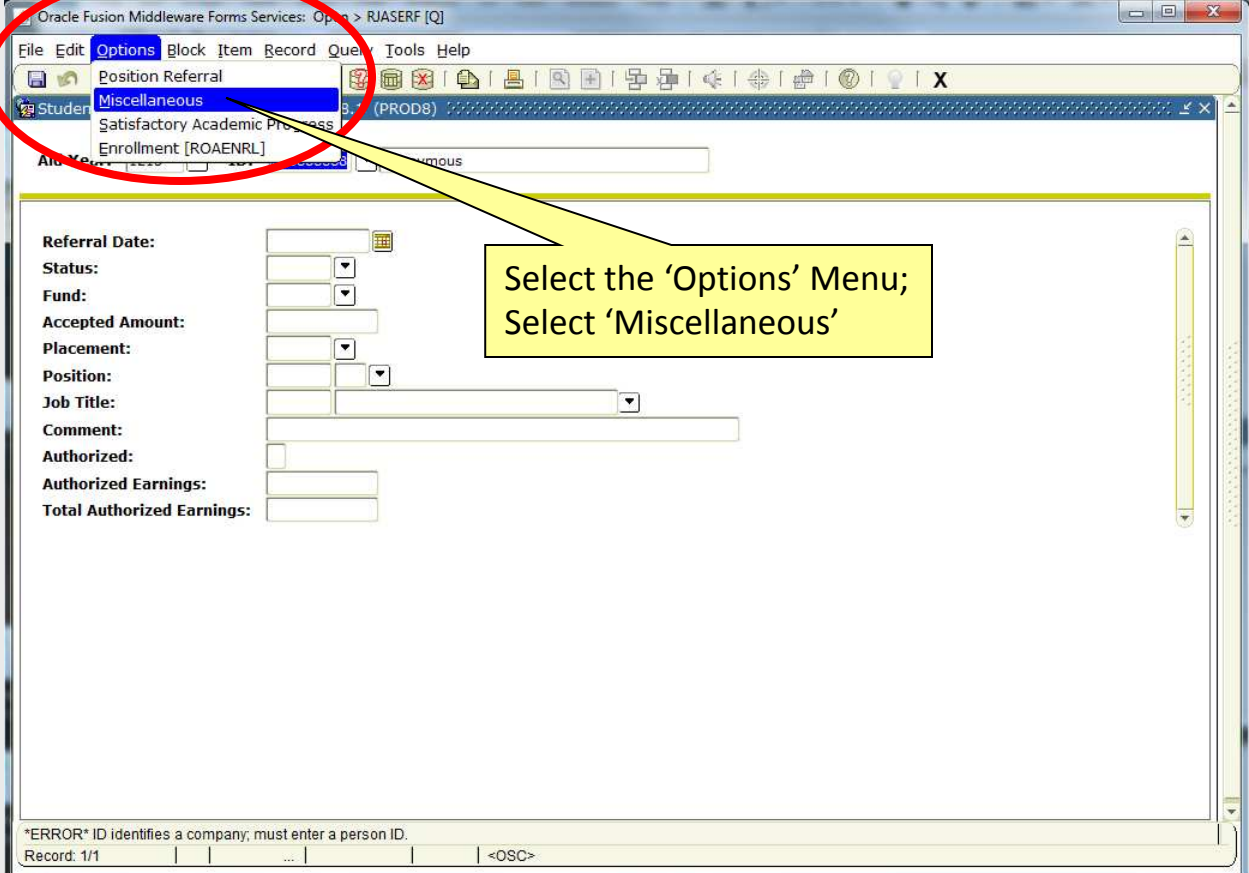
Enter the student's ID number

The student's name should appear here

If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu

Using Banner to check I-9 Status: Step By Step

Select
“Miscellaneous”
from the
“Options” menu



The screenshot shows a web browser window titled "Oracle Fusion Middleware Forms Services: Op... > RIASERF [Q]". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Options" menu is open, showing a list of items: "Position Referral", "Miscellaneous", "Satisfactory Academic Progress", and "Enrollment [ROAENRL]". The "Miscellaneous" item is highlighted in blue. A red circle highlights the "Options" menu and the "Miscellaneous" item. A yellow callout box with a black border points to the "Miscellaneous" item and contains the text: "Select the 'Options' Menu; Select 'Miscellaneous'". Below the menu, the form displays various fields: "Referral Date:" with a date picker, "Status:" with a dropdown, "Fund:" with a dropdown, "Accepted Amount:" with a text input, "Placement:" with a dropdown, "Position:" with a dropdown, "Job Title:" with a dropdown, "Comment:" with a text area, "Authorized:" with a checkbox, "Authorized Earnings:" with a text input, and "Total Authorized Earnings:" with a text input. At the bottom of the form, there is an error message: "*ERROR* ID identifies a company; must enter a person ID." and a record indicator: "Record: 1/1 | ... | <OSC>".

If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu

Using Banner to check I-9 Status: Step By Step

This block appears when you select 'Miscellaneous.'

Determine if the I-9 is completed:

1. Find the 'I9 Information' box.
2. Review the 'Indicator' and 'Expire Date.'

The screenshot shows the Oracle Fusion Middleware Forms Services interface. The main window is titled 'Student Employment Referral: RJASERF 8.1 (PROD8)'. Below the title bar, there are fields for 'Aid Year: 1213', 'ID: 88888888', and 'Anonymous'. The 'Miscellaneous' form is displayed, containing several input fields for 'Medical Code', 'Disability Type', 'Citizen Type', and 'Visa Type'. A red circle highlights the 'I9 Information' box, which contains the following data: 'Form Indicator: R', 'Date: 23-MAR-2012', and 'Expire Date:'. A yellow callout box points to this section, providing instructions on how to interpret the indicator and date.

Field	Value
Medical Code	FC
Disability Type	Form Complete
Citizen Type	Y
Visa Type	Citizen
I9 Information	
Form Indicator	R
Date	23-MAR-2012
Expire Date	

Acceptable Codes:

R- received; **I-9 is complete.** 'Date' shows the completion date. The student does NOT need to complete an I-9 form.

T- temporary; **Review the 'Expire Date.'** If Expired, the student must come to Human Resources to complete a new I-9 form with updated employment eligibility.

Not Acceptable:

N or Blank- **Form incomplete** or not updated. Student must come to Human Resources to complete the I-9 form **on or before the first day of employment.**

If you need assistance, ask HR: 254-710-2000 or askHR@baylor.edu