

Completion of the I-9 Form

Once a personnel form has been loaded for an employee and the form has been routed for approval (RAPR) the employee will receive a welcome email that includes a link to the Employee Data Sheet (EDS). The EDS contains links to all of the required employment documents an employee must complete as part of the hiring process. A sample EDS is displayed below:

The screenshot shows a web browser window titled "LSU - PAWS (Personal Access Web Services) - Windows Internet Explorer". The address bar shows the URL: <http://paws005.paws.lsu.edu/pwstrans.nsf/GetMyPAWSDesktop?OpenAgent&id=4545E192C685219F862>. The page content is titled "Employee Information Page (Test)" and includes the following information:

Each employee is asked to provide all information on this page. Please read carefully and complete any missing information.

Full Name: Employee, Tthree	LSU ID Number: 893860971
Home Address: 123 Test Ave Baton Rouge, LA 70803	Home Phone Number:
Department: 18435- ACCOUNTING SERVICES	Title: S980 STUDENT - LSU
Email: hemplo3@lsu.edu	
Date of Birth: 01/03/1989	Sex: <input type="radio"/> Female <input type="radio"/> Male

Click [here](#) to change directory information.

Click [here](#) to submit your I-9 Form.

If you have relatives who are working at LSU, please click the link below to identify relationships.

[Relative information](#)

To assist LSU in reporting accurate EEO and other Federal and State statistical reporting, each employee is asked to complete the race/ethnicity information.

[Race/Ethnicity information](#)

The following oath is required of all Louisiana State employees by Louisiana Revised Statute 42:52:
Loyalty Oath
I, Employee, Tthree, do solemnly swear (or affirm) that I will support the constitution and Laws of the United States and the Constitution and Laws of this State; and I will faithfully and impartially discharge and perform all the duties incumbent upon me as a(n) STUDENT - LSU and according to the best of my ability and understanding. So help me God.

Agree (by checking box I am acknowledging that I have read and agree to the oath as stated)

The I-9 form is one of the required documents listed on the EDS. The employee will click on the link for the I-9 form and complete Section 1.

The information contained on Directory will automatically populate for the employee. The fields the employee will need to complete are indicated by the open text boxes and radio buttons.

The screenshot shows a web browser window titled "LSU - PAWS (Personal Access Web Services) - Windows Internet Explorer". The address bar shows the URL: <http://paws006.lsu.edu/pwstrans.nsf/desktop?openagent?8&default=https://test014.lsu.edu/hrs/forms>. The page content includes:

- Form I9** header with a message: "No I9 documents exist for 893860971" and a link to "View PDF Version".
- Department of Homeland Security, U.S. Citizenship and Immigration Services. OMB No. 1615-0047; Expires 08/31/12. **Form I-9, Employment Eligibility Verification**.
- Instructions: "Read instructions carefully before completing this form. The instructions must be available during completion of this form."
- ANTI-DISCRIMINATION NOTICE: "It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination."
- Section 1. Employee Information and Verification** (To be completed and signed by employee at the time employment begins.)
- Form fields for: Print Name (Last, First, Middle Initial, Maiden Name), Address (Street Name and Number, Apt. #, City, State, Zip Code), Date of Birth (month/day/year), Social Security #, Country Code/Citizen Code (United States).
- Affirmation section: "I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form." and "I attest, under penalty of perjury, that I am (check one of the following):"
 - A citizen of the United States
 - A noncitizen national of the United States (see instructions)
 - A lawful permanent resident (Alien#) [text box]
 - An alien authorized to work (Alien# or Admission#) [text box] until (expiration date, if applicable - month/day/year) [text box]
- Employee's Signature and Date (month/day/year) fields.

Once the employee has entered the required information they will click the "Submit" button. They will then be prompted to click the "Confirm Submit" button before the form will be routed to the HRSAUTH for completion of Section 2. **NOTE: If the employee is an international student or international GA the I-9 form will route to ISO for completion of Section 2.**

Since the I-9 form is routed similar to the personnel action it is assigned a status. Once the employee has submitted the I-9 to the department the status will change to RAPR. At this status the employee receives an email instructing them to bring their identity and work authorization documents to the HRSAUTH for review and certification. The HRSAUTH will receive a Workspace notification that the I-9 is ready for their completion.

The I-9 form can be accessed by clicking on the Documents link, which will bring the HRSAUTH directly to the I-9 form, or by selecting the employee using the Employee Search screen. If the Employee Search screen method is used, click on the Documents Tab to retrieve the I-9 form.

LSU - PAWS (Personal Access Web Services) - Windows Internet Explorer

http://paws006.lsu.edu/pwstrans.nsf/Desktop?OpenAgent&ticket=5T-3875721-2tBZtElafHXRDmH3E4g-c

PAWS PERSONAL ACCESS WEB SERVICES

Human Resource System (Test)

Personnel Action | Search | Help

Welcome Final R HRS (hrsauth1)

Employee Information

LSU ID: 893860971
 Employee Name: Employee, Tthree
 PAWS ID: hemplo3

Add Comp Personnel Action Control Benefit Deduct Balance Demographic Education Documents Directory

Personnel Action Activity

Search

Search for New LSU ID or PAWS ID: Look Up

Search

Form Nbr	Effective Date	Status	Dept	Title Code	Title Level	TRXN Code	Position Nbr	GS Level	Title PCT	Salary	Pay Type	Pay Basis
87001764	03/01/2010	BAL	18435	S980		XAPP	893860971	U	000	0	7	70

LSU

Send Comments or Questions to helpdesk@lsu.edu
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https://test014.lsu.edu/hrsapp.nsf/HRSPATT7openAgent&id=%B2%68%E9%1A%4A%F3%65%85%9A&action= - Windows Internet Explorer

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Documents

Search

Search for New LSU ID or PAWS ID: Look Up

Search

Header Information

Name: Employee, Tthree LSU ID: 893860971
 Pay Type/Pay Basis: 7 - 70 Position Number: 893860971
 Home Dept: 18435 - ACCOUNTING SERVICES
 Title Code: S980 - STUDENT - LSU
 Retirement Code: 51 Emp Not Eligible for any Retire Sys Email: hemplo3@lsu.edu
 Form Number: 87001764

Electronic Documents

Description	Attachment Status	Logon Id	Last Update
I9	RAPR	hemplo3	04/09/10 10:58:06

Payroll Attachments

Attach Other Documents

Attach Other Documents (e.g. .doc, .pdf formats)
 Document names may only contain alpha or numeric characters.
 Browse to select the completed document from your PC hard drive.

The HRSAUTH will complete Section 2 by entering the information collected from the employee's identity and work authorization documents. Upon completion of the required fields the HRSAUTH will click the "Submit" button. They will then be prompted to click the "Confirm Submit" button in order to finalize approval of the I-9 form. Once the HRSAUTH has approved the I-9 form the status will change to RAPP which is the final status for this document.

Form I9 - Windows Internet Explorer

https://test014.lsu.edu/HR5%5Chrsforms.nsf/(NoteID)/B2A2CEE49CA11BD286257700005925DD7E

File Edit View Favorites Tools Help

Form I9

Section 2. Employer Review and Verification

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

List A	OR	List B	AND	List C
Document title: Select One		Select One		Select One
Issuing authority: <input type="text"/>		<input type="text"/>		<input type="text"/>
Document #: <input type="text"/>		<input type="text"/>		<input type="text"/>
Expiration Date (if any): <input type="text"/>		<input type="text"/>		<input type="text"/>
Document #: <input type="text"/>		<input type="text"/>		<input type="text"/>
Expiration Date (if any): <input type="text"/>		<input type="text"/>		<input type="text"/>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 03/01/2010 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name Final Release- Scope HRS	Title TRANSIENT - SPECIAL
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) UNIV. INFORMATION SYSTEMS FREY COMP. SERV. CTR. BATON ROUGE LA 70803		Date (month/day/year)

Section 3. Updating and Reverification

(To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title:	Document#:	Expiration Date (if any):
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Done Internet 100%