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:

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Click here	e to change direc	tory information.		
Click here	e to submit your I	I-9 Form.		
If you ha	ve relatives who	are working at LSU, please c	lick the link below to identify relationships.	
Relative i	nformation			
To assist	1 SI Lin reporting	accurate EEO and other Eed	eral and State statistical reporting, each employee is asked to	
complete	the race/ethnicit	ty information.	erar and state statistical reporting, each employee is asked to	
Race/Eth	nicity information	(
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The follo	wing oath is req	uired of all Louisiana State	employees by Louisiana Revised Statute 42:52:	
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and the	Constitution and	Laws of this State; and I will	faithfully and impartially discharge and perform all the duties	
God.	nt upon me as a(i	n) STUDENT - LSU and accord	ding to the best of my ability and understanding. So help me	
			have send and among to the orth as stated)	

I-9 Li

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.

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No I9 documents exist for 893860971			
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	
Read instructions carefully before completing th form. ANTI-DISCRIMINATION NOTICE: It is illegal to di specify which document(s) they will accept from have a future expiration date may also constitu Section 1. Employee Information and Verifica	iis form. The instructi scriminate against w I an employee. The r Ite illegal discriminati	ions must be available during completion of this vork-authorized individuals. Employers CANNOT efusal to hire an individual because the documents ion.	
(To be completed and signed by employee at the	time employment beg	iins.)	
Employee, Tthree	Middle Initial	Maiden Name	
Address (Street Name and Number) 123 Test Ave	Apt. #	Date of Birth (month/day/year) 01/03/1989	
City State Baton Rouge LA	Zip Code 70803	Social Security #	
Country Code/Citizen Code: United States	*		
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.	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#) An alien authorized to work (Alien# or Admission#) until (expiration date, if applicable - month/day/year)		
Employee's Signature	Da	ate (month/day/year)	
			×
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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 Workspace 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.

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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.

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Select One Select One	<u> </u>	elect One		
issuing authority:				
Document #:		(*************************************		
Expiration Date (if any):			-	
Document #:	(_	
Expiration Date (if any):	<u>.</u>			
CERTIFICATION: I attest, under penalty of perjury, that I above-named employee, that the above-listed document(named, that the employee began employment on (month/da knowledge the employee is authorized to work in the Uni date the employee began employment.)	(have examined the docu s) appear to be genuine (/year) 03/01/2010 and to ted States. (State employ	ment(s) presented by the and to relate to the employed that to the best of my yment agencies may omit the		
Signature of Employer or Authorized Representative	Print Name	Title		
Business or Organization Name and Address (Street Name and UNIV. INFORMATION SYSTEMS FREY COMP. SERV. CTR. BATON ROUGE LA 70803	Number, City, State, Zip Code)	Date (month/day/year)		
Section 3. Updating and Reverification (To be completed and signed by employer.)				
A. New Name (if applicable) B. Date of Reh	ire (month/day/year) (if applicabl	e)		
C. If employee's previous grant of work authorization has document that establishes current employment authoriza Document Title: Document#:	s expired, provide the inf tion. Expiration Date	ormation below for the		~
Done			🕽 Internet 🥢 🔹 🔍 100%	÷ .