I-9/Foreign National Functions

The I-9/Foreign National information that was previously entered in the Human Resource forms will now be added using the Add I-9 Function other than Central Offices (AI9F) or Add I-9 Function for Central Offices (AI9C) function. I-9/Foreign National information that is currently on the IBIS database will now be updated using the Update I-9 Function other than Central Offices (UI9F) or the Update I-9 Function for Central Offices (UI9C) function. The Inquiry I-9 Function (II9F) function has also been added for Inquiry purposes.

The following forms will no longer contain screens for the I-9/Foreign National information:

- Academic Rank/Class/Appointment Type Change Form (ARCA/Z)
- Grad Assistant/Fellow/Scholar Change Form (GRAD/Z)
- Grad/Fellow/Scholar New Appointment (GFSA)
- New Appointment (NAPP)
- Reappointment (RAPP)
- University Reappointment (REAP)
- Non-Academic Promotion/Demotion/Lateral Transfer Changes (NPDL/Z)

> Note:
Processed I9FN forms will be available for Inquiry only using IGFM. USERS WILL NO LONGER BE ABLE TO ADD NEW I9FN FORMS.

The following screens and functions are available within this documentation:

- General Information about the I-9 Functions
- What You Need to Know about the I-9 Process
- Accessing the I-9 Functions
- Inquiry I-9 Function (II9F)
- Add I-9 Function other than Central Offices (AI9F)
- Foreign National Data Screen
- Add I-9 Function for Central Offices (AI9C)
- Update I-9 Function other than Central Offices (UI9F)
General Information about the I-9 Functions

The following information pertains to the new I-9 functions.

- The AI9F and AI9C functions must be used if there is no I-9/Foreign National data in the IBIS database. If there is a Person's record in the IBIS database, the person's name will be moved to the AI9F/AI9C record and the name field will not be modifiable.

> Note:
The IBIS Person's record contains an employee's biographical data. All employees, regardless of current status, who have been employed at the Penn. State University will have a Person's record in the IBIS database.

Employees who were hired PRIOR to November 7, 1986, AND require an NAPP, REAP, RAPP, GRAD/Z, ARCA/Z or GFSA form may not have I-9/Foreign National information in the IBIS database.

- The UI9F and UI9C functions must be used to modify existing I-9/Foreign National data in the IBIS database.

- AI9F, AI9C, UI9F and UI9C functions all check to see if there is an IBIS form in the forms queue. If there is a form in the queue, the function can not be used and a message similar to the one below will be displayed at the top of the screen:

> Note:
YOU CANNOT DO 'UI9C' BECAUSE A FORM IS IN THE SYSTEM ALREADY.

Once the IBIS form has processed, you will be able to process an AI9F, AI9C, UI9F or UI9C on that SSN.

- If the I-9 category is a one (1), the Foreign National screen is not available. When adding to or changing a Category 1, the default values will be assigned to the Foreign National fields and can not be modified.

- If the I-9 category is a three (3), only the central functions AI9C and UI9C can be used to add or update the data. Category 3 fields are not modifiable in any of the other I-9 functions.
● On AI9F and AI9C, if the I-9 category is a two (2) or a three (3), the Foreign National screen **must** be completed before the function will add the data to the IBIS database.

● On UI9F and UI9C, if the I-9 category is a two (2) or a three (3), the Foreign National screen **must** be completed before the function will update the data in the IBIS database.

● The **I9 Verified** field is only modifiable in the central functions AI9C and UI9C.

● **Cntry-Cznshp** is modifiable in AI9F, AI9C and UI9C but is not modifiable in UI9F.

● The process of **Birth Date Check for Age** remains unchanged and can only be done if there is a Person's record in the IBIS database. The birth date check is in UI9F and UI9C but is **not** in AI9F or AI9C.

● In the AI9F and AI9C functions, the Foreign National fields are set to the following default values:
  
  - **Visa-Type** is set to NA.
  - **Perm-Res** is set to N.
  - **Wrk-Appr** is set to Y.

● These I-9 functions do **not** apply to Wage appointments.

> **Note:**

**Help** is available on all of these functions by pressing PF1.

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**What You Need to Know about the I-9 Process**

**Why was the I-9 process changed from the way it was previously done in Human Resources forms?**

The process was upgraded (November 5, 1997) to ensure that I-9 data immediately updates the database. Another important factor was to eliminate duplication of effort by the hiring department and the Office of Human Resources. Prior to this new process, when a form was REJelected, the information contained on the I-9 screen was not restored and the most current I-9 information was no longer available and had to be resubmitted to the system.
Who is authorized to use the I-9 functions?

Access to I-9 functions is automatically assigned to all Human Resource Representatives. At Campus locations, access is typically handled by the Director of Business Services.

What are the I-9 functions?

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>II9F</td>
<td>is the I-9 Inquiry function used for looking up I-9 data.</td>
</tr>
<tr>
<td>AI9F</td>
<td>is the I-9 Add function used to create a new I-9 record.</td>
</tr>
<tr>
<td>UI9F</td>
<td>is the Update function used to update or change I-9 data.</td>
</tr>
<tr>
<td>AI9C and UI9C</td>
<td>are the I-9 Add and Update functions that are limited to central office staff from the Office of Human Resources (OHR), Office of International Students (OIS) and the College of Medicine at Hershey (HY).</td>
</tr>
</tbody>
</table>

What users should know about the I-9 functions?

- The I-9 must be added (AI9F) before the Human Resources form is ADDed.
- Users should remember that when the AI9F or UI9F functions are done, the userid of the initiator is recorded by the system and is kept as a record.

What Human Resource forms use the I-9 process?

The following forms use this process:

- ARCA/Z
- GFSA
- GRAD/Z
- NAPP
- NPDL/Z
- REAP
- RAPP

When should the I-9 functions be used?

If you are appointing or reappointing an individual using one of the form types
mentioned above, and a valid I-9 does not exist, an error message will appear when completing the cover screen of the form. If this occurs, you will have to exit the form and use the appropriate I-9 function (AI9F or UI9F).

AI9F should be used to ADD I-9 data for Category 1 (U.S. Citizen) or Category 2 (permanent resident). If the individual is a non-student and is a Category 3 (an alien authorized to work) the I-9 will be done in OHR. Since this type of change in procedure involves a transaction and not a form, there won't be a document number for I-9 data. Therefore, the original I-9 being returned to the work unit by the foreign national, will not contain an I-9 document number.

If an individual changes from Category 2 to Category 1, the update will continue to be handled by OHR. The original I-9 should be forwarded to OHR when this situation occurs.

If an individual is a student and is Category 3, the I-9 will continue to be processed by the Office of International Students (OIS).

Original I-9's should continue to be sent to OHR for STN, FTM, FT1 and ADJ appointments.

I-9's for Grads, Fellows, Scholars and Wage Payroll employees will remain in the work unit.

What about Wage appointments?

This process is not applicable to WAGE appointments. However, an I-9 can still be initiated for a Wage Appointment employee. Users should know that if an I-9 is created for a wage appointment, no system edit checks will be performed. An advantage in doing an I-9 for a WAPP would be if the employee attained a full time position, the existing I-9 form could be used as long as the date was still within the 3 year limit.

Accessing the I-9 Functions
Select **CCOM** or **IBIS** from the Net-Pass Activity Table.

Select **IBIS Admin Menus** on the Com-Pass menu screen.
1. At the **NEXT FUNCTION** line, type **M3I9** and press **ENTER**.

> **Note:**
To follow the menus to the **I9/FNAT menu screen** from **M1M1**:

- At the **NEXT FUNCTION** line on the **M1M1** screen, type in **M2HR** (Human Resources System) and press **ENTER**.

- At the **NEXT FUNCTION** line on the **M2HR** screen, type in **M3I9** (Human Resources I9/FNAT System) and press **ENTER**.

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**Inquiry Function (II9F)**

The **Inquiry Function (II9F)** will display the following information when a Social Security Number (SSN) is keyed at the **Next SSN** prompt and the **ENTER** key is pressed. Because this function is an inquiry, all of the information that is displayed on the II9F screen is **not modifiable**.

- II9F will display the complete **I-9/Foreign National** information if the data exists in the
IBIS database.

- **II9F** will display partial information if the data exists only in the **Person's record** in the IBIS database. The following message will also be displayed at the top of the inquiry screen:

  > **Note:**
  NO I-9 RECORD FOR THIS SSN — THIS DATA IS FROM THE PERSONS FILE ONLY.

- **II9F** will display a message if there is no **I-9/Foreign National** information and a **Person's record** does not exist in the IBIS database. The following message will be displayed at the top of the inquiry screen:

  > **Note:**
  NO I-9 DATA FOUND FOR SSN — PLEASE USE AI9F

1. Type in the **SSN** at the **Next SSN** line.

   Press **ENTER** to continue.
In this example, the I-9/Foreign National information does exist for this individual. No additional I-9 functions need to be performed.

Persons Data Only
In this example, the **Persons data exists** for the individual but there is no valid **I-9 data** available. Use the **AI9F** function to add the **I-9 data**.

> **Note:**
The **AI9F** function **must** be done before an appointment form can be added for this individual.

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**No I-9 Data Exists**
In this example, there is **no I-9 data** for this individual.

> **Note:**
The AI9F function **must** be done before an appointment form can be added for this individual.

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**Add I-9 Function other than Central Offices (AI9F)**

The **Add I-9 Function other than Central Offices (AI9F)** function is used to add **I-9 data** for an individual even if the individual has a **Person's record** on the **IBIS** database. If the individual has a **Person's record**, the name will be pulled from the database and displayed on the screen. The **Name field**, if filled in by the system, will **not** be modifiable.
Enter the appropriate data in the following required fields:

1. Name (if not supplied by the system).

2. Ctry Cznshp — Country of citizenship.

3. An X must be placed beside either category 1 or category 2.

4. If the category is a 2, the Alien #A must be completed.

5. Enter the appropriate data in List A, B or C:
   - Category 1 can have one entry under List A or one entry in List B and one entry in List C.
   - Category 2 can have only the code for the Alien Registration Card (currently code 005) from List A or a State Driver's License (currently code 009) from List B and a Social Security Card (currently code 021) from List C.

If a code is entered in List A for a category 2, the Document # in List A must equal the number in Alien #A.
6. Issue Authority and Document #

7. Authorized By

8. Employer Sign Date — must be either the current date or earlier; it **cannot** be a future date.

> **Note:**
If the category is 2, you will be required to complete the **Foreign National** page.

Press **ENTER** to add the information to the IBIS database or press **PF8** to go to the **Foreign National** page.

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**Foreign National Data Screen**

If the **I-9 category** is either a **2** (for AI9F, AI9C, UI9F and UI9C) or **3** (for AI9C and UI9C only), you will be required to complete the fields on the **Foreign National** screen.

![Foreign National Data Screen](image-url)
Enter the appropriate data in the following required fields:

1. Visa Type
2. I-9 Begin Date
3. I-9 End Date
4. Permanent Residency
5. Permanent Residency End Date
6. Work Approval

Press PF7 to return to the I-9 screen and update the IBIS database.

Add I-9 Function for Central Offices (AI9C)

The Add I-9 Function for Central Offices (AI9C) function has a similar purpose and content to the AI9F function but is to be used by the central offices. In addition, the following Category 3 fields are available and are modifiable:

- Work Until
- Alien # or Admission #
- Restriction
- I9 Verified

As in the AI9F function, the AI9C function is used to add I-9 data for an individual even if the individual has a Person's record on the IBIS database. If the individual has a Person's record, the name will be pulled from the database and displayed on the screen. The Name field, if filled in by the system, will not be modifiable.
Enter the appropriate data in the following required fields:

1. Name (if not supplied by the system).

2. Ctry Cznshp — Country of citizenship.

3. An X must be placed beside either category 1, 2 or 3.

4. If the category is a 2, the Alien #A must be completed.

5. Work Until — required field for category 3 only.

6. Alien # or Admission # — required field for category 3 only.

7. Restriction — required field for category 3 only.

8. Enter the appropriate data in List A, B or C:

   o Category 1 can have one entry under List A or one entry in List B and one entry in List C.

   o Category 2 can have only the code for the Alien Registration Card (currently code
005) from List A or a State Driver's License (currently code 009) from List B and a Social Security Card (currently code 021) from List C.

- Category 3 can have only the code for an Unexpired Foreign Passport (currently code 004) or an Unexpired Employment Authorization Card (currently code 008) from List A.

> Note:
Press PF1 for the current list of codes.

9. Issue Authority and Document #

10. Authorized By

11. Employer Sign Date — must be either the current date or earlier; it can not be a future date.

12. I9 Verified — valid codes are Y or N with N being the default value.

> Note:
If the category is 2 or 3, you will be required to complete the Foreign National page.

Press ENTER to add the information in the IBIS database or press PF8 to go to the Foreign National page.

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**Update I-9 Function other than Central Offices (UI9F)**

The Update I-9 Function other than Central Offices (UI9F) function is used to update I-9 information that is currently on the IBIS database.

The fields that can not be modified using the UI9F function are:

- Name field
- Cntry Cznship — Country of citizenship
- Category 3 information and it's associated elements.
The UI9F can be used to modify any or all of the following:

1. I-9 category of 1 or 2 only.

2. If the category is a 2, the Alien #A is required and/or can be modified.

3. Data in List A, B or C:
   - Category 1 can have one entry under List A or one entry in List B and one entry in List C.
   - Category 2 can have only the code for the Alien Registration Card (currently code 005) from List A or a State Driver's License (currently code 009) from List B and a Social Security Card (currently code 021) from List C.

   > Note:
   Press PF1 for the current list of codes.

4. Issue Authority and Document #

5. Authorized By
6. Employer Sign Date — must be either the current date or earlier; it cannot be a future date.

> Note:
If the category is 2, you will be required to complete the Foreign National page.

Press ENTER to update the information in the IBIS database or press PF8 to go to the Foreign National page.

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**Update I-9 Function for Central Offices (UI9C)**

The Update I-9 Function for Central Offices (UI9C) function has a similar purpose and content to the UI9F function but is to be used by the central offices. In addition, the following Category 3 fields are modifiable:

- Work Until
- Alien # or Admission #
- Restriction
- I9 Verified

The field that cannot be modified using the UI9F function is:

- Name field

As in the UI9F function, the UI9C function is used to update I-9 information for an individual that is currently in the IBIS database.
The **UI9C** can be used to modify any or all of the following required fields:

1. Ctry Cznshp — Country of citizenship

2. Category 1, 2 or 3.

3. If the category is a 2, the **Alien #A** is required and/or can be modified.

4. Work Until — required field for category 3 only.

5. Alien # or Admission # — required field for category 3 only.

6. Restriction — required field for category 3 only.

7. Enter the appropriate data in List A, B or C:
   
   - Category 1 can have one entry under List A *or* one entry in List B *and* one entry in List C.
   
   - Category 2 can have only the code for the Alien Registration Card (currently code 005) from List A *or* a State Driver's License (currently code 009) from List B *and* a Social Security Card (currently code 021) from List C.
Category 3 can have only the code for an Unexpired Foreign Passport (currently code 004) or an Unexpired Employment Authorization Card (currently code 008) from List A.

> Note:
Press PF1 for the current list of codes.

8. Issue Authority and Document #

9. Authorized By

10. Employer Sign Date — must be either the current date or earlier; it can not be a future date.

11. I9 Verified — valid codes are Y or N with N being the default value.

> Note:
If the category is 2 or 3, you will be required to complete the Foreign National page.

Press ENTER to update the information in the IBIS database or press PF8 to go to the Foreign National page.

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