

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 \(UI9F\)](#)

- [Update I-9 Function for Central Offices \(UI9C\)](#)
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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**.

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 REjected, 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?

II9F	is the I-9 Inquiry function used for looking up I-9 data.
AI9F	is the I-9 Add function used to create a new I-9 record.
UI9F	is the Update function used to update or change I-9 data.
AI9C and UI9C	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).

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


```

-
10/03/97          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
11:31:27.8                                             DAM3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BG             Budgeting System              BAMM             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System             CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions

NEXT FUNCTION:  M3I9  1  PREVIOUS MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .

```

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**.

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

```
10/03/97                HUMAN RESOURCE SYSTEM                119F
11:34:50.5             I-9 AND FOREIGN NATIONAL DATA INQUIRY        DAM3
                                                                Page 1 of 2

Name: PAN, PETER A
SSN: 914 - 01 - 0512      Ctry Cznshp: US
I-9 Category:  X A citizen or national of the United States
                  A Lawful Permanent Resident (Alien # A          )
                  An alien authorized to work until      /      /
                  Alien #                               Admission #
Restriction:
LIST A           or           LIST B           and           LIST C
Doc title: 004           |
Issue Auth: YES         |
Doc #: AAAA             |
Exp Date:  /  /         |  /  /
Doc #:                  |
Exp Date:  /  /         |
Authorized by: NOT
Employer Sign Date: 07 / 16 / 1996
FOR OHR USE ONLY - I9 Verified: Y
NEXT SSN: 914010512 1
NEXT FUNCTION: _____ (MENU, KEYS, END)

Press 'PF8' to
view Foreign
National Data
Not available
for Category 1
```

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

Press **ENTER** to continue.


```

NO I-9 RECORD FOR THIS SSN-THIS DATA IS FROM THE PERSONS FILE ONLY ←
10/03/97          HUMAN RESOURCE SYSTEM          119F
11:40:58.4      I-9 AND FOREIGN NATIONAL DATA INQUIRY  DAM3
                                                    Page 1 of 2

Name: FRIEND, SHIRL
SSN: 917 - 01 - 0060      Ctry Cznshp: US
I-9 Category:      A citizen or national of the United States
                   A Lawful Permanent Resident (Alien # A      )
                   An alien authorized to work until      /      /
                   Alien #      Admission #
Restriction:
LIST A      or      LIST B      and      LIST C
Doc title:      |
Issue Auth:      |
Doc #:      |
Exp Date:      /      /      |      /      /      |      /      /
Doc #:      |
Exp Date:      /      /      |
Authorized by:
Employer Sign Date: 01 / 10 / 1997
FOR OHR USE ONLY - 19 Verified: N
NEXT SSN: 917010060
NEXT FUNCTION: _____ (MENU, KEYS, END)

Press 'PF8' to
view Foreign
National Data
Not available
for Category 1

```

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.

No I-9 Data Exists

```

NO I-9 DATA FOUND FOR 991569896 - PLEASE USE AI9F ←
10/03/97          HUMAN RESOURCE SYSTEM          I19F
11:36:24.4       I-9 AND FOREIGN NATIONAL DATA INQUIRY  DAM3
                                                           Page 1 of 2

Name:
SSN:      -      -      Ctry Cznshp:
I-9 Category:  A citizen or national of the United States
               A Lawful Permanent Resident (Alien # A      )
               An alien authorized to work until / /
               Alien #      Admission #
Restriction:
LIST A      or      LIST B      and      LIST C
Doc title:      |
Issue Auth:      |
Doc #:          |
Exp Date:      / /      |      / /      |      / /
Doc #:          |
Exp Date:      / /      |

Authorized by:
Employer Sign Date: / /
FOR OHR USE ONLY - I9 Verified:

NEXT SSN: 991569896
NEXT FUNCTION: _____ (MENU, KEYS, END)

Press 'PF8' to view Foreign National Data Not available for Category 1

```

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.

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 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
10/03/97          HUMAN RESOURCE SYSTEM          A19F
13:50:00.9      I-9 AND FOREIGN NATIONAL DATA ADD  DAM3
                                                    Page 1 of 2

Name: FRIEND, SHIRL ① _____
SSN: 917 - 01 - 0060      Ctry Cznshp: ② _____
I-9 Category: ③ - A citizen or national of the United States
                  - A Lawful Permanent Resident (Alien # A ④ _____ )
                  An alien authorized to work until / /
                  Alien #          Admission #
Restriction:
LIST A ⑤ or LIST B ⑤ and LIST C
Doc title: _____ | _____
Issue Auth: _____ | _____
Doc #: ⑥ _____ | _____ ⑥ _____
Exp Date: __ / __ / ____ | __ / __ / ____  __ / __ / ____
Doc #: _____ | _____
Exp Date: __ / __ / ____ | _____

Authorized by: ⑦ _____
Employer Sign Date: __ / ⑧ / ____

NEXT SSN: 9 170 10060 _____
NEXT FUNCTION: _____ <MENU,KEYS,END>

Press 'PF8' to
update Foreign
National Data
Not available
for Category 1

```

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.**

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 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
10/03/97          HUMAN RESOURCE SYSTEM          A19C
14:18:56.1      I-9 AND FOREIGN NATIONAL DATA ADD  DAM3
                                                    Page 1 of 2

Name: FRIEND, SHIRL _____ 1
SSN: 917 - 01 - 0060          Ctry Cznshp: _____ 2
I-9 Category: 3 - A citizen or national of the United States
                  - A Lawful Permanent Resident (Alien # A _____ 4 )
                  - An alien authorized to work until 5 / _____ / _____
                    Alien # _____ 6 Admission # _____
Restriction: _____ 7
                LIST A _____ 8 or LIST B _____ 8 and LIST C
Doc title: _____ | _____ | _____
Issue Auth: _____ 9 | _____ 9 | _____
Doc #: _____ | _____ | _____
Exp Date: _____ / _____ / _____ | _____ / _____ / _____ | _____ / _____ / _____
Doc #: _____ | _____ | _____
Exp Date: _____ / _____ / _____ | _____ | _____

Authorized by: _____ 10
Employer Sign Date: _____ / _____ / _____ 11
FOR OHR USE ONLY - I9 Verified: N 12
NEXT SSN: 917010060
NEXT FUNCTION: _____ (MENU,KEYS,END)

Press 'PF8' to
update Foreign
National Data
Not available
for Category 1

```

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.

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.


```

ENTER 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
10/03/97          HUMAN RESOURCE SYSTEM          UI9F
14:16:29.4      I-9 AND FOREIGN NATIONAL DATA UPDATE  DAM3
                                                    Page 1 of 2

Name: LEAVES, AUTUMN
SSN: 914 - 01 - 0492      Ctry Cznshp: US
I-9 Category: 1 X A citizen or national of the United States
                   - A Lawful Permanent Resident (Alien # A 2 )
                   An alien authorized to work until / /
                   Alien # Admission #
Restriction:
LIST A 3 or LIST B 3 and LIST C
Doc title: 001 | | |
Issue Auth: US DEPT OF STATE | | |
Doc #: 12345687 4 | | | 4
Exp Date: 01 / 01 / 1995 | | |
Doc #: | | |
Exp Date: - / - / - | | |

Authorized by: HC 5
Employer Sign Date: 10 / 31 / 1995 6

NEXT SSN: 914010492
NEXT FUNCTION: (MENU,KEYS,END)

Press 'PF8' to
update Foreign
National Data
Not available
for Category 1

```

The UI9F can be used to modify any or all of the following:

1. I9 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:
 - 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.

> 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 **can not** 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.

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 **can not** 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**.

```

RECORD HAS BEEN UPDATED FOR 9 148 18492
10/03/97                HUMAN RESOURCE SYSTEM                UI9C
14:15:11.1             I-9 AND FOREIGN NATIONAL DATA UPDATE    DAM3
                                                                Page 1 of 2

Name: LEAVES, AUTUMN
SSN: 914 - 01 - 0492      Ctry Cznshp: US 1
I-9 Category:  X A citizen or national of the United States
2 - A Lawful Permanent Resident (Alien # A 3 )
  - An alien authorized to work until 4 - / -
    Alien # 5 Admission # 5
    Restriction: 6
      LIST A 7 or LIST B 7 and LIST C
Doc title: 001 |
Issue Auth: US DEPT OF STATE 8 |
Doc #: 12345687 |
Exp Date: 01 / 01 / 1995 |
Doc #: |
Exp Date: - / - / - |

Authorized by: 9
Employer Sign Date: 10 / 31 10 1995
FOR OHR USE ONLY - I9 Verified: Y 11
NEXT SSN: 9 148 18492
NEXT FUNCTION: (MENU,KEYS,END)

Press 'PF8' to
update Foreign
National Data
Not available
for Category 1

```

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:
 - 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.

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.

Last Revised: 05/05/2004