TALX 19
What is TALX I9?

- Online web-based entry system replacing the paper I9 form
- Part of the universities efforts to update our I9 System to be compliant with E-Verify

What is E-Verify?

- Internet-based system operated by the Department of Homeland Security with the Social Security Administration.
- Automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.
- Required for new federal contracts
Who WILL have access to TALX I9

- Students, Faculty, Staff
- Personnel Coordinators who currently have access to the Payroll System.

TALX I9 is ONLY a replacement for the Paper I9 Form

- All other processes for submitting final minimum record paperwork are unchanged.
THE PROCESSES

2-STEP PROCESS

- Section 1
  - Applicant logs into TALX I9 and fills out basic data fields.
- Section 2
  - Personnel Coordinator checks applicant’s valid I9 identification and enters into TALX I9.

1-STEP PROCESS

- Personnel Coordinator completes I-9 and verifies information with employee present.
2-STEP

- **Section 1**
  - Give employee instructional letter to explain the process
  - Notify applicant that the acceptable I9 documentation must be brought in. For a list of acceptable documents Visit [http://www.med.upenn.edu/hr/recruitment.shtml](http://www.med.upenn.edu/hr/recruitment.shtml)
The applicant must access the site www.newl9.com and enter their Employer Code (10476).
The applicant is prompted to enter the slanted letters in the picture.
After successfully logging in, the applicant is presented with a page that resembles Section 1 of the I-9. Applicants should only enter Valid US SSN#, if they do not have one or are unsure, THEY SHOULD LEAVE IT BLANK.

First and last names, address, birth date, SSN, and citizenship status are required. Fields such as middle initial, maiden name, and apartment number are optional.
SECTION 1

The employee must review the information at the top of the electronic signature page to make sure it is correct, and if correct, electronically sign the I-9.

Employee Review

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

Name: John Doe
Maiden Name:
Social Security #: 900-00-0303
Birth Date: 04/01/1970
Address: 123 Main
St. Louis, MO 63146
Employment Date: 09/19/2008
Work Status: A Citizen or national of the United States
Alien #: I-94 #:
Alien Work Until Date:

Employee Electronic Signature   (English | Español)

☐ By checking this checkbox I attest to the following:

- 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 understand that the employer will electronically verify my work authorization with the United States government.
- I authorize my Section 1 electronic signature to be automatically applied to the documents that employer will provide me should I contest/not contest the verification results.
The Thank You page serves as the applicant’s receipt and provides instructions for the applicant to correct a mistake on their I-9.

Includes a time and date stamp indicating when Section 1 was electronically signed by the applicant.

Includes a list of documents that pertain to the applicant.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide you should you contest/not contest the verification results.

You must present either 1 item from List A or a combination of 1 item from List B and 1 item from List C.

**List A - Identity and work authorization**
- U.S. Passport or U.S. Passport Card

**List B - Identity**
- Driver’s License or ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State or Local Government with Photo
- School ID Card with Photo
- U.S. Military Card
- Military Dependent’s ID Card
- U.S. Coast Guard Merchant Mainer Card
- Native American Tribal Document with Photo
- Canadian Driver’s License

**List C - Work authorization**
- Social Security Account Number Card Authorized for Employment
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Original Birth Certificate or Certified Copy with Official Seal
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Social Security Account Number Card Replacement Receipt
2-STEP (SECTION 2)

- SECTION 2
  - SECTION 2 **MUST** be completed no earlier than the start date and within 3 days following the start date.
  - SECTION 1 **MUST** be verified by Personnel Coordinator
    - Make sure information is correct, and no “Filler” SS# is entered
    - Make sure I9 is completely filled out
SECTION 2

- Go to https://www.hr.upenn.edu/HRI9eXpress
- Enter your PennKey and Password
- Click on Access I9Express
 SECTION 2

- Employer Web site for such tasks as completing Pending I-9s, generating new I-9s, completing a Section 3 reverification.
Select one or more search criteria below to search for employees.

**First Name:** oforie  
**Last Name:** murray  
**SSN:**  
**Type of I-9:** (All)

**Group:** (All)  
**Location:** (All)

**Employment Date:**

**Include:**  
- [ ] Active Employees  
- [ ] Terminated Employees

[Search]

**Search Results:** (All)

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Location</th>
<th>SSN</th>
<th>Employment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>murray, oforie</td>
<td>Medicine</td>
<td>XXXX</td>
<td>08/03/2009</td>
</tr>
</tbody>
</table>
SECTION 2

- Section 2 is where the HR professional or hiring manager enters the information on the employee’s documentation and electronically signs the I-9. To complete this section, you must list the documents that were presented by the employee to verify identity and employment authorization.

- Enter or update the employment date. Next, assign the employee to a work location, if necessary, and correct any wrong information in Section 1.

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

The employee must provide a photo ID to prove their identity.

<table>
<thead>
<tr>
<th>Employment Date:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/19/2008</td>
<td>St Louis</td>
</tr>
</tbody>
</table>

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

- List A
  - List A proves identity AND work authorization:

- List B and C
  - List B proves identity:
  - List C proves work authorization:

- Employee terminated before completing I-9
The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority:
USA

Passport #:

Expiration Date (mm/dd/yyyy):

SECTION 2

- last step is for you to electronically sign the I-9

Employer Electronic Signature  (English | Español)

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 09/19/2008 and that to the best of my knowledge the employee is eligible to work in the United States. My electronic signature is my authorization for any change indicated by [C] in Section 1. I also attest to the following:

- I understand the employee’s work authorization will be verified electronically with the United States government.
- I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

☐ I have read and agree with the certification statement above.
1-STEP

- **MUST** be completed no earlier than the start date and within 3 days following the start date.

- Notify applicant that the acceptable I9 documentation must be brought in. For a list of acceptable documents Visit [http://www.med.upenn.edu/hr/recruitment.shtml](http://www.med.upenn.edu/hr/recruitment.shtml)

- **THE I9 MUST BE COMPLETED FULLY.**
Create a new I-9 online and sign it with electronic signatures.
Section 1. Employee Information and Verification.

To be completed and signed by employee at the time employment begins.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>U.S.</th>
<th>International</th>
<th>Apt. #</th>
<th>Date of Birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employment Date (mm/dd/yyyy) Location

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 #) A
- An alien authorized to work
  (Alien #) A
  (Expiration Date (if applicable) mm/dd/yyyy)

Employee is Asylee, Refugee, Micronesia Citizen or Marshall Islands Citizen
**1-STEP**

- **SSN Applied For**
  - This radio button should be clicked if the employee has applied for a Social Security number and the SSN has not been issued yet.
  - The SSN# should always be left blank if this is checked until a valid number is issued (No 999 SS#)
  - At no time should a “Filler” number be used. **ONLY VALID US SSN#s SHOULD BE IN THIS FIELD**

  Social Security #

  ![SSNAppliedForCheckbox](SSNAppliedForCheckbox.png)
Directly below section 1 is the Preparer and/or Translator block. It is necessary to complete this block if an individual other than the employee completes Section 1.
The Preparer is required to electronically sign the I-9

Preparer Review

This information should be reviewed and completed by the person who helped prepare and/or translate your I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Name: John Doe
Maiden Name: 
Social Security #: 900-00-0303
Birth Date: 04/01/1970
Address: 123 Main
St. Louis, MO 63146
Employment Date: 09/19/2008
Work Status: A Citizen or national of the United States
Alien #: 
I-94 #: 
Alien Work Until Date: 

Preparer Summary

Preparer Name: Mary Smith
Preparer Address: 890 First Street, St. Louis, MO 63146

Preparer Electronic Signature (English | Español)

☐ By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.
Next, it is the employee’s turn to electronically sign the I-9.
Section 2 is where the HR professional or hiring manager enters the information on the employee’s documentation and electronically signs the I-9. To complete this section, you must list the documents that were presented by the employee to verify identity and employment authorization.

Enter or update the employment date. Next, assign the employee to a work location, if necessary, and correct any wrong information in Section 1.
last step is for you to electronically sign the I-9

**Employer Electronic Signature**  (English | Español)

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 09/19/2008 and that to the best of my knowledge the employee is eligible to work in the United States. My electronic signature is my authorization for any change indicated by [C] in Section 1. I also attest to the following:

- I understand the employee’s work authorization will be verified electronically with the United States government.
- I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

☐ I have read and agree with the certification statement above.
UPDATING APPLICANT INFORMATION

Main Menu

New 1-9
Create a new 1-9 online and sign it with electronic signatures.

Search For Employees
Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

My Account
Change Your PIN
Change Your PIN Reset Options

Administration
Add User
Add Location
Find & Edit User
Find & Edit Location
Invalid SSN Maintenance
## UPDATING APPLICANT INFORMATION

### Search For Employees

Select one or more search criteria below to search for employees.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>SSN</th>
<th>Type of I-9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Group:** (All) 
**Location:** Cleveland

**Employment Date:** (mm/dd/yyyy)

### Search Results: Completed

**Type:**
- E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing (Red=Problem, Bold=Urgent)

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Location</th>
<th>SSN</th>
<th>Employment</th>
<th>E-Verify Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Jones, Sally</td>
<td>Cleveland</td>
<td>3232</td>
<td>08/26/2008</td>
<td>DHS TNC</td>
</tr>
<tr>
<td>C</td>
<td>Smith, Bill</td>
<td>Cleveland</td>
<td>0003</td>
<td>00/26/2000</td>
<td>Resolved: Authorized</td>
</tr>
<tr>
<td>C</td>
<td>Test, John</td>
<td>Cleveland</td>
<td>0008</td>
<td>09/18/2008</td>
<td>Resolved: Self Terminated</td>
</tr>
<tr>
<td>C</td>
<td>Test, Ray</td>
<td>Cleveland</td>
<td>1005</td>
<td>08/18/2008</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Test, Ron</td>
<td>Cleveland</td>
<td>0003</td>
<td>09/15/2008</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Williams, Raymond</td>
<td>Cleveland</td>
<td>0003</td>
<td>09/02/2008</td>
<td>Resolved: Authorized</td>
</tr>
</tbody>
</table>

- **Export to Excel**
UPDATING APPLICANT INFORMATION

Employee Detail

Name: Mary J. Williams
Maiden Name: Andrews
Social Security #: XXX-XX-8772
Birth Date: 01/02/1978
Address: 123 Main St. Apt 5B
       Cleveland, OH 44111
Employment Date: 07/30/2008
Work Status: A citizen or national of the United States
Alien #: 
I-94 #: 
Alien Work Until Date: 
Location: St Louis
Previous Locations: Cincinnati
Audit Report: View/Download

I-9 History

<table>
<thead>
<tr>
<th>Date</th>
<th>Type (click to view)</th>
<th>E-Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/2008</td>
<td>Original I-9</td>
<td>History</td>
</tr>
<tr>
<td>07/31/2008</td>
<td>Original I-9</td>
<td>History</td>
</tr>
</tbody>
</table>
UPDATING APPLICANT INFORMATION

Updating and Reverification

Enter a new name, SSN, rehire date, or select a document.

Name:

Address:

Birth Date:

Last Name:  
First Name:  
Middle Initial:  

Social Security #:  
- Edit SSN
- Mark SSN as bad

Rehire Date:  
(mm/dd/yyyy)

List A and C Documents:

[Buttons: Cancel, Continue]
Changes to paperwork sent to records

- No paper I9
- Date the copies of I9 acceptable ID with date online I9 done (makes it easier for records to pull online I9)
- All paperwork, regardless of weekly-paid, monthly-paid or FN status must be sent to records first, before to going to Payroll
- Everything else the same.
SECURITY

- Personal Coordinators will see info from applicants from the whole SOM
- All entries leave an audit trail
- Misconduct in the TALX I9 system will be treated severely (as is misconduct in payroll)
- You should never intentionally edit/view a record for an employee in an org you do not have payroll access to.
Questions?