

COMPLETING THE EMPLOYER SECTION OF THE I-9 FORM

Step 1: In EIS Choose Campus Self Service

The screenshot shows the Enterprise Information System (EIS) main menu. At the top, the header includes the EIS logo, the text "ENTERPRISE INFORMATION SYSTEM", and the user information "drs0033 on LSQA (GABR9101.its.private.unt.edu) --2012-05-29-07.02.52.000000--". Below the header are "Favorites" and "Main Menu" links. A "Personalize" section offers "Content" and "Layout" options. The main menu is displayed in a window titled "Menu" and contains a search box and a list of menu items: ACES, Custom Student Financials, Message Center, UNTS Benefits Process, UNTS Financial Aid, UNTS HRMS Maintenance, UNTS HSC Clinical Education, UNTS Human Resources, UNTS NTSR Processes, UNTS Payroll Process, UNTS Process Scheduler, UNTS Time and Labor, Campus Self Service, and Self Service. A red arrow points to "Campus Self Service". To the right, a sidebar contains a logo and text: "These 1 simulat (UPK) e", "All F", "Super", and "Add".

Step 2: Choose Complete/Reverify EE I-9 Form

The screenshot shows the "Campus Self Service" page. The top navigation bar includes "Base Navigation Page" and utility icons for "Home", "Feeds (0)", "Read Mail", and "Print". The header displays the EIS logo, "ENTERPRISE INFORMATION SYSTEM", and "drs0033 on LSQA (GABR9101.its.private.unt.edu) -- Quality Assurance --2012-05-29-07.03.36.000000--". Below the header are "Favorites" and "Main Menu" links, with "Main Menu" expanded to show "Campus Self Service". The main content area features a folder icon for "Campus Self Service" and three task cards: "Complete/Reverify EE I-9 Form" (with a red arrow pointing to it), "Personnel Action Form", and "Personnel Action Form Approval".

Step 3: Enter Employees ID Number

Complete/Reverify EE I-9 Form

EIS ENTERPRISE INFORMATION SYSTEM drs0033 on LSQA (GABR9101.its.private.unt.edu) --
--2012-05-29-07.04.13.000000--

Favorites Main Menu > Campus Self Service > Complete/Reverify EE I-9 Form

Complete/Reverify EE I-9 Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Search by: Empl ID begins with

Search Advanced Search

Step 4: This screen will appear. This is the information the employee completed. You will only need to enter the Start Date.

EIS ENTERPRISE INFORMATION SYSTEM drs0033 on LSQA (GABR9101.its.private.unt.edu) -- Quality Assurance
--2012-05-29-07.04.13.000000--

Favorites Main Menu > Campus Self Service > Complete/Reverify EE I-9 Form

I-9 Form Updating and Reverification

Xterior,Unique
113 line dr
gainesville, TX 76240

Social Security #: 333-39-8168
Date of Birth: 03/24/2002
Maiden Name:
Employee Sign Date: 05/24/2012
Employee Start Date: 08/01/2012

Citizenship and Employment Authorization

A citizen of the United States
 A noncitizen national of the United States
 A lawful Permanent Resident (Alien #) A
 An alien authorized to work (A # or Admission #)
until (expiration date,if applicable --month/day/year)

Minor and Special Placement Details

Special Placement Employee unable to present a List A or List B document
 Minor unable to present a List A or List B document
 Prepared and/or translated by a person other than the Employee

Document Verification

List A

Step 5: This is the Employer section of this page. Like the paper I-9 form, you will need to see original documents from either list A or from B and C. The document title is a drop down choice and only contains those choices that are appropriate based on the way the employee completed section 1.

Document Verification


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


To open the complete instructions in a separate browser window, click [I-9 Instructions](#)

List A

Document Title: Receipt

Issuing Authority:

Document Number: Exp. Date (if any): 

Document Number: Exp. Date (if any): 

List B AND List C

Document from List B

Document Title: Receipt

Issuing Authority:

Document Number: Exp. Date (if any):

Document from List C

Document Title: Receipt

Issuing Authority:

Document Number: Exp. Date (if any):

Employer Representative Details

Step 6: You will see your information listed here. When you click the “Accept” button, it is the same as signing a paper I-9 form. Once you click accept, you have finished the I-9 process.


Employer Rep's Name: Shell, Donna Russell


Title: Director II

1155 Union Circle # 310949
Denton, TX 76203-5017

Accept

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) 00/00/00, 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.)

 Return to Search

 Notify