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A Brief Introduction

This document is intended to provide a concise guide for supervisors and hiring managers on how to navigate the Hire Right I-9 Verification process. The purpose of this guide is to outline the general steps involved in the process and to provide an explanation of the reasoning behind HRM’s recommended process suggestions.

Before Initiating the I-9

Before initiating the I-9 verification through Hire Right, an employee must first formally accept the job offer. Once you have confirmed that the prospective employee has accepted the offer and committed to joining LSUHSC, you must inform HRM of this updated status. The method you use to inform HRM is dependent on how you recruited the employee:

**Method 1:** If you recruited the individual through People Admin, you would follow the process on the PeopleAdmin site to set that hiring proposal as “offer accepted”.

- Please upload the hiring proposal funding sheet before updating it to “offer accepted”.
- **Offer accepted** status must be completed in People Admin to initiate an email to HR to run a background check.
- Current employees with no break in service will not require a background check. - HR will check the current employment status and advise the department.
- The candidate must accept an email request from Hire Right and complete the data required to run the background check.
- HR will advise the department of background check results (typical turn-around time is 3-5 business days)

**Method 2:** If the employee was recruited through means other than People Admin, you will need to email HRM Recruit Talent the following information:

- Candidate’s Name
- Personal Email Address
- Department Name AND Department ID
- Employee Classification (Faculty, Unclassified, Classified, Other Academic, Fellow, Graduate, Student Worker, Intern)
- Position Number (if applicable)

The confirmation will prompt HRM to conduct a background check on the individual.

**PLEASE NOTE:**

- If this prospective employee is to function at 100 percent effort, they MUST ALSO comply with and pass a drug screening. An initial Hire Right email will be sent to the employee so they may provide their information for a background check. Additionally, your department will arrange for a drug screening to be scheduled for an unclassified or faculty appointment. The HR Talent Acquisition/Operations team will schedule the drug test for classified appointments.
- Please do not initiate the I-9 verification process until you have confirmed that the individual has passed the background check/drug screening. Premptively initiating the process could result in repeated steps or errors. Following the outlined processes can save time and resources.
With confirmation that the employee has successfully cleared the background check and drug screening, you may initiate the I-9 verification process.

**How To Gain Access to Hire Right**

**How Do I Register for Hire Right?**

- To gain access to Hire Right, your Division Head/Dean’s office must email Talent Acquisition at [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) to request I-9 Hire Right access.
- To reset your password or re-activate your account, email [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu). Upon request, the Talent Acquisition team will reset your account and you will then receive an email from Hire Right to reset your password to gain access. Things to keep in mind:
  - LSUHSC Company Code: LHS001
  - Your username will be your LSUHSC email address.
  - The email you receive can be used to set a new password for Hire Right.
- Access to Hire Right is rescinded after 90 days. Simply email Talent Acquisition to restore access.

**The Hire Right I-9 Process**

By the time you have reached this step, the employee should have already received one email from Hire Right to conduct a background check. We **HIGHLY** recommend you inform them that they will receive another email through Hire Right to complete the I-9 form.

**Inviting the Employee**

Begin by inviting the prospective employee to complete Section 1 of the I-9 Form electronically.

You will be redirected to the I-9 Eligibility Form shown below:
Preparing for Verification

- Once the invitation has been sent, the prospective employee **MUST** complete Section 1 of the I-9 form **BY THEIR FIRST DAY OF WORK FOR PAY** (start date).
- Additionally, remind the employee that they will need to present unexpired original documents confirming their identities as outlined by the List of Acceptable Documents on the I-9 Form.
- If you will not be the individual viewing the employee’s original documents, you may use the Hiring Manager functions to designate the person who will complete the certification process. This person will receive an email from Hire Right informing them they have been set as the Hiring Manager with a link to complete the process. This link is not evergreen, so once clicked on, the Hiring Manager should be prepared with all documents required to complete the certification process at that time.

Employer Review and Verification

The employee should have brought their physical proof of identity. Begin by examining the documents provided to confirm they are genuine and relate to the employee presenting them. Additionally, confirm that they are acceptable items as outlined by the List of Acceptable Documents section of the I-9 Form. Should the items presented be deemed sufficient, proceed to copy and scan the documents, and initiate the verification process on Hire Right.
To Verify I-9 Docs

1. Login to your account and click Manage I-9 Forms.
2. Click on the Pending Employer tab.
3. Select the employee record.
4. Right click on the employee record and select Verify I-9 Docs from the menu or Click on the employee record and select Verify I-9 Docs from the More Options menu on the toolbar above.

The Employer Review & Verification Worksheet Opens

Please continue to the next page.
5. Select the List A or the List B&C tab depending on the document(s) the employee provided. Employee is required to provide information for either; one document under the tab List A, or a document for each of List B and C.

6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

7. Enter the required information indicated by the red asterisk (*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document. Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.
Some documents require “Photo Matching.” This is NOT a trick question! Simply confirm the photo matches the appearance of the individual you are hiring!
10. Click “Proceed to Form I-9 Completion.”

11. Review Section 2 Information.

Section 2 Review & E-Sign

Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representatives must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents.”

Employee Info from Section 1:

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>M/L</th>
<th>Citizenship/Immigration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moore</td>
<td>John</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List A Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any, mm/dd/yyyy)</td>
</tr>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any, mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B Identity AND List C Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any, mm/dd/yyyy)</td>
</tr>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any, mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Additional Information: QR Code - Sections 1 & 2
Do Not Write in This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy) 01/04/2017

Signature of Employer or Authorized Representative

Employer’s Business or Organization Name

City or Town

State

ZIP Code

1234 Main Street

Orange

CA

12345
12. Enter your Full Name – the email address will be pre-populated and validated upon submission.

13. Read and check the four attestation statement checkboxes.

14. Click the E-Sign, Save & Run E-Verify button to finish. The Form I-9 is electronically stored in your account.

NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the E-Sign & Save button, the document will be considered “SIGNED.”

A confirmation message appears.
Attaching Supporting Documents

Once you have completed the verification, you will see the box above. The box outlined in red reads “Upload Supporting Documents”. You must upload scanned copies of the documents the employee provided. If for any reason this box does not appear, go to “Manage I-9 Forms”, right-click on “Employee Record” and select “Manage Supporting Documents” to upload.

PLEASE NOTE:

- If possible, please attach the chosen documents provided as one attachment. Hire Right charges LSUHSC for each file attached so attaching a singular file with all the documents uploaded can save the institution’s resources.
- Please refrain from uploading more than the required documents or leading the employee to favor certain documents over others. These actions are illegal.

Additional Information

Common Errors or Inconveniences

HRM is aware that the Hiring process can be confusing for managers. Here are some common mistakes that we have noticed throughout the process. Keep these in mind as you are completing your employee’s I-9 form.

Hire Right Emails:

- During the onboarding process, employees will be sent an email from Hire Right for information about the background check (and, if operating at 100 percent effort, a drug test will need to be scheduled). Once you initiate the I-9 process, they will receive another email from Hire Right.
- Consider informing the employees that they will need to complete two separate processes in Hire Right to prevent extended wait times due to incomplete steps.

Verifying Documents:
• Remind the employee to bring physical copies of their verifying documents on their FIRST day of work (if not collected previously).
• Refrain from influencing your employee’s decision on which documents to provide for the I-9 verification, even if asked.
• When uploading the proof of identity to Hire Right, only upload the minimum number of documents required selected by the employee. Uploading more than is required is a compliance issue.

Start Date:
• It is not uncommon for an employee’s projected start date to change during the onboarding process. HRM recommends refraining from entering the employee’s projected start date in Hire Right until the employee has already completed the drug test and background check.
• RESOLVING AN ISSUE WITH THE START DATE
  o If there is an issue with the employee’s start date, you can fix the issue by following these steps.
  o Access your Hire Right homepage.
  o Right-click the name of the individual whose start date needs to be corrected.
  o Select the “Correct I-9” option.
  o Proceed to Section 2 to correct the start date.

Photo Verify:
• Some hiring managers/supervisors are confused by the photo-verify step of Hire Right. This process is not a trick question. Simply confirm the picture shown matches the individual you are hiring.

Manage I-9 Forms Tab
It is important to regularly view the Manage I-9 forms tab to ensure that all necessary actions are taken promptly and in compliance with I-9 guidelines. The sub-tabs on top of the page will alert you when issues are pending such as Photo Match, Pending Info, E-Verify Tentative Cases, etc. The next steps are shown in the far-right column as demonstrated below:

When there is a Tentative Non-Confirmation case or other issues, if the next action is not clear, please request assistance from recruittalent@lsuhsc.edu. It is crucial that all Next Actions are completed in compliance with the I-9 time restraints to avoid any potential penalties or legal issues.
By regularly checking the Manage I-9 forms page and taking the necessary actions, you can ensure that their new hires are properly verified and in compliance with all I-9 regulations.

The Re-Verification Process

**PLEASE NOTE:** When the employee has been rehired within 3 years of separation, please complete a new I-9 form (Do not re-verify).

Section 3 Reverification must be completed to update the I-9 form when the employee’s legal name has changed, or the employee’s work authorization has expired. Please contact Talent Acquisition at recruit talent@lsuhsc.edu if you were not the initiator on the original I-9 form and ask to be set as the hiring manager to complete re-verification.

*Please proceed to the next page.*
NOTE:
Some accounts will display an option box at the time, asking whether you wish to send the form to a Hiring Manager or Update Myself. This is a custom feature so not all users will see this box display. After you make your selection, click Submit.

4. Select the purpose of the re-verification, then enter the updated information.

5. Click the "I attest..." checkbox.

6. Click the Proceed to Form 1-9 Completion button.
7. Enter your Full name first and Last Name
   
   **NOTE:** Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

6. Click the "I attest..." checkboxes (4)

9. Click the **Electronically Sign** button to finish. The form is electronically stored in your account.

A confirmation message appears.

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*Please proceed to the next page.*
Information will appear in Section 3 of the employee’s Form I-9.

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

A. New Name (if applicable)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

B. Date of Rehire (if applicable)

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/2024</td>
<td></td>
</tr>
</tbody>
</table>

C. If the employee’s previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

**Document Title**

T.S. Passport

**Document Number**

B123456

**Expiration Date (if any) (mm/dd/yyyy)**

01/03/2024

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

**Signature of Employer or Authorized Representative**

Samantha Johnson

**Today’s Date (mm/dd/yyyy)**

02/04/2017

**Name of Employer or Authorized Representative**

Samantha Johnson

To confirm re-verification was completed, you can right-click and select “View Audit Trail”.

**NOTE:** If it is necessary to perform an additional re-verification, the edited information will appear on section 3 of a blank Form I-9 attached to the bottom of the original Form I-9. Be sure to continue to scroll down to view your edits.
Resources
Link to Full Hire Right Training Document
Link to Supervisor Learning Center
Talent Acquisition Homepage
Talent Development Homepage

Who To Contact
For I-9-related inquiries/questions:
HRM Talent Acquisition
RecruitTalent@lsuhsc.edu
(504) 568-2047

For Training Opportunities:
HRM Talent Development
TalentDevelopment@lsuhsc.edu
(504) 568-2214