

I-9 Common Tasks

No I-9 found in GIS: Initiate a new I-9

Search for employee to make sure there is not I-9

Initiate an I-9

Add a New Employee

Click next

Enter name, email address (does not have to be a wisc.edu email)

Enter the start date

Enter Employee ID (HRS) if you have it

Click use Email Address (will populate from above)

Click next

Click Email Credentials

The completed I-9 is over 3 years old and there was a break in service, follow the instructions below:

Initiate an I-9

Find an existing employee

Search for your employee

Click select

Confirm the email address. It is ok if it is not a wisc.edu email

Enter the new start date

Enter the Employee ID if not already there

Click "Use Email Address" – the email address will fill in

Click show locations and change the location to University of Wisconsin-Madison

Then click next.

Now you should be on the credentials screen. I recommend that you click print credentials. A new window will pop up. You should copy and paste the username, passphrase and weblink into an email from you to your employee.

Then follow up with your employee to complete section 2.

Found a Historical I-9 for a returning employee:

Initiate an I-9

Find an existing employee

Click Next

Search for employee

Select

Verify, first, last name, enter new start date, enter employee ID if not there,
click "Use Email Address"

Click show locations and change the location to University of Wisconsin-Madison