



Reverify:
Used to complete Section 3.

Section 3 is completed when the employee had a break in service and you rehire them.

Section 3 is also completed when the employee is an international and his work authorization documents have expired.

You can rehire or reverify or rehire AND reverify the I-9 in the same Section 3.

Find the employee, click select, click reverify.

If you can't click reverify, a termination date has been entered in their personal data tab.

Personal data tab:
Find the employee, click select, click personal data under their name.

You can enter and remove the termination date here.
You can enter the empl ID here.

****Change location:**
When initiating an I-9 because the existing I-9 is Historical and there was a break in service or the employee is an international and the work authorization documents expired, you need to change the location from Historical to University of Wisconsin-Madison.

Click initiate an I-9, find an existing employee, find your employee, click select. Complete the first name, last name, email, start date. Then click show location list on the bottom right. Click University of Wisconsin-Madison. Then click next.

Break in Service
All UW-Madison employment has been terminated, even if its just one day.

A Break is Service is NOT:

- A leave of absence
- A short work break
- Terminating a lump sum appointment as required by the Affordable Care Act (ACA). If we were not required to close the appointment because of the ACA, you would keep this lump sum appointment open.
- Employees on 9 month contracts who have the reasonable expectation of continued employment. Employees who are on semester contract (teach only every fall semester) who have a reasonable expectation of continued employment also fall into this category.
- A Teaching Assistant, Graduate Assistant, Program Assistant who works only in the fall and spring semester and who pays for health insurance in the summer months or has the reasonable expectation of continued employment. Student hourlies who work only in the fall and spring who have a reasonable expectation of continued employment the following semester also fall into this category.

Contact Jennifer Taylor (263-5689 or jennifer.taylor@wisc.edu) or Rita Knox (262-7105 or rita.knox@wisc.edu) with any questions!

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