

Completing Section 1 of I-9 in GatorStart

Procedure

The Form I-9 is a required document that shows eligibility to work in the US. All new hires are required to **complete Section 1 of the Form I-9 on or before the first day of work**. New hires complete Section 1 of the I-9 online through the onboarding system, GatorStart, *except for foreign nationals, distance hires, and those being hired onto Courtesy, Fellowship, and ISCR salary plans*.

Steps

1. Department enters a **Hire an Employee ePAF** and submits to Level 1.
Note: Employee's personal information from the Hire an Employee ePAF will auto-fill some of the Form I-9 Section 1 fields including the Social Security Number (SSN), name, address, date of birth, etc. It's important the department enters information accurately into the Hire ePAF to avoid errors on the Form I-9. Employee's UF Business Name must match the SS card.
2. The employee will receive log-in details for **GatorStart** via e-mail to access the hiring packet online. (GatorStart packets are generated Mon-Thurs at noon and 6pm, Fri at noon, and Sun at 6pm.) If the employee only has an active Fellowship record, please contact Recruitment & Staffing at employment@ufl.edu to create a GatorStart packet as one will not automatically generate for the employee.
3. The new hire will complete the GatorStart packet, including Section 1 of the Form I-9. **I-9 Employment Eligibility Verification** is the document name for Section 1 of the Form I-9 in the GatorStart packet.
4. The employee may view detailed instructions on how to complete Section 1 by clicking on the **Form I-9 Instructions** hyperlink on the I-9 Employment Eligibility Verification page. The Form I-9 Instructions open in a new tab.
5. For the first part of Section 1, the Last Name, First Name, Middle Initial, Address, Apt Number, Zip Code, City/Town, State, DOB, and SSN fields are pre-filled by the Hire ePAF and cannot be edited by the employee. The employee must provide all other last names used in the **Other Last Names Used** field when applicable. If the employee has not used other last names, the employee will leave this field blank. The **email address and telephone number** fields are pre-filled by the Hire ePAF and may be edited by the employee. The email address and telephone number fields are optional and the employee may write N/A in either.
6. For the second part of Section 1, please make sure the employee selects the correct immigration or citizenship status. The employee must check **one** of the four options. Here's a summary of the options for the employee:
 1. **Citizen of the US:** Check this option if you are a citizen of the United States.
 2. **Non-Citizen National of the US:** Check this option if you are not a citizen of the United States, AND one of the following:
 - i. Born in American Samoa;

- ii. A former citizen of the former trust territory of the Pacific islands
- iii. Certain children of noncitizen nationals born abroad.

Note: If you have a green card, select the next option.

- 3. Lawful Permanent Resident:** This applies to those who holds a permanent resident or are a "green card" holder. A lawful permanent resident is any person who is **not** a US citizen **and** resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term lawful permanent resident includes conditional residents.
- iv. If you check this box, enter your **Alien Registration Number** or **USCIS** number in the field next to this selection.
- 4. An Alien Authorized to Work:** Check the fourth option, if you are not a citizen or national of the United States, nor a lawful permanent resident, nor have a green card, but are authorized to work in United States. If you check this box, provide the following information:
- v. The date that your appointment work authorization expires if applicable.
 - vi. Select **one** of the following options and fill in the appropriate information
 1. **Alien Registration Number:** You may select the first choice if you have appropriate documents such as an employment authorization document or an EAD card. If you select this option, enter your 7 to 9-digit the Alien Registration Number including "A" or your USCIS Number in the first field. In the drop down box field select whether the number entered is an Alien Registration Number or USCIS Number.
 2. **Form I-94 Admission Number:** You may select the second choice to enter your I-94 Admission Number. You can find this on your Form I-94 "Arrival Departure Record" or as directed by USCIS or US Customs and Border Protection (CBP) per the instructions.
 3. **Passport and Country of Issuance:** You may select the third choice to enter your Foreign Passport Number. If you select this option, enter your Foreign Passport Number in the first field and then select the Country of Issuance from the drop down box provided.
- 7. Employee's Electronic Signature** - For the third part of Section 1, the employee checks the box to attest that he/she has read the points listed on the form. By checking the box, the employee is applying his/her electronic signature Section 1 of the I-9.
- 8. Preparer Electronic Signature** – For the fourth and final part of Section 1, the employee selects one of the two statements listed on the form.
- a. If the employee completed the form without a preparer or translator, check the first box.
 - b. If preparer(s) and/or translator(s) assisted the employee in completing Section 1, check the second box and additional fields for a preparer/translator will show up. Have the preparer/translator fill in the fields: Last Name, First Name, Street Address, City/Town, St, Zip Code, and Preparer's Electronic Signature by checking the box. To add additional

preparers/translators, click on the Add button and have the preparers/translators fill in the fields.

9. Employee will click **Save and Continue** to proceed with the GatorStart packet.

Note: The completed Section 1 of the Form I-9 will show up on I-9 Management once the employee completes and submits the entire GatorStart packet.

10. The employee must present documentation to the hiring department **within 3 business days of starting work** that is

- a. Unexpired
- b. From **List A** (shown) to prove identity and work authorization, OR
- c. From **List B** (shown) to prove identity **and List C** (shown) to prove work authorization. *Note: The document(s) will be used by hiring department in Section 2 of the Form I-9.*

Additional Help

Recruitment & Staffing at 352-392-2477 or email employment@ufl.edu.

For assistance with technical issues: UF Help Desk at 392-HELP or email helpdesk@ufl.edu

Find further details on the I-9 at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/hiringand-additional-pay/> and <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creatinga-uf-appointment/form-i-9/>.

You may also visit <https://www.uscis.gov/i-9> to learn more about the Form I-9 process.

For additional questions on H-1B Visa status or the Employment Authorization Document, please contact Immigration Compliance Services at 352-392-2477.

For additional information on the F- and J- Visa status, please contact the University of Florida International Center at 352-392-5323.