Completing Section 2 of the Form 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 Form 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.

New hires must present documentation from the Lists of Acceptable Documents to establish
identity and employment authorization within 3 business days of their start date to the hiring
department. The department will use the document(s) provided by the employee to complete Section 2 of
the Form I-9. Details of documents accepted from the employee can be found at

The hiring department must complete Section 2 of the Form I-9 within 3 business days of the
employee starting work, in order to stay in compliance with federal regulations. For new hires who
completed a GatorStart packet and are not distance hires, the department must complete Section 2 of the
Form I-9 by following the instructions in this tool-kit.

Note: For foreign national and distance hires the department should complete Section 2 of Form I-9 by
using the Smart Form I-9.

Log on to myUFL. Then follow the instructions below.
1. Click the Main Menu button.
2. Click the UF Departmental Administration menu.
3. Click the GatorStart menu.
4. Click the GatorStart Onboarding Web Manager and I-9 Management link.
5. Click the I-9 Management link.
6. Click the Search For Employees link.
7. Enter the SSN.
8. Click the Search button.
9. Select the employee’s name.
10. Click on Review/Change Section 1 Information link.
11. On this screen, review Section 1 data. If no errors are found, click on the Cancel button and continue
to Step 13.
12. If any errors in Section 1 are found, discuss the corrections needed with the employee, edit data, and
click on the Continue button.

   Note: For any corrections made in Section 1 to employee’s personal information, contact Recruitment
   & Staffing to update in myUFL.

13. On this screen, the department will enter the documents presented by the employee. Note that the
   employee is responsible for the decision on what documents to provide.
14. Select either the List A button or List B and C button.
15. Click the appropriate List A, B, or C drop down list(s).
16. Select the relevant document from the drop down list(s).
17. Click the Continue button.
18. On this screen, the department will record information relevant to the documents provided by the
   employee.
19. Click the appropriate drop down list(s).
20. Enter other details as required, for example, document numbers and expiration dates.
21. Click the **Continue** button.

22. The screen gives the department an opportunity to review the information, as changes can be made before confirming Section 2 of the Form I-9 is correct. If the details on the form are correct, the Form I-9 can continue. If not, click the **Back** button and amend the details as required.

23. Check the box when you have read and agreed with the affirmation statement: “**I have read and agree with the certification statement above.**” This statement is important and should not verified unless you agree it is true.

24. Click the **Continue** button.

25. Click the **Send to E-Verify** button. If the department submits Section 2 of the Form I-9 within the three-day window, proceed to Step 28.

   *Note: If the Send to E-Verify button is not available, please contact Recruitment and Staffing immediately.*

26. If the department submits Section 2 of the Form I-9 outside the three-day window for a new or rehired employee, the department will see the **E-Verify Late Reason** screen. The department must select a late hire reason from the **Reason E-Verify Case Created Late** drop-down menu. The drop-down menu options are:

   - Operational or technical issue encountered.*
   - Waited for SSN to be issued.
   - Audit Revealed that New Hire Was Not Run.*
   - Federal Contractor verifying an existing employee.*
   - Employee presented an acceptable receipt as a Section 2 document.
   - Other (200-character limit; be concise)

   *Please contact Recruitment and Staffing at 352-392-2477 or employment@ufl.edu prior to selecting these options from the drop-down menu.*

27. Click the **Continue** button.

28. This completes Section 2 of the Form I-9. The Form I-9 is now sent to E-Verify via I-9 Management. The department takes no further action. Recruitment & Staffing will contact the department with any E-Verify decision that is not “Employment Authorized.”

**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**.


You may also visit [https://www.uscis.gov/i-9](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.