

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 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 <http://www.uscis.gov/files/form/i-9.pdf>. Note: Internet Explorer must be used since Form I-9 is not compatible with Chrome and Firefox.

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, the department must complete Section 2 of the Form I-9 by following the instructions in this toolkit.

Note: For distance hires, the department should complete Section 2 of Form I-9 by using the [Electronic Form I-9](#). Note: Internet Explorer must be used since Form I-9 is not compatible with Chrome and Firefox.

Log on to myUFL. Then follow the instructions below.

1. Click the **NavBar**.
 2. Click the **Main Menu** button.
 3. Click the **Human Resources** menu.
 4. Click the **UF Departmental Administration** menu.
 5. Click the **GatorStart** menu.
 6. Click the **GatorStart Onboarding Web Manager and I-9 Management** link.
 7. Click the **I-9 Management** link.
 8. Click the **Search for Employees** link.
 9. Enter the **Social Security Number**.
 10. Click the **Search** button.
 11. Select the employee's name.
 12. Click on **Review/Change Section 1 Information** link.
 13. On this screen, review Section 1 data. If the employee is a **Foreign National**, verify if they are using a **Social Security Number** or **UF TempID** in the Social Security Field.
- If the employee is using the **UF TempID** then delete the number in the SSN Field and select **SSN Applied For** directly underneath it to place case in a holding status. Failure to do so will cause an error with E-Verify and will require department to redo the employee's E-Verify case.

Important: For steps on returning to update SSN field in order to successfully submit case to E-Verify, please see Step 23 below.

* U.S. Social Security Number ?

SSN Applied For

- If no errors are found and the Social Security Number is being used, then select **Cancel** and continue to Step 14.

14. If any errors in Section 1 are found, discuss the corrections needed with the employee then edit data, and click on the **Continue** button.

Note: For any corrections made in Section 1 to employee's Date of Birth or First or Last Name, contact Employment Operations & Records to update in myUFL.

15. On this screen, the department will enter the documents presented by the employee.

Note: The employee is responsible for the decision on what documents to provide as we cannot instruct an employee to use a particular document(s)

16. Select either the **List A** button or **List B and C** button.

17. Click the appropriate **List A, B, or C drop down list(s)**.

18. Select the **relevant document** from the drop-down list(s).

19. Click the **Continue** button.

20. On this screen, the department will record information relevant to the documents provided by the employee.

21. Click the appropriate **drop-down list(s)**.

22. Enter other details as required, for example, document numbers and expiration dates.

23. Click the **Continue** button.

23. 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. You may proceed if the details on the form are correct. If not, click the **Back** button and amend the details as required.

Note: If you selected **SSN Applied for** in Step 13 then the employee's case will be placed in a holding status. Once the Social Security Number is received it is crucial the SSN field is updated so the case may be sent to E-Verify (E-Verify does not accept cases without an SSN). Steps to update the SSN field are as followed:

- Login to I-9 Management > Search for Employees > Enter their name and search > Select employee's name > **Select Change SSN** > Edit SSN > Continue

24. 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 very important and should not be chosen unless you agree.

25. Click the **Continue** button.

26. Click the **Send to E-Verify** button if button is not greyed out (greyed out button and case status at the top will confirm that the E-Verify case has been successfully submitted. 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 Employment Operations & Records immediately.

27. 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:

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

*Please contact Employment Operations & Records at 352-392-2477 or ufhr-employment@ufl.edu prior to selecting these options from the drop-down menu

28. Click the **Continue** button.

29. 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. Employment Operations & Records will contact the department with any E-Verify decision that is not "Employment Authorized" and if further information is needed.

Additional Help

Employment Operations & Records at 352-392-2477 or email ufhr-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 and hiring processes at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/hiring-and-additional-pay/>

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