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 ontoCourtesy, 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](http://www.uscis.gov/files/form/i-9.pdf).

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 **Nav Bar**.
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 **SSN**.
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 no errors are found, click on the **Cancel** button and continue to Step 13.
14. 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.*
15. 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.**
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.
24. 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.
25. 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.
26. Click the **Continue** button.
27. 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.

28. 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:
   
   o Operational or technical issue encountered.*
   o Waited for SSN to be issued.  
   o Audit Revealed that New Hire Was Not Run.*  
   o Federal Contractor verifying an existing employee.*
   o Employee presented an acceptable receipt as a Section 2 document.  
   o Other (200-character limit; be concise)

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

29. Click the **Continue** button.
30. 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](mailto:employment@ufl.edu).

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