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.

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. 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

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 very important and should not be chosen unless you agree.

26. Click the **Continue** button.

27. 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.**

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:

- 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

29. 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.