I-9/Foreign National Functions

The I-9/Foreign National information that was previously entered in the Human Resource forms will now be added using the **A**dd **I-9 F**unction other than Central Offices (**AI9F**) or **A**dd **I-9** Function for **C**entral Offices (**AI9C**) function. I-9/Foreign National information that is currently on the IBIS database will now be updated using the **U**pdate **I-9 F**unction other than Central Offices (**UI9F**) or the **U**pdate **I-9** Function for **C**entral Offices (**UI9C**) function. The **I**nquiry **I-9 F**unction (**II9F**) function has also been added for Inquiry purposes.

The following forms will no longer contain screens for the I-9/Foreign National information:

- **A**cademic **R**ank/**C**lass/**A**ppointment Type Change Form (**ARCA/Z**)
- **Grad** Assistant/Fellow/Scholar Change Form (**GRAD/Z**)
- **G**rad/**F**ellow/**S**cholar New **A**ppointment (**GFSA**)
- **N**ew **App**ointment (**NAPP**)
- **Reapp**ointment (**RAPP**)
- University **Reap**pointment (**REAP**)
- **N**on-Academic **P**romotion/**D**emotion/**L**ateral Transfer Changes (**NPDL/Z**)

    > Note:
    Processed I9FN forms will be available for *Inquiry only* using IGFM.
    USERS WILL *NO LONGER BE ABLE TO ADD NEW I9FN* FORMS.

The following **screens** and **functions** are available within this documentation:

- [General Information about the I-9 Functions](#)
- [What You Need to Know about the I-9 Process](#)
- [Accessing the I-9 Functions](#)
- [Inquiry I-9 Function (II9F)](#)
- [Add I-9 Function other than Central Offices (AI9F)](#)
- [Foreign National Data Screen](#)
- [Add I-9 Function for Central Offices (AI9C)](#)
- [Update I-9 Function other than Central Offices (UI9F)](#)

- [Update I-9 Function for Central Offices (UI9C)](#)

General Information about the I-9 Functions

The following information pertains to the new I-9 functions.

- The AI9F and AI9C functions **must** be used if there is **no** I-9/Foreign National data in the IBIS database. If there is a Person's record in the IBIS database, the person's name will be moved to the AI9F/AI9C record and the name field will *not* be modifiable.

  > Note:
  The IBIS Person's record contains an employee's biographical data. All employees, regardless of current status, who have been employed at the Penn. State University will have a Person's record in the IBIS database.

  Employees who were hired *PRIOR* to November 7, 1986, *AND* require an NAPP, REAP, RAPP, GRAD/Z, ARCA/Z or GFSA form may not have I-9/Foreign National information in the IBIS database.

- The UI9F and UI9C functions **must** be used to modify existing I-9/Foreign National data in the IBIS database.

- AI9F, AI9C, UI9F and UI9C functions all check to see if there is an IBIS form in the forms queue. If there is a form in the queue, the function can not be used and a message similar to the one below will be displayed at the top of the screen:

  > Note:
  YOU CANNOT DO 'UI9C' BECAUSE A FORM IS IN THE SYSTEM ALREADY.

  Once the IBIS form has processed, you will be able to process an AI9F, AI9C, UI9F or UI9C on that SSN.

- If the I-9 category is a one (1), the **Foreign National** screen is *not* available. When adding to or changing a Category 1, the default values will be assigned to the Foreign National fields and can not be modified.

- If the I-9 category is a three (3), only the central functions AI9C and UI9C can be used to add or update the data. Category 3 fields are not modifiable in any of the other I-9 functions.

- On AI9F and AI9C, if the I-9 category is a two (2) or a three (3), the **Foreign National** screen *must* be completed before the function will add the data to the IBIS database.

- On UI9F and UI9C, if the I-9 category is a two (2) or a three (3), the **Foreign National** screen *must* be completed before the function will update the data in the IBIS database.

- The **I9 Verified** field is only modifiable in the central functions AI9C and UI9C.

- **Cntry-Cznshp** is modifiable in AI9F, AI9C and UI9C but is not modifiable in UI9F.

- The process of **Birth Date Check for Age** remains unchanged and can only be done if there is a Person's record in the IBIS database. The birth date check is in UI9F and UI9C but is *not* in AI9F or AI9C.

- In the AI9F and AI9C functions, the Foreign National fields are set to the following default values:

  - **Visa-Type** is set to **NA**.
  - **Perm-Res** is set to **N**.
  - **Wrk-Appr** is set to **Y**.

- These I-9 functions do *not* apply to **Wage** appointments.

  > Note:
  Help is available on all of these functions by pressing **PF1**.

What You Need to Know about the I-9 Process

Why was the I-9 process changed from the way it was previously done in Human Resources forms?

The process was upgraded (November 5, 1997) to ensure that I-9 data immediately updates the database. Another important factor was to eliminate duplication of effort by the hiring department and the Office of Human Resources. Prior to this new process, when a form was REJected, the information contained on the I-9 screen was not restored and the most current I-9 information was no longer available and had to be resubmitted to the system.

Who is authorized to use the I-9 functions?

Access to I-9 functions is automatically assigned to all Human Resource Representatives. At Campus locations, access is typically handled by the Director of Business Services.

What are the I-9 functions?

II9F	**is the I-9 Inquiry function used for looking up I-9 data.**
AI9F	**is the I-9 Add function used to create a new I-9 record.**
UI9F	**is the Update function used to update or change I-9 data.**
AI9C *and* **UI9C**	**are the I-9 Add and Update functions that are limited to central office staff from the Office of Human Resources (OHR), Office of International Students (OIS) and the College of Medicine at Hershey (HY).**

What users should know about the I-9 functions?

o The I-9 must be added (AI9F) before the Human Resources form is ADDed.

o Users should remember that when the AI9F or UI9F functions are done, the userid of the initiator is recorded by the system and is kept as a record.

What Human Resource forms use the I-9 process?

The following forms use this process:

o ARCA/Z
o GFSA
o GRAD/Z
o NAPP
o NPDL/Z
o REAP
o RAPP

When should the I-9 functions be used?

If you are appointing or reappointing an individual using one of the form types

mentioned above, and a valid I-9 does not exist, an error message will appear when completing the cover screen of the form. If this occurs, you will have to exit the form and use the appropriate I-9 function (AI9F or UI9F).

AI9F should be used to ADD I-9 data for Category 1 (U.S. Citizen) or Category 2 (permanent resident). If the individual is a non-student an is a Category 3 (an alien authorized to work) the I-9 will be done in OHR. Since this type of change in procedure involves a transaction and not a form, there won't be a document number for I-9 data. Therefore, the original I-9 being returned to the work unit by the foreign national, will not contain an I-9 document number.

If an individual changes from Category 2 to Category 1, the update will continue to be handled by OHR. The original I-9 should be forwarded to OHR when this situation occurs.

If an individual is a student and is Category 3, the I-9 will continue to be processed by the Office of International Students (OIS).

Original I-9's should continue to be sent to OHR for STN, FTM, FT1 and ADJ appointments.

I-9's for Grads, Fellows, Scholars and Wage Payroll employees will remain in the work unit.

What about Wage appointments?

This process is **not** applicable to WAGE appointments. However, an I-9 can still be initiated for a Wage Appointment employee. Users should know that if an I-9 is created for a wage appointment, no system edit checks will be performed. An advantage in doing an I-9 for a WAPP would be if the employee attained a full time position, the existing I-9 form could be used as long as the date was still within the 3 year limit.

Accessing the I-9 Functions

```
15:32:45    Term TCP01076    LSX32702       NET-PASS    Userid DAM3      10/06/97
                      --  NET-PASS Activity Table  --

   Level     Application  Application                      Rcv.
   Id        Name         Description                      Time
   -----     -----------  ------------------------------   -------

   PF01      RMDS         Report Management Dist System
   PF02      FTP          TSO/E for File Transfer
   PF03      ACOM         ISIS-A
   PF04      BCOM         ISIS-B
   PF05      CCOM    <--  IBIS
   PF06      TESTAIS      Test COM-PLETE
   PF07      DCOM         ADIS
   PF08      ROSCOE       ROSCOE Editor
   PF09      NCCF         NCCF- Network Control
   PF10      MSPSU

   PASS Character  :  ~
   Suspend Key     :  PF 12
   Jump    Key     :  PF 11        OAS SUPPORT CTR - 814 863-2276   Max.Sess.:  10
   NET-PASS COMMAND:                                         Printer  :  PF24
                                                                       TCP5 103P
```

Select **CCOM** or **IBIS** from the **Net-Pass Activity Table**.

```
15:34:32        TID   3909        CCOM            User DAM3        10/06/97
                           --  COM-PASS  --                          USTS
       Suspended Programs                     Program Services
  ----------------------------------    ----------------------------------------
  Programs    Name     C Level  PF       Service Description    Programs  ID  PF
  --------  --------   - -----  --        -------------------    --------  --  --
                          1              LOGOFF                  LO        A  01
                          2              NATURAL2                N2226     B  02
                          3              HELP FACILITY           UHELP     C  03
                          4              INSIGHT                 INS226    D  04
                          5              MESSAGE SWITCHING       UM        E  05
                          6              SUPPORT SYSTEM MENU     SUPMEN    F  06
                          7       -->    IBIS ADMIN MENUS        IBIADM    G  07
                          8              UQ UTILITY              UQ        H  08
                          9

  Enter Input:                                                 HELP       ?
  _
  ----------------------------------------------------------------------------
  LU Name: VT0003      HC TID: 3904       Recall: NO       Language: 001
  Devtype: 3279 VS     Device: VP0003     Suspend: <  NO   Case    : Upper
  Lines  : 24             Key:            Jump: NO NO
  Columns: 80
```

Select **IBIS Admin Menus** on the **Com-Pass menu** screen.

```
  _
    10/03/97           INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
    11:31:27.8                                                         DAM3

      Any of the functions included in this system can be invoked by
      entering the corresponding function code on the command line next
      to 'NEXT FUNCTION:'.  The following functions are available:

   FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
  _____  _____    _____  _____
     FORM     Help Selecting HRS Forms     M2PI     Property Inventory
     M2AH     IBIS Adhoc Functions         M2PR     Purchasing System
     M2AS     EASY  Elec. Appr. System     M2VA     Vendor System
     M2BG     Budgeting System             BAMM     Budget Planning: BudAuto
     M2FN     Financial System             M2IM     Inventory Management
     M2FS     Facilities System            CODE     Codeset Maint. System
     M2HR     Human Resources System       M2NC     Nat Conn. Applications
     M2PA     Payroll System               M2PE     Pay & Effort Functions



  NEXT FUNCTION: M3I9 ❶_____ PREV MENU: NONE
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP  MENU  CMPS  END    .     .     .     .     .     KEYS  PRNT   .
```

1. At the **NEXT FUNCTION** line, type **M3I9** and press **ENTER**.

   > Note:
   To follow the menus to the **I9/FNAT menu screen** from **M1M1**:

- At the **NEXT FUNCTION** line on the **M1M1** screen, type in **M2HR** (Human Resources System) and press **ENTER**.

- At the **NEXT FUNCTION** line on the **M2HR** screen, type in **M3I9** (Human Resources I9/FNAT System) and press **ENTER**.

Inquiry Function (II9F)

The **Inquiry Function** (**II9F**) will display the following information when a **S**ocial **S**ecurity **N**umber (**SSN**) is keyed at the **Next SSN** prompt and the **ENTER** key is pressed. Because this function is an inquiry, all of the information that is displayed on the II9F screen is **not modifiable**.

- **II9F** will display the complete **I-9/Foreign National** information if the data exists in the

IBIS database.

- **II9F** will display partial information if the data exists only in the **Person's record** in the **IBIS** database. The following message will also be displayed at the top of the inquiry screen:

  > Note:
  NO I-9 RECORD FOR THIS SSN — THIS DATA IS FROM THE PERSONS FILE ONLY.

- II9F will display a message if there is no **I-9/Foreign National** information and a **Person's record** does not exist in the **IBIS** database. The following message will be displayed at the top of the inquiry screen:

  > Note:
  NO I-9 DATA FOUND FOR SSN — PLEASE USE AI9F

```
   10/03/97                     HUMAN RESOURCE SYSTEM                    II9F
   11:34:50.5            I-9 AND FOREIGN NATIONAL DATA INQUIRY           DAM3
                                                                   Page 1 of 2
 Name: PAN, PETER A
  SSN: 914 -  01 -  0512         Ctry Cznshp: US
 I-9 Category:    X A citizen or national of the United States
                    A Lawful Permanent Resident (Alien # A                   >
                    An alien authorized to work until     /      /
                    Alien #                       Admission #
                    Restriction:
                  LIST A            or        LIST B          and     LIST C
  Doc title: 004                    |
 Issue Auth: YES                    |
      Doc #: AAAA                   |
   Exp Date:    /     /             |      /     /              /     /
      Doc #:                        |
   Exp Date:    /     /             |
                                              Press 'PF8' to
                                              view Foriegn
 Authorized by: NOT                           National Data
 Employer Sign Date: 07 /  16 /  1996         Not available
 FOR OHR USE ONLY - I9 Verified:   Y          for Category 1
      NEXT SSN: 9 140 105 12 ____(1)___
 NEXT FUNCTION: _____ (MENU,KEYS,END)
```

1. Type in the **SSN** at the **Next SSN** line.

   Press **ENTER** to continue.

I9 Data Exists

```
   10/03/97                    HUMAN RESOURCE SYSTEM                      II9F
   11:34:50.5          I-9 AND FOREIGN NATIONAL DATA INQUIRY             DAM3
                                                                    Page 1 of 2
 Name: PAN, PETER A
  SSN: 914 -  01 -  0512        Ctry Cznshp: US
 I-9 Category:   X A citizen or national of the United States
                   A Lawful Permanent Resident (Alien # A                     >
                   An alien authorized to work until     /     /
                   Alien #                     Admission #
                   Restriction:
                 LIST A           or        LIST B        and      LIST C
  Doc title: 004                    |
 Issue Auth: YES                     |
      Doc #: AAAA                    |
   Exp Date:    /     /              |      /     /              /     /
      Doc #:                         |
   Exp Date:    /     /              |                    Press 'PF8' to
                                                          view Foriegn
 Authorized by: NOT                                       National Data
 Employer Sign Date: 07 /  16 /  1996                     Not available
 FOR OHR USE ONLY - I9 Verified:  Y                       for Category 1
        NEXT SSN: 9 140 105 12_
  NEXT FUNCTION: _____  (MENU,KEYS,END)
```

In this example, the **I-9/Foreign National** information **does exist** for this individual. No additional **I-9 functions** need to be performed.

Persons Data Only

```
NO I-9 RECORD FOR THIS SSN-THIS DATA IS FROM THE PERSONS FILE ONLY  ◄──
   10/03/97                    HUMAN RESOURCE SYSTEM                    I19F
   11:40:58.4          I-9 AND FOREIGN NATIONAL DATA INQUIRY            DAM3
                                                                  Page 1 of 2

Name: FRIEND, SHIRL
 SSN: 917 -  01 -  0060       Ctry Cznshp: US
 I-9 Category:    A citizen or national of the United States
                  A Lawful Permanent Resident (Alien # A            )
                  An alien authorized to work until    /    /
                  Alien #                   Admission #
                  Restriction:
                  LIST A         or     LIST B       and     LIST C
  Doc title:                     |
 Issue Auth:                     |
      Doc #:                     |
   Exp Date:    /     /          |    /     /                /     /
      Doc #:                     |
   Exp Date:    /     /          |
                                         Press 'PF8' to
                                         view Foriegn
 Authorized by:                          National Data
 Employer Sign Date: 01 /  10 /  1997    Not available
 FOR OHR USE ONLY - I9 Verified:  N      for Category 1
        NEXT SSN: 9 170 10060_____
  NEXT FUNCTION: _____ (MENU,KEYS,END)
```

In this example, the **Persons data exists** for the individual but there is no valid **I-9 data** available. Use the **AI9F** function to add the **I-9 data.**

> **Note:**
The **AI9F** function **must** be done before an appointment form can be added for this individual.

No I-9 Data Exists

```
NO I-9 DATA FOUND FOR   99 1569896 - PLEASE USE AI9F   ◄───
   10/03/97                    HUMAN RESOURCE SYSTEM                    I 19F
   11:36:24.4            I-9 AND FOREIGN NATIONAL DATA INQUIRY          DAM3
                                                                 Page 1 of 2
 Name:
  SSN:      -      -              Ctry Cznshp:
  I-9 Category:    A citizen or national of the United States
                   A Lawful Permanent Resident (Alien # A                    )
                   An alien authorized to work until     /     /
                   Alien #                    Admission #
                   Restriction:
                   LIST A          or      LIST B        and     LIST C
  Doc title:                         |
  Issue Auth:                        |
       Doc #:                        |
   Exp Date:     /     /             |      /     /              /     /
       Doc #:                        |
   Exp Date:     /     /             |
                                            Press 'PF8' to
                                            view Foriegn
  Authorized by:                            National Data
  Employer Sign Date:    /     /            Not available
  FOR OHR USE ONLY - 19 Verified:           for Category 1
       NEXT SSN: 99 1569896_____
   NEXT FUNCTION: _____ (MENU,KEYS,END)
```

In this example, there is **no I-9 data** for this individual.

> ### > Note:
> The AI9F function **must** be done before an appointment form can be added for
> this individual.

Add I-9 Function other than Central Offices (AI9F)

The **Add I-9 Function other than Central Offices** (**AI9F**) function is used to add **I-9 data** for an individual even if the individual has a **Person's record** on the **IBIS** database. If the individual has a **Person's record,** the name will be pulled from the database and displayed on the screen. The **Name field**, if filled in by the system, will **_not_** be modifiable.

```
ENTER 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
   10/03/97                  HUMAN RESOURCE SYSTEM              AI9F
   13:50:00.9          I-9 AND FOREIGN NATIONAL DATA ADD        DAM3
                                                             Page 1 of 2
Name: FRIEND, SHIRL    ❶
  SSN: 917 - 01 - 0060        Ctry Cznshp: _ ❷
 I-9 Category:  _ A citizen or national of the United States
              ❸ _ A Lawful Permanent Resident (Alien # A   ❹              )
                   An alien authorized to work until   /   /
                   Alien #                    Admission #
                   Restriction:
              LIST A    ❺        or      LIST B   ❺  and    LIST C
   Doc title: ___                  |  ___                    ___
   Issue Auth: _____   | _____
        Doc #: ❻_____    | _____  ❻_____
     Exp Date: _ / _ / ___         | _ / _ / ___        _ / _ / ___
        Doc #: _____    | _____
     Exp Date: _ / _ / ___          |
                                    |              Press 'PF8' to
                                                   update Foreign
 Authorized by:  ❼_____   National Data
 Employer Sign Date: _ /❽ / ___               Not available
                                              for Category 1

       NEXT SSN: 9 170 10060_____
 NEXT FUNCTION: _____ (MENU,KEYS,END)
```

Enter the appropriate data in the following required fields:

1. Name (if not supplied by the system).

2. Ctry Cznshp — Country of citizenship.

3. An **X** must be placed beside either category 1 *or* category 2.

4. If the **category is a 2**, the **Alien #A** must be completed.

5. Enter the appropriate data in List A, B or C:

   o Category 1 can have one entry under List A *or* one entry in List B *and* one entry in List C.

   o Category 2 can have only the code for the Alien Registration Card (currently code 005) from List A *or* a State Driver's License (currently code 009) from List B *and* a Social Security Card (currently code 021) from List C.

   If a code is entered in List A for a category 2, **the Document # in List A must equal the number in Alien #A**.

6. Issue Authority and Document #

7. Authorized By

8. Employer Sign Date — must be either the current date or earlier; it **can not** be a future date.

Press **ENTER** to add the information to the IBIS database *or* press **PF8** to go to the **Foreign National** page.

Foreign National Data Screen

If the **I-9 category** is either a **2** (for AI9F, AI9C, UI9F and UI9C) or **3** (for AI9C and UI9C **only**), you will be required to complete the fields on the **Foreign National** screen.


```
PLEASE MAKE CHANGES AND PRESS ENTER TO EDIT SCREEN
  10/03/97                    HUMAN RESOURCE SYSTEM                     AI9F
  13:57:52.4             I-9 AND FOREIGN NATIONAL DATA ADD              DAM3
                                                                    Page 2 of 2

Name: FRIEND, SHIRL
 SSN: 917 - 01 - 0060

Foreign National Data:


                     Visa Type: NA  ❶
                 I-9 Begin Date: __ / __ / ___  ❷
                   I-9 End Date: __ / __ / ___  ❸

                       Perm Res: U  ❹
                   Perm Res End: 12 / 31 / 20  ❺

                      Work Appr: Y  ❻
                                              Press 'PF7' to
                                              return to I9 data
```

Enter the appropriate data in the following required fields:

1. Visa Type

2. I-9 Begin Date

3. I-9 End Date

4. Permanent Residency

5. Permanent Residency End Date

6. Work Approval

Press **PF7** to return to the I-9 screen *and* update the IBIS database.

Add I-9 Function for Central Offices (AI9C)

The **Add I-9 Function for Central Offices** (**AI9C**) function has a similar purpose and content to the **AI9F function** but is to be used by the central offices. In addition, the following Category 3 fields are available and are modifiable:

- Work Until
- Alien # *or* Admission #
- Restriction
- I9 Verified

As in the **AI9F function**, the **AI9C function** is used to add **I-9 data** for an individual even if the individual has a **Person's record** on the **IBIS database**. If the individual has a **Person's record,** the name will be pulled from the database and displayed on the screen. The **Name field,** if filled in by the system, will *not* be modifiable.

```
ENTER 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
   10/03/97                    HUMAN RESOURCE SYSTEM                    A19C
   14:18:56.1             I-9 AND FOREIGN NATIONAL DATA ADD             DAM3
                                                                  Page 1 of 2
Name: FRIEND, SHIRL_____①_____
  SSN: 917 -  01 -  0060        Ctry Cznshp: __②
I-9 Category:③_ A citizen or national of the United States
              _ A Lawful Permanent Resident (Alien # A  ____④_____ )
              _ An alien authorized to work until ⑤_ / __ / ___
              Alien # _____⑥ Admission # _____
              Restriction: _____⑦_____
                   LIST A   ⑧      or      LIST B   ⑧  and    LIST C
  Doc title: ___              |  ___                       ___
  Issue Auth: _____⑨_____ |  _____⑨_____      _____
       Doc #: _____ |  _____      _____
    Exp Date: __ / __ / ___   |  __ / __ / ___        __ / __ / ___
       Doc #: _____ |
    Exp Date: __ / __ / ___   |                       Press 'PF8' to
                                                      update Foreign
Authorized by: _____⑩_____             National Data
Employer Sign Date: __ / __ /⑪___                     Not available
FOR OHR USE ONLY - I9 Verified:  N⑫__                 for Category 1
     NEXT SSN: 9 170 10060_____
  NEXT FUNCTION: _____ (MENU,KEYS,END)
```

Enter the appropriate data in the following required fields:

1. Name (if not supplied by the system).

2. Ctry Cznshp — Country of citizenship.

3. An **X** must be placed beside either category 1, 2 *or* 3.

4. If the category is a 2, the **Alien #A** must be completed.

5. Work Until — required field for category 3 only.

6. Alien # *or* Admission # — required field for category 3 only.

7. Restriction — required field for category 3 only.

8. Enter the appropriate data in List A, B or C:

    o   Category 1 can have one entry under List A *or* one entry in List B *and* one entry in List C.

    o   Category 2 can have only the code for the Alien Registration Card (currently code

005) from List A *or* a State Driver's License (currently code 009) from List B *and* a Social Security Card (currently code 021) from List C.

❍ Category 3 can have only the code for an Unexpired Foreign Passport (currently code 004) or an Unexpired Employment Authorization Card (currently code 008) from List A.

> Note:
Press **PF1** for the current list of codes.

9. Issue Authority and Document #

10. Authorized By

11. Employer Sign Date — must be either the current date **or** earlier; it **can not** be a future date.

12. I9 Verified — valid codes are **Y** or **N** with **N** being the default value.

> Note:
If the category is 2 or 3, you will be required to complete the Foreign National page.

Press **ENTER** to add the information in the IBIS database *or* press **PF8** to go to the **Foreign National** page.

Update I-9 Function other than Central Offices (UI9F)

The **Update I-9 Function other than Central Offices** (**UI9F**) function is used to update **I-9 information** that is currently on the **IBIS database**.

The fields that **can not** be modified using the **UI9F function** are:

- Name field
- Cntry Cznship — Country of citizenship
- Category 3 information and it's associated elements.

```
ENTER 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
   10/03/97                    HUMAN RESOURCE SYSTEM                 UI9F
   14:16:29.4          I-9 AND FOREIGN NATIONAL DATA UPDATE          DAM3
                                                                 Page 1 of 2
Name: LEAVES, AUTUMN
 SSN: 914 - 01 - 0492        Ctry Cznshp: US
 I-9 Category:  ❶ X A citizen or national of the United States
                  _ A Lawful Permanent Resident (Alien # A  ❷ _____ )
                    An alien authorized to work until    /    /
                    Alien #                    Admission #
                    Restriction:
               LIST A    ❸       or       LIST B    ❸   and      LIST C
 Doc title: 001                   |    __                        __
 Issue Auth: US DEPT OF STATE___  |  _____
       Doc #: 12345687_____ ❹  |  _____
   Exp Date: 01 / 01 /  1995       |  __ / __ / ____        __ / __ / ____
       Doc #: _____  |
   Exp Date: __ / __ / ____        |        Press 'PF8' to
                                            update Foreign
 Authorized by: HO❺_____       National Data
 Employer Sign Date: 10 / 31 / 1995 ❻       Not available
                                            for Category 1

       NEXT SSN: 914010492_____
 NEXT FUNCTION: _____ (MENU,KEYS,END)
```

The UI9F can be used to modify any or all of the following:

1. I9 category of 1 or 2 only.

2. If the category is a 2, the **Alien #A** is required and/or can be modified.

3. Data in List A, B or C:

    o Category 1 can have one entry under List A *or* one entry in List B *and* one entry in List C.

    o Category 2 can have only the code for the Alien Registration Card (currently code 005) from List A *or* a State Driver's License (currently code 009) from List B *and* a Social Security Card (currently code 021) from List C.

    > Note:
    Press **PF1** for the current list of codes.

4. Issue Authority and Document #

5. Authorized By

6. Employer Sign Date — must be either the current date **or** earlier; it **can not** be a future date.

   > **Note:**
   If the category is 2, you will be required to complete the Foreign National page.

Press **ENTER** to update the information in the **IBIS database** *or* press **PF8** to go to the **Foreign National** page.

Update I-9 Function for Central Offices (UI9C)

The **Update I-9 Function for Central Offices** (**UI9C**) function has a similar purpose and content to the UI9F function but is to be used by the central offices. In addition, the following Category 3 fields are modifiable:

- Work Until
- Alien # *or* Admission #
- Restriction
- I9 Verified

The field that **can not** be modified using the UI9F function is:

- Name field

As in the **UI9F function**, the **UI9C function** is used to update **I-9 information** for an individual that is currently in the **IBIS database**.

```
RECORD HAS BEEN UPDATED FOR 9 140 10492
   10/03/97                   HUMAN RESOURCE SYSTEM                    UI9C
   14:15:11.1           I-9 AND FOREIGN NATIONAL DATA UPDATE           DAM3
                                                                   Page 1 of 2
 Name: LEAVES, AUTUMN
  SSN: 914 - 01 - 0492        Ctry Cznshp: US ❶
 I-9 Category:    X A citizen or national of the United States
                ❷ _ A Lawful Permanent Resident (Alien # A  ❸_____ )
                   _ An alien authorized to work until  ❹ __ /__ __
                     Alien #  ____❺_____    Admission # ____❺_____
                     Restriction: _____❻_____
                  LIST A      ❼   or     LIST B   ❼   and     LIST C
  Doc title: 001                   |  __                   __
  Issue Auth: US DEPT OF STATE ❽  |  _____  ❽ _____
       Doc #: 12345687_____   |  _____    _____
     Exp Date: 01 / 01 / 1995      |  __ / __ / ____     __ / __ / ____
       Doc #: _____   |
     Exp Date: __ / __ / ____      |               Press 'PF8' to
                                                   update Foreign
 Authorized by: H ❾_____        National Data
 Employer Sign Date: 10 / 31 ❿ 1995                Not available
 FOR OHR USE ONLY - I9 Verified:  Y ⓫              for Category 1
       NEXT SSN: 9 140 10492_____
  NEXT FUNCTION: _____  (MENU,KEYS,END)
```

The **UI9C** can be used to modify any or all of the following required fields:

1. Ctry Cznshp — Country of citizenship

2. Category 1, 2 or 3.

3. If the category is a 2, the **Alien #A** is required and/or can be modified.

4. Work Until — required field for category 3 only.

5. Alien # *or* Admission # — required field for category 3 only.

6. Restriction — required field for category 3 only.

7. Enter the appropriate data in List A, B or C:

   ○ Category 1 can have one entry under List A *or* one entry in List B *and* one entry in List C.

   ○ Category 2 can have only the code for the Alien Registration Card (currently code 005) from List A *or* a State Driver's License (currently code 009) from List B *and* a Social Security Card (currently code 021) from List C.

○ Category 3 can have only the code for an Unexpired Foreign Passport (currently code 004) or an Unexpired Employment Authorization Card (currently code 008) from List A.

> Note:
Press **PF1** for the current list of codes.

8. Issue Authority and Document #

9. Authorized By

10. Employer Sign Date — must be either the current date **or** earlier; it **can not** be a future date.

11. I9 Verified — valid codes are **Y** or **N** with N being the default value.

> Note:
If the category is 2 or 3, you will be required to complete
the Foreign National page.

Press **ENTER** to update the information in the **IBIS database** *or* press **PF8** to go
to the **Foreign National** page.

Last Revised: 05/05/2004