Completing Your Electronic I-9
Employee Quick Start Guide

Harvard University uses a web-based administered through Equifax in order to complete the Form I-9 and E-Verify for employees. In order to comply with Federal requirements, Section 1 of this form may be completed any time after an offer of employment is accepted but no later than your **first day** of work. This part of the form will take 5-10 minutes to complete and must be completed from start to finish in one session, as the system does not allow you to enter information and save it without submitting.

Section 2 must be completed by your **third day** of work and requires you provide appropriate original, unexpired documentation **in person** to a Harvard I-9 Administrator. You are encouraged to present identification documents as soon as possible after completing Section 1 of the form in order to avoid any delay in your onboarding process. Employees cannot be hired and put into a paid appointment until the Form I-9 has been completed.

Please go [here](https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aae5-886276b33f95) for additional materials and information regarding the Form I-9 and E-Verify.

Employees may work temporarily without a social security number (SSN). However, in order to comply with E-Verify, employees must apply for and provide Harvard with their SSN within **90** days from their hire date. Employees may apply for an SSN at the Social Security Administration Office and bring receipt of application to their I-9 Administrator. Guidance on requesting a Social Security Number (SSN) can be found at the Harvard International Office website [here](https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aae5-886276b33f95).

**Getting Started:**

The URL listed below is for employees who will be bringing their original, unexpired Section 2 documentation to an I-9 Administrator on the Harvard campus. If an employee is taking their Section 2 documentation to an approved Equifax site outside of Harvard, a different URL link will be sent and additional instructions on setting up an appointment and selecting a location to take original documentation will be provided.

**Start I-9 Process**

**Step 1**
Click on or Copy/Paste the URL provided by Harvard into the browser.

URL: [https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aae5-886276b33f95](https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aae5-886276b33f95)
Welcome to the Harvard University community!

In accordance with federal law, Harvard requires all employees to complete a Form I-9 as part of the employment eligibility verification process. This site provides employees the ability to complete Section 1 of their Form I-9 electronically. Harvard is also an E-Verify employer, and E-Verify authentication for each employee is part of Harvard’s I-9 process.

To begin, enter your location (the school or department where you will be working) from the drop-down menu at right. All information is protected by industry standard SSL encryption.

Instructions and additional guidance will be available as you complete the process.

Please contact your hiring manager, payroll coordinator, Faculty Affairs or Human Resources Office with any questions.

*required fields

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Employer Instructions:

Welcome to Harvard University’s electronic Form I-9 and E-Verify portal.

- Section 1 of this form may be completed any time after an offer of employment is accepted but no later than your first day of work. This part of the form will take 5-10 minutes to complete and must be completed from start to finish in one session, as the system does not allow you to enter information and save it without submitting.
- Section 2 must be completed by your third day of work and requires you provide appropriate original, unexpired documentation in person to a Harvard I-9 Administrator. You are encouraged to present identification documents as soon as possible after completing Section 1 of the form in order to avoid any delay in your onboarding process.

All information collected is protected by industry standard SSL encryption.

Please go here for Step-by-Step Form I-9 Instructions as well as additional materials and information.

Please contact your hiring manager, payroll coordinator, Faculty Affairs or Human Resources Office with any questions.

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CONTINUE
Personal Information

Step 1
Complete all required * fields with your personal information. Review for accuracy, then read statement at bottom of the screen and sign by typing your initials.

Note: The initials used must correspond to the name used in the First Name/Last Name section. If the last name is not hyphenated, use the first word of the name (e.g., John Harvard Radcliffe where Harvard Radcliffe is the last name, use the initials JH).

Section 1:

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

View employee information. This information is from the Personal Information Page.

Step 1
Enter your citizenship status. Additional information may be required based on your selection.

View the I-9 Form instruction in English or Spanish.

Step 2
Select if you have used a preparer and/or translator in the Form I-9 completion. Some minors may require a parent or guardian sign if they do not have appropriate
Step 1
Review your information for accuracy. Make any corrections by clicking “Edit Personal Info” link below.

Step 2
If information is correct, electronically sign by checking box.

Step 3
Select “CONTINUE.”

Click here if you need to correct and personal information (name, address, etc.)

Step 3
Select “CONTINUE.”
Employee Instructions:

**NEXT STEPS**

You're almost done...

Click the continue button at the bottom of the screen to finish.

**THINGS YOU NEED TO REMEMBER**

You will need to provide a receipt code to your employer or employer’s agent upon request.

**RECEIPT CODE**

xtqm84n7u

**EMAIL RECEIPT CODE**

Please remember to bring this with you to your appointment.

**ACCEPTABLE DOCUMENTS**

Please remember to bring ORIGINAL, unexpired documentation to your appointment as follows - a List A document or one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while List B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security’s E-Verify program to verify employees’ work authorization please note that any identity document you present must contain a photograph.

When you complete Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest the TNC issued by either the Social Security Administration or Department of Homeland Security.

**LIST A DOCUMENTS**

- U.S. Passport or U.S. Passport Card

**LIST B DOCUMENTS**

- Driver’s License issued by State or Possession with Photo
- ID Card issued by State or Possession with Photo
- ID Card issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter’s Registration Card with Photo
- U.S. Military Card
- Military Dependent’s ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver’s license

**LIST C DOCUMENTS**

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-94 - U.S. Citizen ID Card
- Form I-76 - I-94A Card for Use of Resident Citizen in the U.S
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)

**Employee Instructions:**

Congratulations:

You may print or email a copy of the receipt code to keep for your records.

Review a list of Acceptable Documents you need to bring to complete Section 2 of the Form I-9.

Click "CONTINUE" to complete the packet.

Once you see the Congratulations screen you have completed your packet and may log out. Be sure to bring your original, unexpired documents to a Harvard I-9 Administrator as soon as possible.