



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](#) 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](#).

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>



HARVARD UNIVERSITY

Step 2
Pick your work location (school or department)

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 authorization 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

LOCATION*

CONTINUE

Step 3
Click the "CONTINUE"
button to begin.

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Employer Instructions:



English Logout

HARVARD UNIVERSITY I-9 AND E-VERIFY PORTAL

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.

STANDARD, Default

2 Forms to Complete

Personal Information

I9

Step 1
Read instructions.



CONTINUE »

Step 2
Click "CONTINUE."



Personal Information

PERSONAL INFORMATION
PERSONAL IDENTIFICATION
Social Security Number*
First Name (Given Name)*
Middle Initial
Last Name (Family Name)*
Other Last Name Used
Email Address*
Telephone*
PHYSICAL ADDRESS
Street Address*
Zip code*
City*
State*
Country*
SIGNATURE
Your Initials*

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: you can place your mouse over the "?" for more information.

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).

- 1 This number is issued by the Social Security Administration. If you do not have a permanent Social Security Number (SSN) from the Social Security Administration, check SSN Applied for. Do not put in a temporary SSN, ITIN or other number that may be issued by your country. Go here to find out how to apply for a SSN.
2 This name should be the name as it appears on your U.S. Government Issued ID or paperwork. If you have two last names or a hyphenated last name, include both names in this field.
3 This must be a U.S. address.

Section 1:



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
Review information in English | Revisar información en Español

I-9 Instructions in English | I-9 Instrucciones en Español

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment.

View Employee Information

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

Citizenship Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am

- 1. A citizen of the United States
2. A noncitizen national of the United States (see instructions)
3. A lawful permanent resident
4. An alien authorized to work until

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.

Preparer and/or Translator Certification

- I did not use a preparer or translator.
A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

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



[Edit Personal Info](#)

« BACK

CONTINUE »

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

Employee Review & Sign

Step 3
Select "CONTINUE."

EMPLOYEE REVIEW

Harvard University is a demo employer.

[Review information in English](#) | [Revisar información en Español](#)

[I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Test Employee

Other Names Used: xxx6xx32

Date of Birth: 11/08/1985

U.S. Social Security Number: 555-55-5555

Address: Test Address Cambridge, MA 02138

E-mail Address: Test@test.com

Telephone Number: 6175551212

Work Status: A Citizen of the United States

Step 1
Review your information for accuracy. Make any corrections by clicking "Edit Personal Info" link below.

EMPLOYEE ELECTRONIC SIGNATURE

[Employee Signature in English](#) | [Firma del empleado en español](#)

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

- By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above:
 - Agree to electronically sign this document.
 - Understand that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
 - Understand that the employer may electronically verify your work authorization with the United States Government.

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

[Edit Personal Info](#)

« BACK

CONTINUE »

Step 3
Select "CONTINUE."



Employee Instructions:

NEXT STEPS

Print this page

You're almost done...

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

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

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 completed 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/not consent 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-197 - U.S. Citizen ID Card
Form I-179 - ID Card for Use of Resident Citizen in the U.S.
Employment authorization document issued by DHS (US Citizen or Non-Citizen)

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.

Navigation buttons: << BACK, CONTINUE >>

Congratulations:



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.

Logout

HARVARD UNIVERSITY I-9 AND E-VERIFY PORTAL

Welcome Congratulations

Congratulations!

You have completed Section 1. Please take your original, unexpired documentation to a Harvard I-9 Administrator but no later than your 3rd day of work. You are encouraged to present identification documents as soon as possible in order to avoid any delay in your onboarding process.

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

Additional information can be found here.

Test Employee, STANDARD, Harvard Law School (HLS)

- Personal Information
I-9



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