

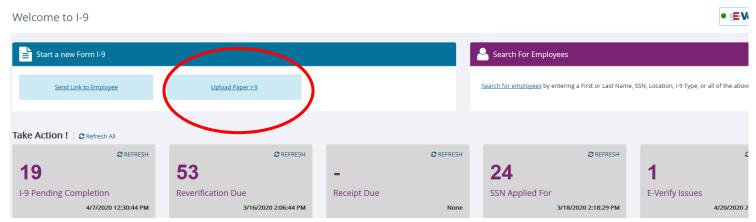
Equifax Electronic Paper Form I-9 Upload Process

This option cannot be offered if the hiring department or employee has an on-campus presence. In the rare case where a Harvard I-9 Administrator is not able to complete Section 2 and review the documentation in person (e.g., for employees who are 100% remote and live >50 miles from campus), Harvard may assign the role of Authorized Representative to an outside individual, who must verify in the physical presence of the new hire, original unexpired acceptable I-9 documentation and complete Section 2 of the Form I-9 on behalf of Harvard. If completed correctly and, with the submission of Section 2 documents, no further action is required by the Harvard I-9 Administrator. An Authorized Representative may be an adult household member, personnel officer, foremen, notary public, etc. Best practice is to have a notary (if allowed by that state) or personnel office complete the Section 2 of the Form I-9 rather than a household member. This option cannot be used for convenience or if the local hiring unit or employee has an on-campus presence.

Be sure the completed paper Form I-9 has an expiration date of 07/31/2026. Any Form I-9s that do not have that date cannot be used and hiring departments will be required to complete a new paper Form I-9.

Upload I-9 Feature

The Upload I-9 feature allows a Harvard I-9 Administrator to enter the information from a completed paper Form I-9 and then upload a scanned copy of the paper Form I-9 into the electronic I-9 system. This allows all Forms I-9 to be retained in a centralized database for tracking and reporting purposes. The instructions below explain how to upload a paper Form I-9 into I-9 Management. **To be compliant with federal law, the paper Form I-9 has an expiration date of 07/31/2026.**



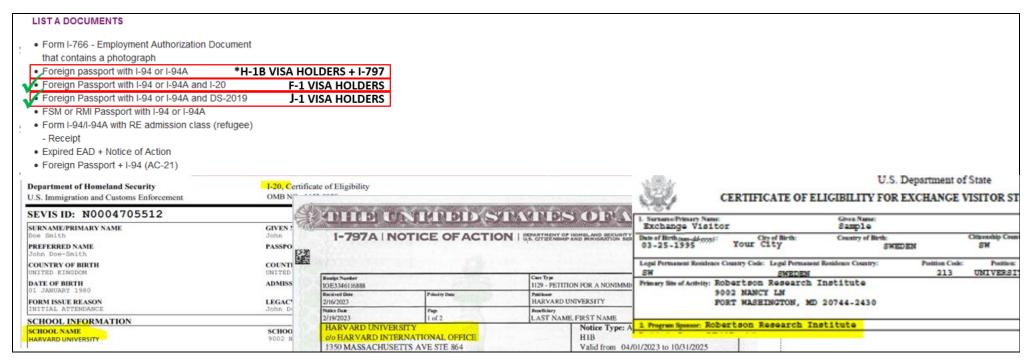


Section 1. Employee Information and Attestati		e and sign Section 1 of F	orm I-9 no later than the first	Example of Section 1 of the Paper Fo	
	Name (Given Name)	Middle Initial (if any) Other	r Last Names Used (if any)	information must be entered into se Information Section of the Equifax El	, , ,
Address (Street Number and Name)	Apt. Number (if any) City or Too	vn	State ZIP Code	(see example of screen below)	
Date of Birth (mm/dd/yyyy) U.S. Social Security No.	imber Employee's Email Addre	255	Employee's Telephone Number		
provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct. Signature of Employee Below is an example of Section 1 as in the section 1 as i	tizen of the United States concitizen national of the United States wful permanent resident (Enter USCIS concitizen (other than Item Numbers 2 tem Number 4., enter one of these: -Number OR Form I-94 Admiss t appears in the Equifactatus as well as other descriptions.	(See Instructions.) or A-Number.) and 3. above) authorized to wo sion Number OR Foreign Pa Today's Date (mm/do x Upload Paper I-9 Retails if the employe	d/yyyy) Form. Complete this section ee selected "Alien Authoriz	n with all information entered in Section ed to Work." The signature date of the e	
There is a maximum size of 2150 KB for the scanned Form I-9 image file you will uplo Section 1. Employee Information	ad. To complete the Upload Paper I-9 you will enter the	Form I-9 information, upload the scanned imag	ge of the Form I-9, and then confirm the transaction.		
* Last Name	* First Name		Middle Initial	Maiden and Other Names	* Required Field
Address (Street Number and Name)		Apt. Number	City or Town	State Zip Code	
* Date of Birth (mm/dd/yyyy)	U.S Social Security Number		E-mail Address	Telephone Number	
	☐SSN Applied For				
* Citizenship/Immigration Status		~	Alien/USCIS Number A	Form I-94 Admission Number	
Work Until Date (mm/dd/yyyy)	Signature Date (mm/dd/yyyy)	m	Foreign Passport Number	Country of Issuance	~
☐ Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S.					



Preparer and/or Translator Information		Only enter preparer and/or
Last Name First Name	Signature Date (mm/dd/yyyy)	translator if Supplement A was completed on the
		paper Form I-9 or if you
		assisted the employee in
		completing Section 1.
Please enter the employment information in Section 2 of the I-9 to be uploaded.	neq	Enter SSN, first day of work,
	Designation of the second section 4 left	Location and visa type if
	Review/Change Section 1 Info	applicable.
SSN: Employee: Test Upload	* Employment Date: Location:	Only issue a government
телефони	Auto-Fill	issued SSN. Do not enter a
Visa Type:	- 1888 - 111	temporary placeholder
, ·		SSN.
		Calant Lint A and int B and C
* Select the set of document(s) presented by the employee:		Select List A or List B and C Documentation selected on
	ed States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C	the Form I-9.
document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C doc	ument if the employee presents one. New employees who choose to present a	the rollings.
receipt(s) must do so within three business days of their first day of employm	ent. Receipts are not acceptable if employment lasts less than three business days.	NOTE: There are many
C documents. A full list of documents is available in the Form I-9 instructions,	by the employee in Section I and the corresponding applicable List A or List B and which are accessible in Help (Knowledge Base).	different visa classifications
○ List A		used at the University to
List A provos identity AND work		accommodate our
authorization: Receipt (e.g., replaceme	nt) <u>What's</u>	international population.
		While the I-94 shows work
		authorization, I-9
List B and C		Administrators must also collect additional
List B proves identity:	nt) What's	documentation (I-797, I-20,
This?	III WHALS	DS-2019) to show eligibility
	~	to work at Harvard.
Us 6 and a substitution of the state of the		
List C proves work authorization: Receipt (e.g., replaceme This?	nt) <u>What's</u>	
	~	







List A document - Foreign Passport with I-94 or I-94A and DS-2019	Enter details of all Section 2 documents listed on the
Document Title: Foreign Passport	paper Form I-9.
Issuing Authority:	
Choose the Issuing Authority on the Foreign Passport Sample Document	
Passport #:	
Expiration Date:	
Document Title: I-94 or I-94A	
I-94#:	
I-94 Admit Until Date (mm/dd/yyyy):	
Document has an Admit Until Date	
The document does not have an Admit Until Date	
O Document states 'D/S'	
Document Title: DS-2019	
DS-2019/SEVIS #:	
The document does not have a DS-2019/SEVIS number	page 5 of 7



Note: The maximu	Select the file of the I-9 image to upload in a supported format (TIF, GIF, JPG, PDF) and then enter the indexing information and finalize the I-9 on the following pages. Note: The maximum file size that can be uploaded is 2150 KB. Click the Choose File button to select the I-9 image file you want to upload: Choose file No file Chosen			
(tif, gif, jpg, pdf) Cancel Back	Upload I-9 Image			
Prese review the following information as it was entired. You can After verying that the information is correct, complete the agging This belowwise two copy in displayed on the Englayer Defail, 33 large Title. See The Secretary See Secretary See Secretary Secretary Secretary See Secretary Secret				Review all the detailed information and make corrections as needed.
S] Connected field Name: Inc. (Spale Address: Inc. (Spale Inc. (S	Other Hamms Sheel. ClayState Aup. Centralige, AST 20171 EM & Revenification Due Remons: Leadless: Central Ast Revenification	ILS. Social Security launder: Applied for 6 and Address: Brough Due Ende Furtip Trought Insides: 1332-02199 Benight Code: Was Specified.	Date of Sinite 010102000 Neinghower Nationate: What Market: An other submirate to service Benering the Review Consensed Cooling of Management Aggregate By Date Mc.	Electronically Sign the form.
Document Information Summary Idd Advances: Rosegy Preport with Document Illie: Rosegy Preport with Document Illie: Rosegy Preport Annia - Aller Preport i: 135-0799 Carl		soults of the entification of the employer's work authorisation by the United States government.		



Generic Document Retention Policy Harvard University's policy is to retain a copy of ALL supporting documents used to complete Section of the Form I-9 (Either List A or List B and C docur requirements can be found on Harvard's Training Portal) or scan and upload the images via a secure environment. If you are unable to attach the docu possible in order to be in compliance with federal regulations. See Harvard's Training Portal for additional guidance.	Follow the process to upload the Section 2 documentation. Note the Paper I-9 Upload
I cannot attach documents at this time, but will upload the documents within 2 business days. See Harvard's Training Portal for documentation	feature does not allow the use of the I-9 Mobile App.
Instruction	
To upload a document do the following:	
1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, sele	
2. Use the Browse button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG, or PDF file.	
3. Click the Upload button.	
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.	
5. Upload the next document.	
6. When all documents are uploaded you may click the Finished button.	
If you are unable to upload documents do the following:	
1. Click the checkbox above indicating you could not upload documents.	
2. Click the Finished button.	
	Follow any E-Verify
E-Verify	requirements as necessary
Current Status: Photo Matching This E-Verify case requires further action. Click <u>view case details</u> to review the case and take the appropriate action.	