

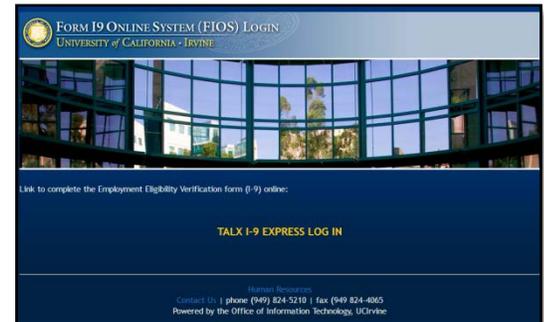
FORM I-9 ONLINE SYSTEM (FIOS) INSTRUCTIONS FOR PERSONNEL PROCESSORS

How to Complete Sections 2 & 3 of Form I-9 in FIOS

COMPLETING SECTION 2 :

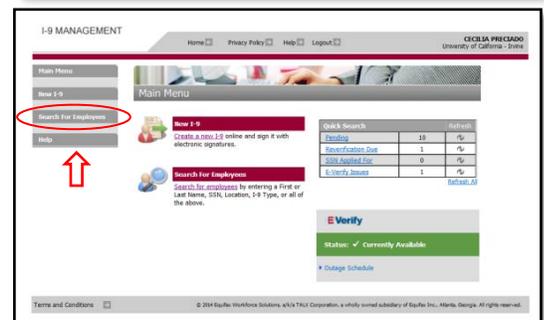
1. Log in to FIOS

- Go to <https://apps.adcom.uci.edu/ElectronicI9/>
- Click on, **TALX I-9 Express Log In**
- When prompted log in with your UCInetID and Password



2. Locate & Review Employee's Pending Form I-9

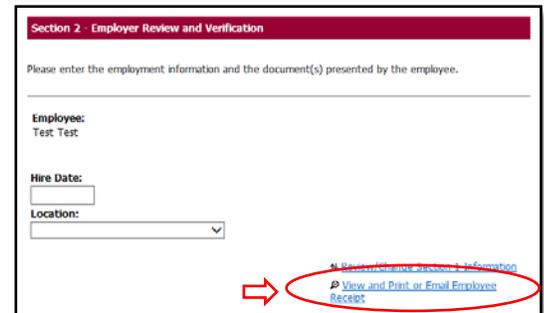
- On the gray menu bar on the left side of the screen, click on **Search for Employee**
- Search for the employee by name
- Click on your employee's name to get to Section 2



3. Review Employee's Section 1

- Click on the blue **View and Print Employee Receipt** link to review you employee's Section 1 information

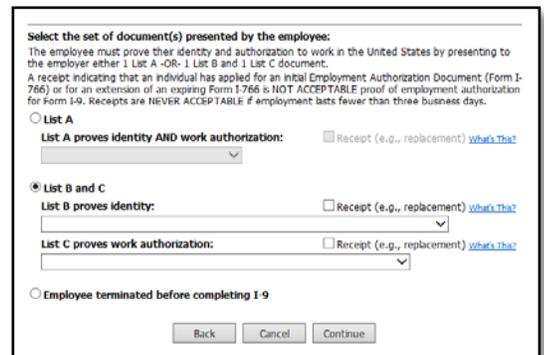
*(Note: If any changes need to be made to Section 1, they can only be made by the employee. **Never** make changes or sign on behalf of the employee)*



4. Review documentation & Begin Section 2

To complete this section, you **must** review acceptable documentation presented by the employee (*reminder: documents must appear to be **genuine** and **relate to the employee***). After reviewing the appropriate documents presented:

- Enter the *Hire Date* (i.e., first day of work for pay)
- Select the appropriate work location (*Note: most locations at UC Irvine will be **E-verify Not Required***)
- Select the appropriate list of documents
- Select the specific document(s) from the drop-down list(s)
- Click **Continue**



5. Enter document information

- Enter the document information from the documentation presented by the employee
- Click **Continue**

6. Review the form

- Review the information entered on the I-9 (both sections) to make sure it is correct. *(Note: You will not be able to delete the form once submitted)*

7. Sign the form

- Read the attestation
- Click the checkbox to agree with statement
- Click **Continue** to complete the electronic signature and submit the form
- You will receive a message on the next screen stating the I-9 was successfully added

Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority:
U.S. Department of State [Sample Document](#)

Passport #:
[Text Input Field]

Expiration Date (mm/dd/yyyy):
[Text Input Field]

[Back] [Cancel] [Continue]

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

Employer Electronic Signature ([English](#) | [Español](#))

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. The employee's first day of employment (mm/dd/yyyy): 5/6/2013

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

I have read and agree with the certification statement above.

[Back] [Cancel] [Continue]

➔ **The I-9 is now complete and is listed on the employee's detail page in FIOS**

REMEMBER: Enter I-9 completion date in PPS

Use the date you completed the Form I-9 as the date you enter in PPS for the Form I-9 completion date

COMPLETING SECTION 3

Section 3 is only necessary when:

- The employee's employment authorization or documentation of employment authorization has expired and the new work authorization information needs to be entered to remain in compliance (aka "reverification")
- There's a change in work authorization status (ex. change in citizenship status)
- There's a change in name

(Note: UCI's policy is to create a new I-9 for every employee that has separated from the university, which is why we do not use "Block B" of Section 3)

If you have an update or reverification that is due for a paper I-9 that was completed before the implementation of FIOS:

1. The employee will have to fill out Section 1 online
2. The processor will fill out Section 2 with:
 - The updated work authorization information
 - The employee's original hire date

To complete Section 3 in FIOS:

1. Locate the employee's detail page in FIOS

- Log in to FIOS
- Search for the employee by name
- Click on your employee's name to get to their detail page

2. Initiate the reverification/update

- Click on the active **Section 3** or **Receipt Update** button (*the button is activated depending on what type of documentation needs to be reverified*)
- On the next screen, select the appropriate document from the dropdown list
- Click **Continue**

3. Follow the prompts and enter new/updated information

4. Review the information

5. Review and Sign the attestation (For a Reverification)

➔ The update is now complete and is listed on the employee's detail page in FIOS