Tufts University – New Hire Process
Completing and Verifying the Employee New Hire I-9 Form

Any Person hired to perform labor or services in return for wages or other remuneration must complete the Employment Eligibility Verification Form I-9. This form is used to verify the employee’s identity and ability to work in the United States. New employees will complete Section 1 of the I-9 on their first day of work. You, as the authorized I-9 representative of Tufts University, must review the new hire’s Form I-9 and complete the employer portion, Section 2, of the form within 3 business days of the hire (e.g., if an employee starts on a Thursday, you must complete the employment verification by Monday). If Human Resources, the Student Services Center (Dowling Hall) or the School of Dental Medicine Office of Student Affairs does not receive the employee’s completed I-9 information within three business days of hire, the employee will not be permitted to work or receive pay beyond their first three days. In addition, the original hire record will be purged/terminated from PeopleSoft which will require the hiring department to repeat the hire process again.

This “tip sheet” gives you the step-by-step instructions for completing the form in the PeopleSoft HR system:

Navigate to the Tufts PeopleSoft HRMS login at: http://eserve.hr.tufts.edu.

Click on the PeopleSoft HRMS Login, and the login using your Tufts UTLN (“User ID”) and your PeopleSoft password.

At the next screen, click on Workforce Administration, and then click on Complete/Re-verify EE I-9 Form.

Then enter the Employee’s Identification Number (Empl ID), and click Search.

You can also search by name by selecting the button in the “Search by:” box and selecting the name from the list.
Section 1 of the I-9 Form contains information submitted by the new employee. The employee’s personal information will be displayed, as well as the employee’s statement as to their citizenship status (and, in rare instances, details about Minor and Special Placement). Proceed to Section 2 – Document Verification.

Document Verification

Option 1: List A documents provide both identification and work authorization.

For US passport, permanent resident, and Employment authorization holders, only the first box in List A needs to be completed.

Non Resident Aliens (NRA) who, except in extremely rare circumstances, will have a foreign passport with an I-94 stamp and supporting documentation. You will need to complete the 3 boxes in List A for Non Resident Aliens.

Examples of documents for Non Resident Aliens:

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>Box 1</th>
<th>Box 2</th>
<th>Box 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Foreign Passport</td>
<td>I-94</td>
<td>I-20</td>
</tr>
<tr>
<td></td>
<td>with I-94 Stamp</td>
<td>Document</td>
<td>Document</td>
</tr>
<tr>
<td>J1</td>
<td>Foreign Passport</td>
<td>I-94</td>
<td>DS-2019</td>
</tr>
<tr>
<td></td>
<td>with I-94 Stamp</td>
<td>Document</td>
<td>Document</td>
</tr>
<tr>
<td>H1B</td>
<td>Foreign Passport</td>
<td>I-94</td>
<td>I-797B</td>
</tr>
<tr>
<td></td>
<td>with I-94 Stamp</td>
<td>Document</td>
<td>Document</td>
</tr>
</tbody>
</table>

Entering Information: Click on List A, and then click on the drop-down menu arrow by Document Title, and select the appropriate document from the list. Then enter the Issuing Authority (e.g., United States for a US Passport), Document Number and Expiration Date (if any).

Option 2: Lists B and C are used in combination to verify eligibility.

List B contains documents that are usually picture IDs that prove identity, such as a Driver’s License.

List C contains documents that prove ability to work in the US, such as an unrestricted Social Security Card.

Entering Information: Click on List B AND List C. Under Document from List B, click on the drop-down menu arrow by Document Title, and select the appropriate document from the list. Then enter the Issuing Authority (e.g. Massachusetts for a MA Driver’s License), Document Number and Expiration Date (if any). Under Document from List C, click on the drop-down menu arrow by Document Title, and select the appropriate document from the list. Then enter the Issuing Authority (e.g. United States for a Social Security Card), Document Number and Expiration Date (if any).
When done, click on **Accept**, which will save the form and add your electronic signature.

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**Employer Representative Details**

**Name:** Douglas Farrene  
**Title:** HR Business Analyst  
**Address:** 260 Boston Avenue  
Methuen, MA 01844

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**Accept**  
**Certification:**  
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): 3/4/2013 (See instructions for exemptions.)