

Adding (Amending) SSNs to an I-9

When an employee does not have an SSN, you may still complete an I-9 form. Once they apply for their SSN, SSA will mail them their new card (this usually takes 2 -3 weeks). You will need to make sure you follow up with your employees after this 2-3 week period of time to ensure they come in with the original card allowing you to add this (amend) to their I-9 form. After you have, you will need to resubmit their I-9 to E-Verify and add this number to their personal information tab within their Employee record.

The following steps will explain how to add the SSN to the I-9, resubmit to E-Verify and how to add this number to their personal tab (so all other users may locate this employee through the Minute I-9 option, if needed in the future).

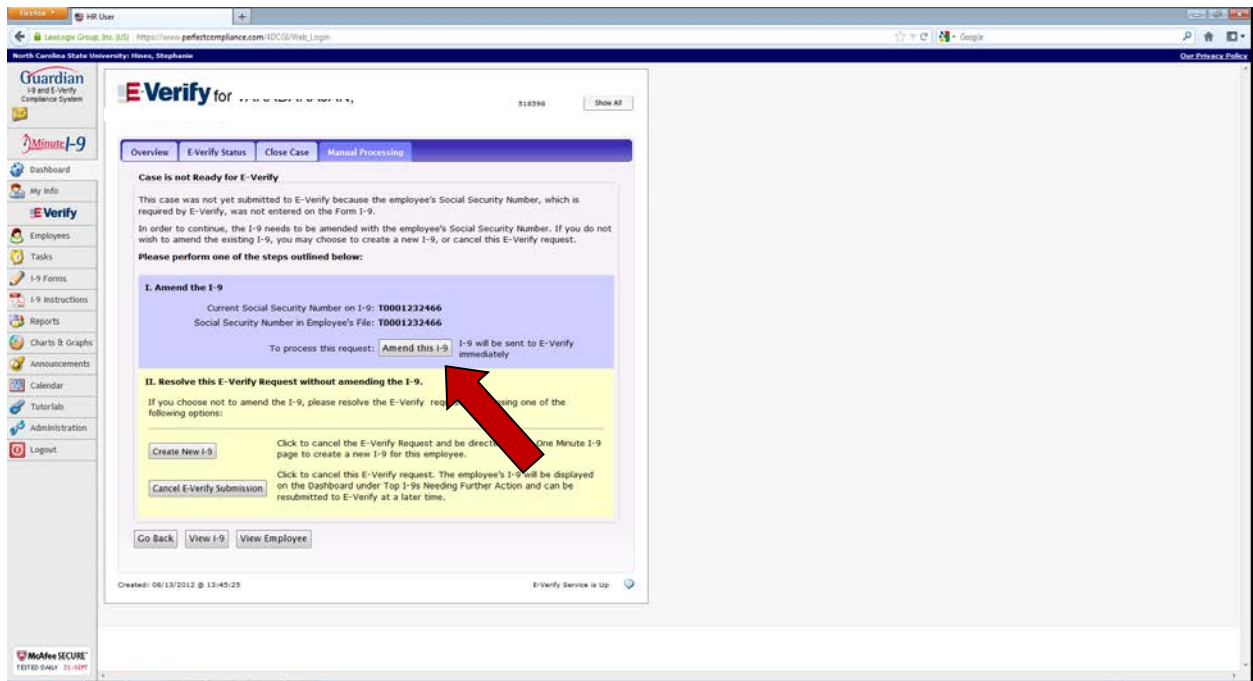
1. From your Dashboard, make sure your OUC is listed in the drop-down box at the top of the page. [Fig. 1]
2. Click “View” (located under the title of your panel) and choose “Top I-9s Needing Further Action”. This will show a list of employees who need their SSNs added. [Fig. 1]

The screenshot displays the Guardian I-9 and E-Verify Compliance System dashboard. The top navigation bar includes the user name 'HR User', the organization 'North Carolina State University: Mims, Stephanie', and the system name 'Guardian I-9 and E-Verify Compliance System'. The dashboard is divided into several panels. The 'Top Pending I-9s' panel shows a list of pending I-9 forms with columns for 'I-9 Number', 'Reason', 'Date Expires', and 'Days Left'. The 'Top Pending I-9s Actions' panel shows a list of actions with columns for 'Date Started', 'Current Status', 'Employee Name', and 'Date Initial Verification'. The 'Top I-9s Needing Further Action' panel shows a list of I-9s that need further action, with columns for 'Date I-9 Created', 'Employee Name', 'Reason', 'Date Expires', and 'Days Left'. A red arrow points to the 'View' button under the 'Top I-9s Needing Further Action' panel, and another red arrow points to the dropdown menu at the top of the page.

Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
06/13/2012		No SS	05/31/2013	ASAP (40)
06/12/2012		No SS	05/31/2013	ASAP (23)

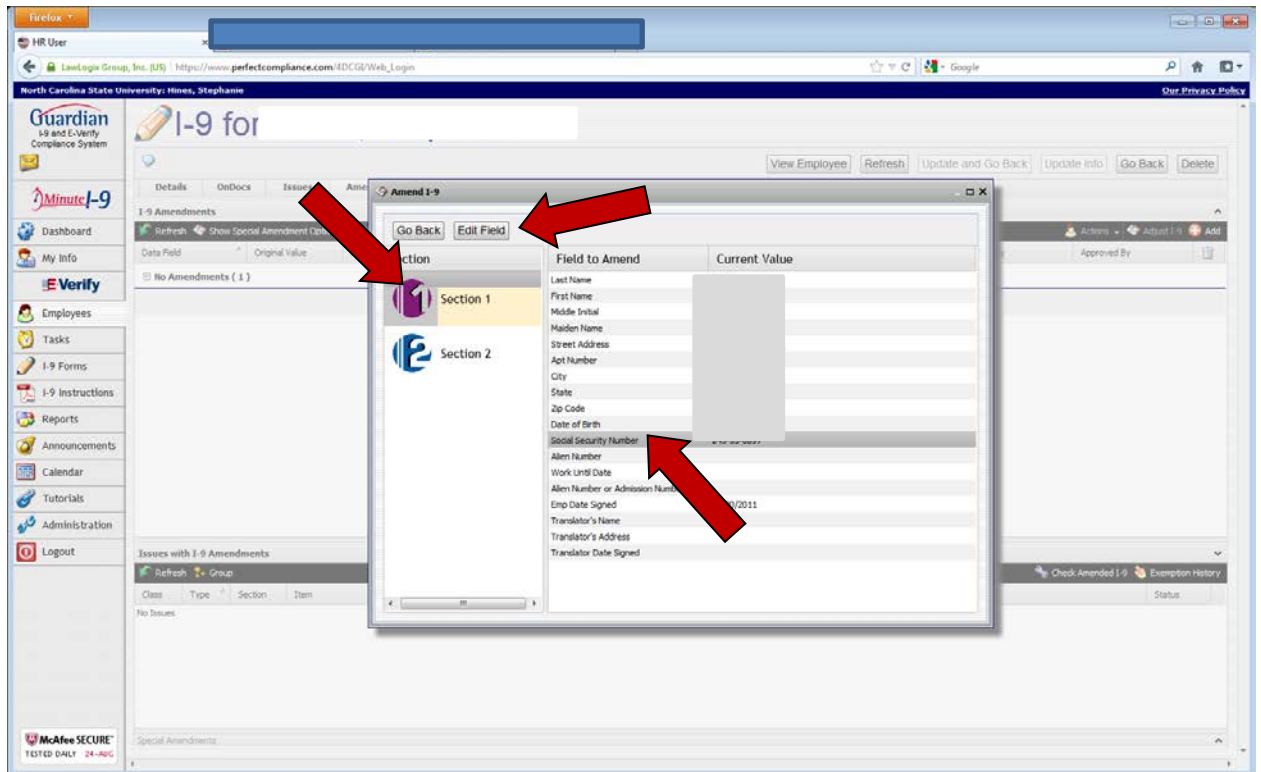
[Fig. 1]

3. Locate the name of the employee who is present with you and now has the original SSN card. Click on the **date** link in blue. This will take you to their E-Verify page, where you will be able to amend their SSN number. Then click “Amend this I-9”. [Fig. 2]



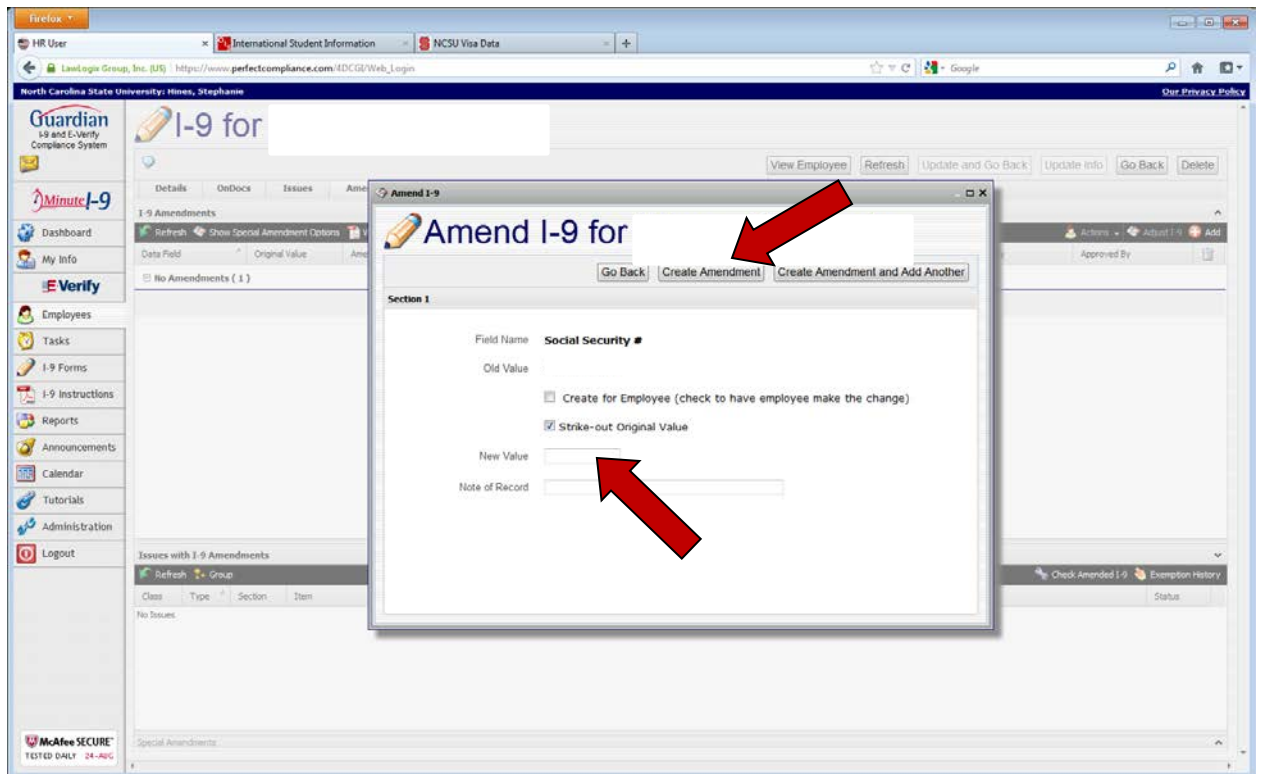
[Fig. 2]

4. After clicking “Amend this I-9” you are taken directly to the Amendments tab of this employee’s I-9 form. This is where you are now able to amend the change in Section 1. To do this, please click “Add” at the top right corner. A pop-up window will appear. Please click on “Section 1”, and then click “Social Security Number” from the list on the right. Then click “Edit Field” at the top of the page. [Fig. 3]



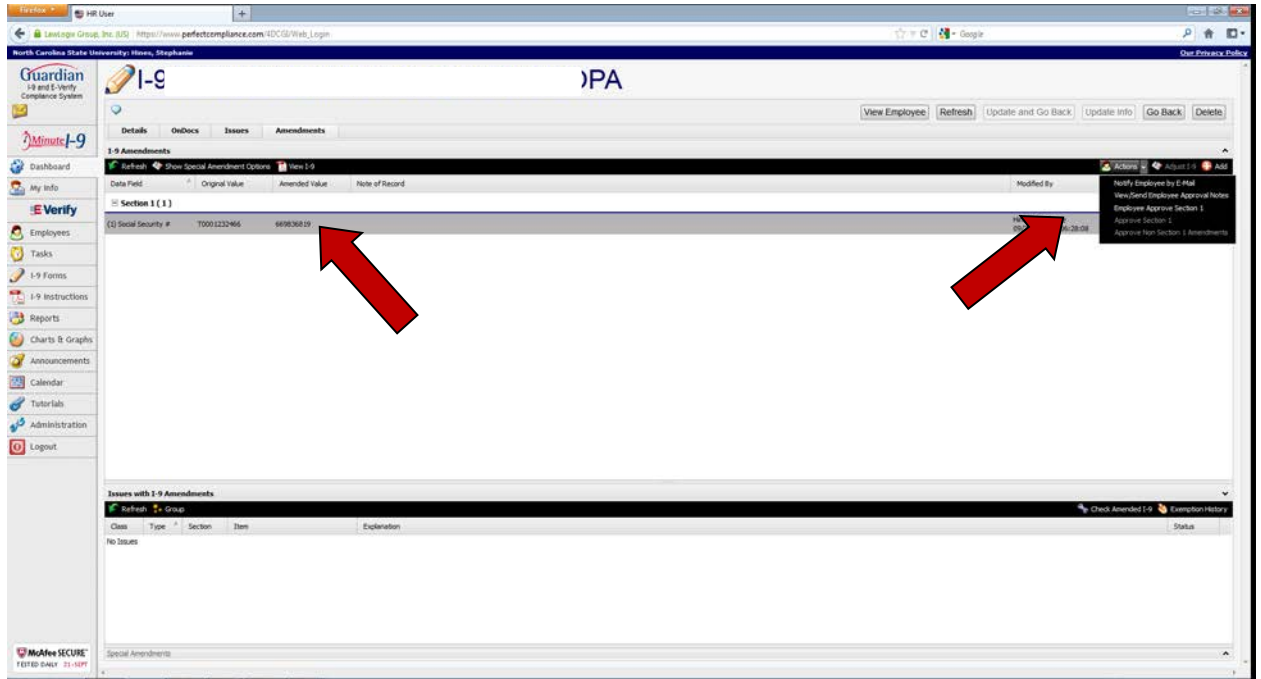
[Fig. 3]

5. Please type the new/correct information in the box that states “New Value” and click “Create Amendment”. [Fig.4]



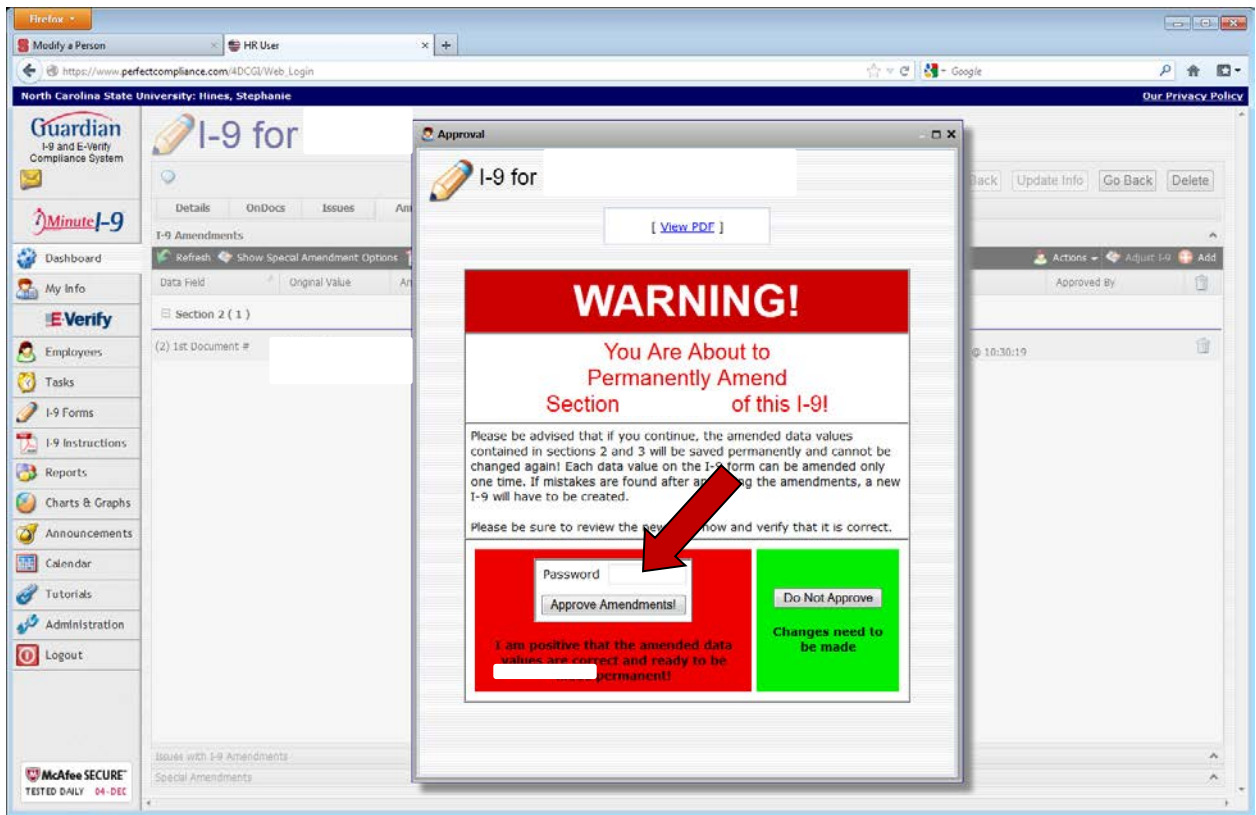
[Fig. 4]

6. The amendment will now be listed on the Amendment screen at this time. Click **once** on the amendment (highlighting the row) and click on “Action” from the top right corner of the screen. Please click “Approve Section 1”. [Fig. 5]



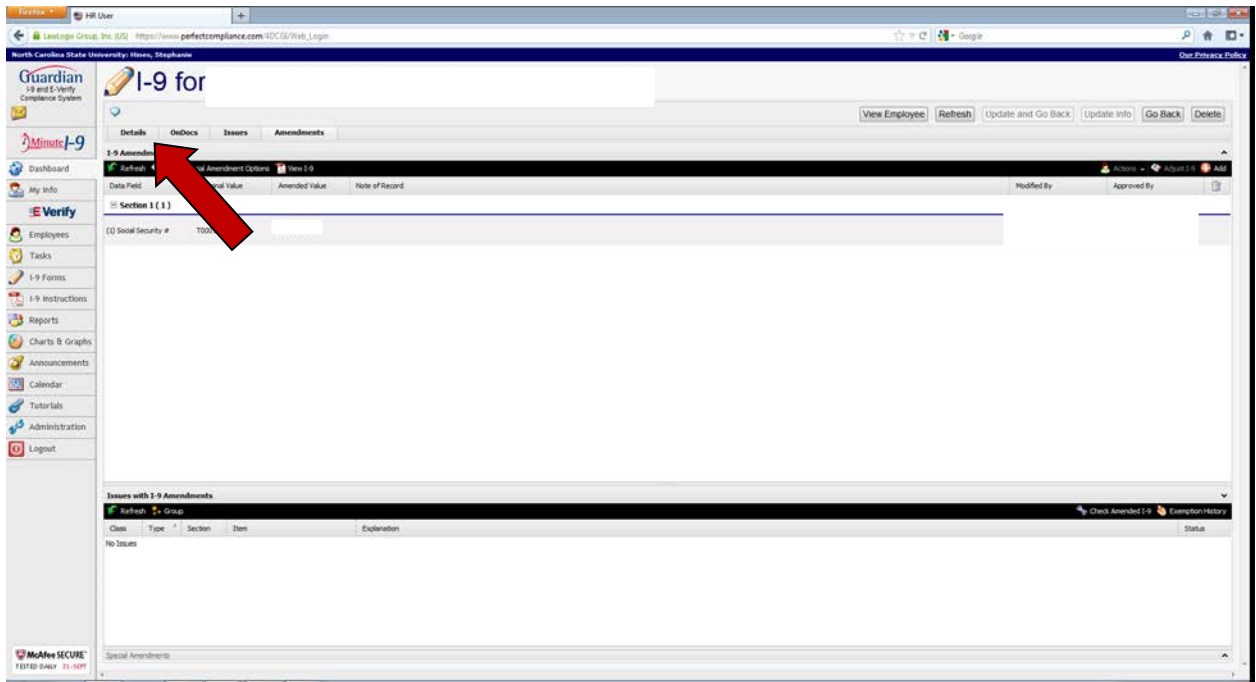
[Fig.5]

- At this time, a pop up box will appear with “WARNING!” listed at the top. Please type your password (the same password you use to log into the I-9 Guardian system) and click “Approve Amendments”. [Fig. 6]



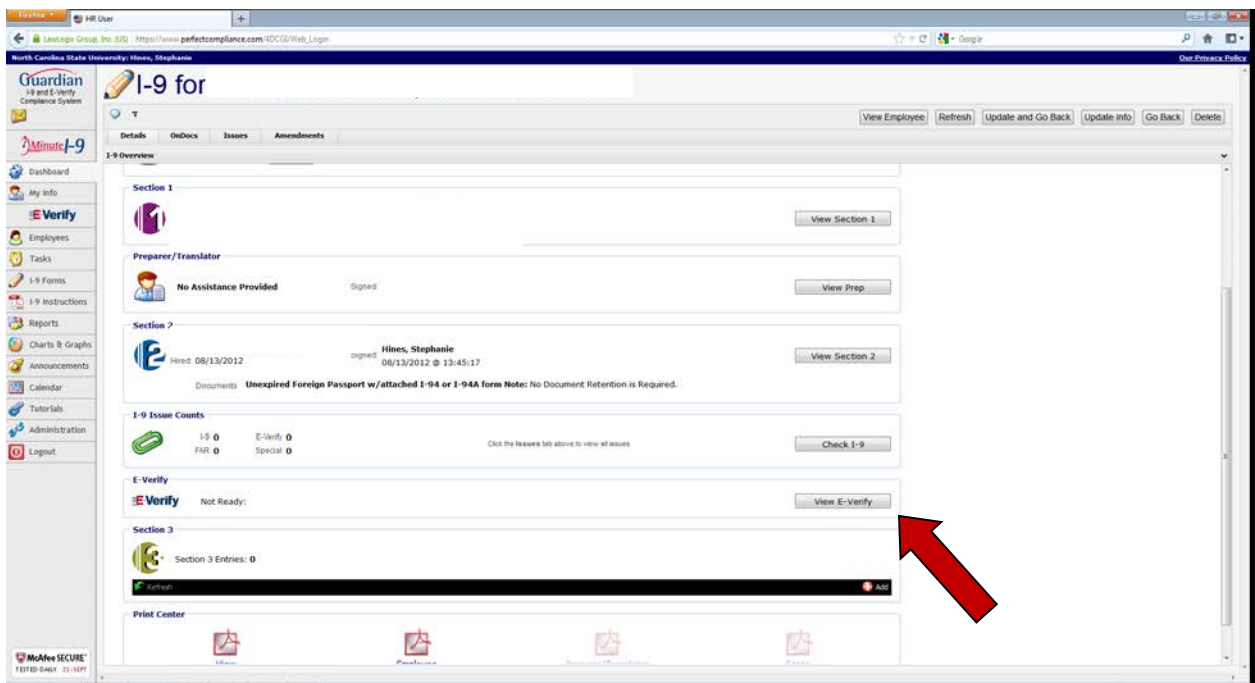
[Fig. 6]

8. The amendment has now been approved. At this time you will click the “Details” tab in the upper left corner. [Fig. 7]



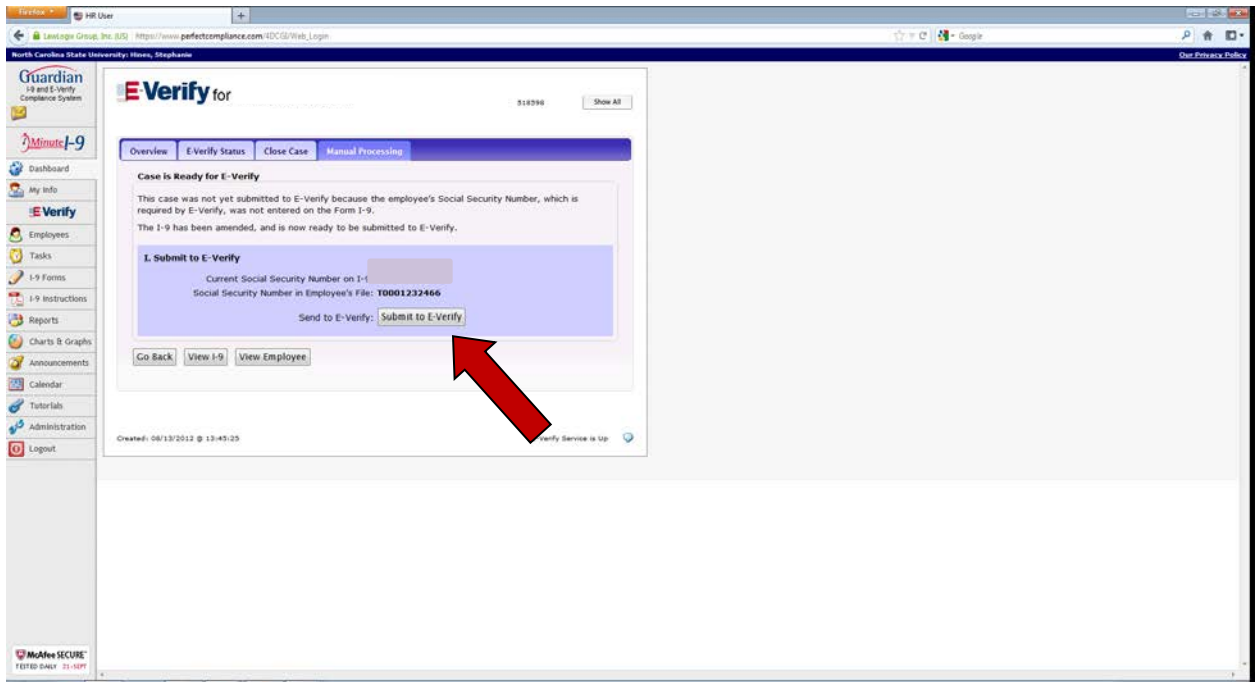
[Fig. 7]

9. After clicking the “Details” tab, you will be taken to the I-9 overview (similar to what it looks like after you electronically sign an I-9 and mark it completed). Scroll until you see the E-Verify section and click “View E-Verify”. [Fig. 8]



[Fig. 8]

10. After clicking “View E-Verify” you will be taken to the E-Verify page where you will click “Submit to E-Verify”. [Fig. 9]



[Fig. 9]

ATTENTION: If your button still reads “Amend This I-9”, please complete the following steps:

- Click the Overview button at the top left (Fig A)
- Once the page refreshes, scroll to the bottom of the page, and click "Re-submit to E-Verify". (Fig B)
- This will resubmit the I-9 and pick up at the next step in the tutorial.

E-Verify for 814067 [Show All](#)

Overview [Close Case](#) [Manual Processing](#)

Case is not Ready for E-Verify

This case was not yet submitted to E-Verify because the employee's Social Security Number, which is required by E-Verify, was not entered on the Form I-9 or is invalid.

In order to continue, the I-9 needs to be amended with a valid Social Security Number. If you do not wish to amend the existing I-9, you may choose to create a new I-9, or cancel this E-Verify request.

Please perform one of the steps outlined below:

I. Amend the I-9

Current Social Security Number on I-9:
 Social Security Number in Employee's File:

To process this request: [Amend this I-9](#) I-9 will be sent to E-Verify immediately

II. Resolve this E-Verify Request without amending the I-9.

If you choose not to amend the I-9, please resolve the E-Verify request by choosing one of the following options:

[Create New I-9](#) Click to cancel the E-Verify Request and be directed to the One Minute I-9 page to create a new I-9 for this employee.

[Cancel E-Verify Submission](#) Click to cancel this E-Verify request. The employee's I-9 will be displayed on the Dashboard under Top I-9s Needing Further Action and can be resubmitted to E-Verify at a later time.

[Go Back](#) [View I-9](#) [View Employee](#)

(Fig A)

Initiated by: Potentially Naturalized: Initiated on: Photo Confirmation:

SSA Resubmittal Results

Last Name: Eligibility: - First Name: Initiated by: Initiated on:

DHS Results

Resolution: - Resolution Date:

E-Verify Case Resolution

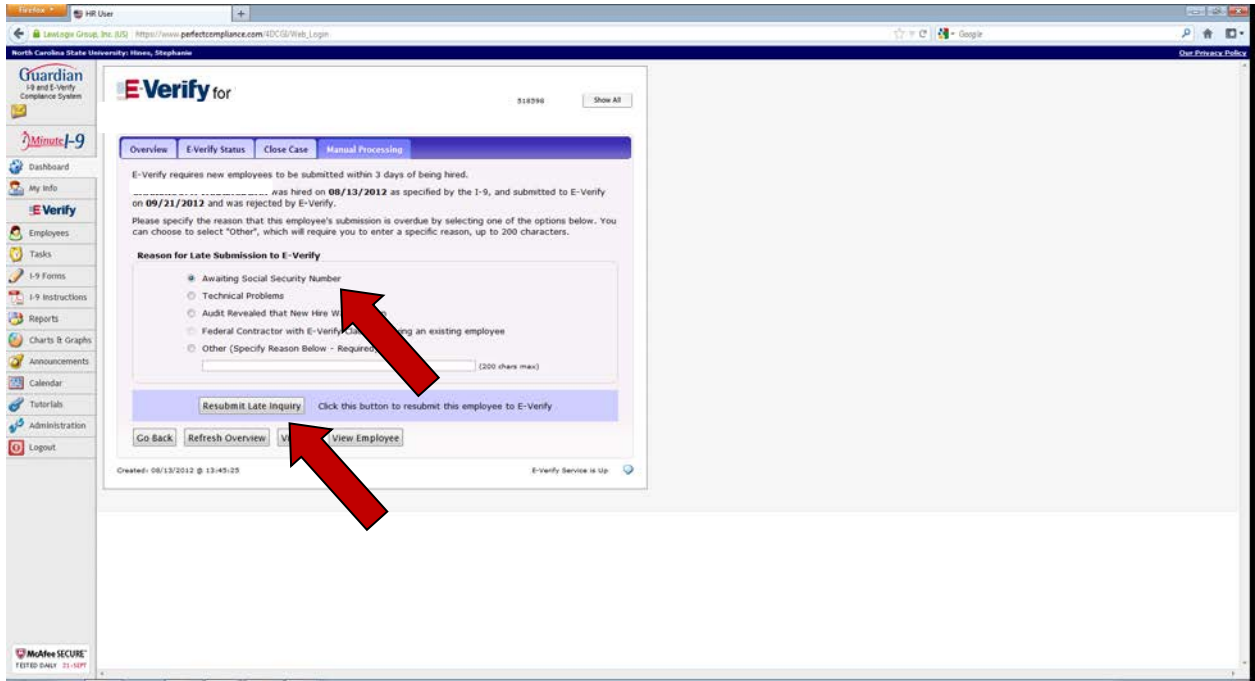
Resolve Option: - Case still open Resolved on:

[Go Back](#) [Refresh Overview](#) [View I-9](#) [View Employee](#) [Re-Submit to E-Verify](#)

Created: 09/06/2013 @ 13:09:39 E-Verify Service is Unknown

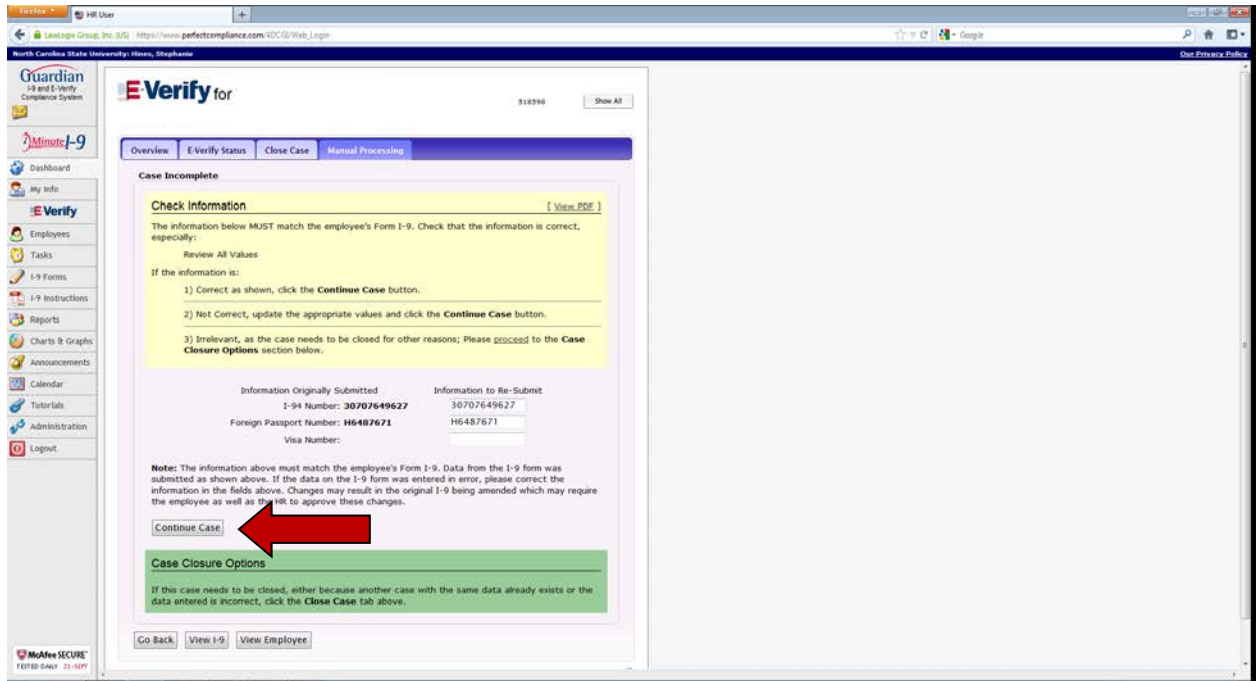
(Fig B)

11. You will then choose “Awaiting Social Security Number” from the list of options, because this person did not have a SSN at the time the I-9 form was completed. Then click “Resubmit Late Inquiry”. **(Please note: this should only be used in the case the employee does not have a SSN assigned to him/her at the time the I-9 was completed. This cannot be used if the person forgot their SSN card and the I-9 was submitted late.)** [Fig. 10]



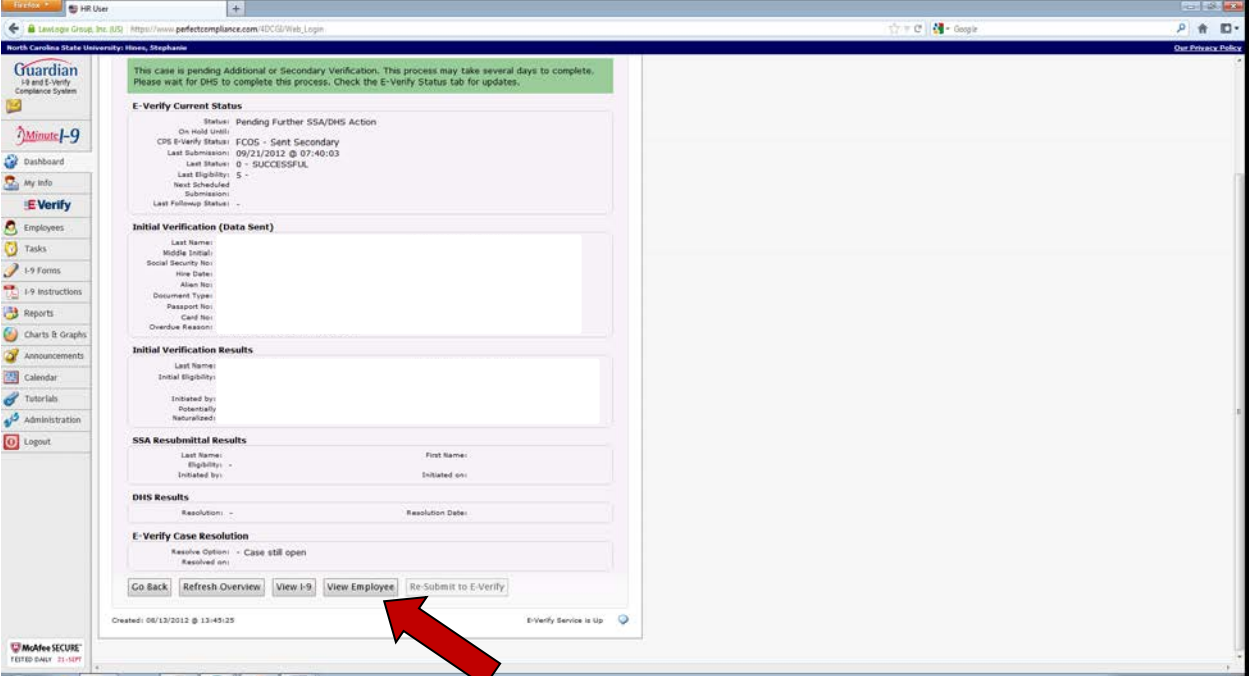
[Fig. 10]

12. After resubmitting, E-Verify may ask you to double check some of the information previously included on the I-9 form. In order to continue processing this E-Verify submission, review the information and click “Continue Case”. [Fig. 11] If you are not prompted to double check, your E-Verify submission will automatically begin processing after you complete step 11 (above).



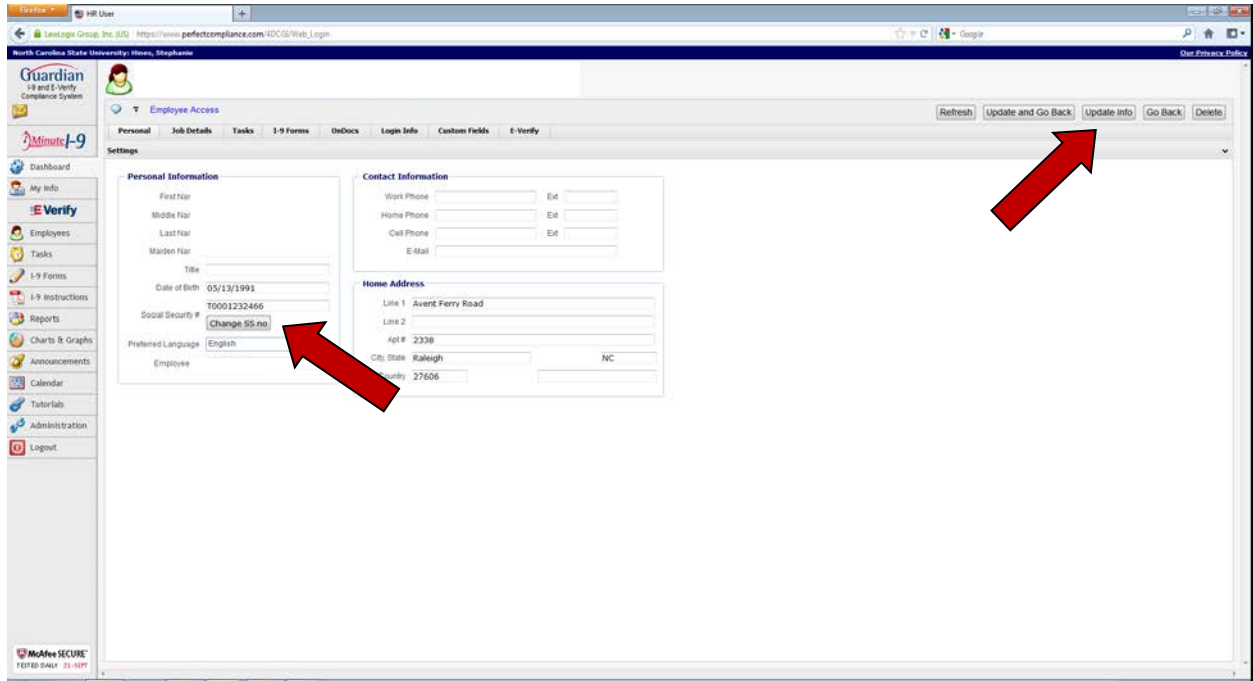
[Fig. 11]

13. DHS can take up to 24 hours to respond to E-Verify cases for foreign nationals, so you may not receive an immediate response. You will see “Case Pending Additional or Secondary Verification” which lets you know you have successfully resubmitted the I-9 to E-Verify with the amended SSN. At this time you will need to add the correct SSN to the employee’s personal information within their Employee record (or double check to see if this information has been automatically updated in the system from PeopleSoft. This is **NOT** always going to happen first, so you should double check the SSN to ensure it is added.) To do so, scroll to the bottom of this screen and click “View Employee”. [Fig. 12]



[Fig. 12]

14. After clicking “View Employee” you will be taken to this employee’s personal tab within their Employee record. If the correct SSN is not already listed, please click “Change SS no”, type their correct SSN in the box next to “Social Security Number”, review the number you typed, and then click “Update Info” at the top right of the page. (You will know that this has successfully “saved” (updated) when a bar at the top appears with the words “Data Saved”. [Fig. 13]



[Fig. 13]

15. After you complete this step, you have successfully added the SSN to the I-9 form, resubmitted the I-9 form to E-Verify and included the new SSN to the personal tab, giving you the ability to locate the employee through the “Minute I-9” option.