

Searching for an Employee/Employee's I-9 form

North Carolina State University

Social Security Number

Employee Details

Employee Start Date: 06/16/2007

Employee ID:

Location: Main Campus - Raleigh

Occupation Class:

Preferred Language: English

I-9 Type: Archival Paper I-9

Employee History

This employee already exists in this system.
Fill in the required details above, then:

Found	ID	DOB	Options
Susan L		12/21/1950	<input type="button" value="Create New I-9"/>

[Archival Paper I-9] Approved 07/28/2012

[Fig. 1]

- Use the “One Minute I-9” tool from your tool bar, type in the person’s SSN and click search. If this person is a foreign national, click on the box that says “Employee does not have or will not reveal Social Security Number” to search for the employee by name. **Do not search or include the employee ID number in this step.**
- If a name appears below, you **must click on the “Archival I-9 or Electronic I-9” link and VIEW Section 2 of the I-9 form!** The only way to know if the documents are still valid is to view Section 2 of the previous I-9 form. There is NO indicators on this screen that will tell you otherwise. (Important: Current/Not Current has **nothing to do with the I-9 form** and does not indicate whether an I-9 needs to be completed or not.) If the documents in Section 2 are expired and an I-9 is needed, simply click “Create I-9”.
- If there is **NOT** an employee record for this person, click on “Create I-9” to move forward. [Fig.1]