 <b>Division of Human Resources</b> Standard Operating Procedures	<b>Procedure:</b>	<b>ELECTRONIC I-9</b>
	<b>Effective Date:</b>	July 30, 2012
	<b>Revision Date:</b>	n/a
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	<b>Approved By:</b>	<i>Thomas Brown</i> (original on file)

Employees are required to complete the Electronic I-9, Employment Eligibility Verification, no later than the first day of hire. Employers are required to verify employment eligibility for all employees within three working days of the date of hire. CSN’s practice prohibits the employee from completing an Electronic I-9 transaction more than 30 calendar days prior to the date employment begins. This recommendation was provided to CSN by Internal Audit and Employment Verification Resources, Inc. (EVRI) in 2007.

**Employee (Section 1)** - Must be completed by the employee no later than the first day of employment.

1. Log into the TALX I-9 express system:  
<https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.aspx?Employer=14491>
2. In the “Enter the text above” field, enter the special characters displayed in the online picture and click “Continue”.
3. Complete all fields in section 1 and click “Continue” on the bottom.

**Section 1. Employee Information and Verification.**  
 To be completed and signed by employee at the time employment begins.

Last	First	Middle Initial	Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number) <input checked="" type="radio"/> U.S. <input type="radio"/> International		Apt. #	Date of Birth (mm/dd/yyyy)
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State/Province	Zip/Postal Code	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location <input type="text"/>			

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Allen #) A

An alien authorized to work (Allen #) A  (I-94 #)

Expiration Date (if applicable)  (mm/dd/yyyy)

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization


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**Preparer and/or Translator Certification.**  
 To be completed and signed if Section 1 is prepared by a person other than the employee

Preparer/Translator Name

Address (Street Name and Number)  U.S.  International

City  State/Province  Zip/Postal Code


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- When Section 1 is completed a review screen will appear. Review that the information is correct and then check the electronic signature box and click “Continue”.

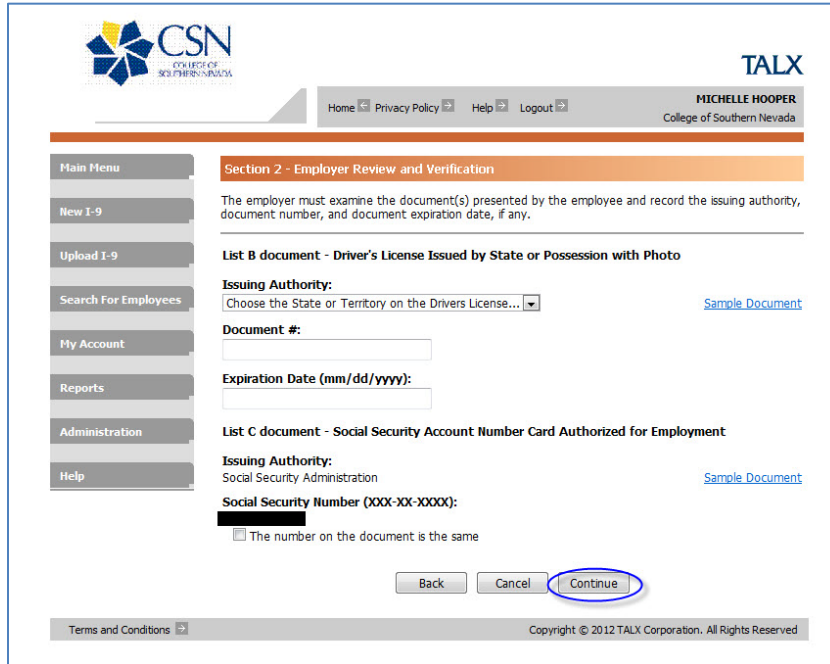
**Employer/Authorized Representative (Section 2)** – Completed by the CSN employee representative.

- Review the employee’s documents and complete Section 2 of the Electronic I-9.
- Type in the “Employment Date”.
- Utilizing the drop down menus for options, enter requested information and then click “Continue”.

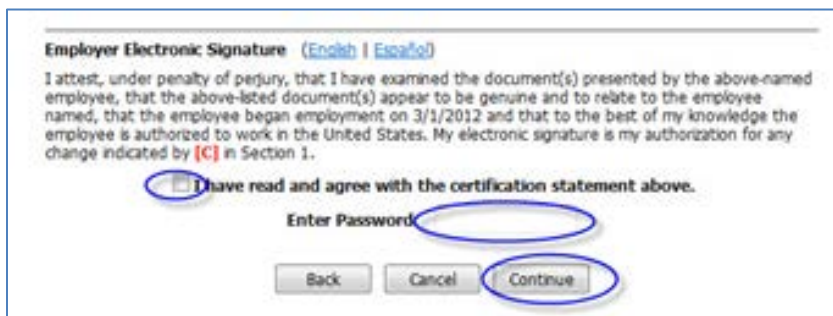
**Note:** The employer cannot specify which documents will be accepted from the employee and will accept only the documents that are necessary to complete either List A or List B and C. If the documents are collected from list A, there is no need to collect any further documentation from the employee.

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4. Type in the “Document #” and “Expiration Date” if applicable and then click “Continue”.



5. Review all the information for accuracy. If accurate, check the box next to “I have read and agree with the certification statement above.” Enter password (password information is the same as when logging into the electronic I-9 system) and click “Continue.”



6. Log Out.