GIS User Training
Presented by Jessica Lawyer & Scott Shimoda
University Human Resources
General Information Services, Inc. (GIS)

• Indiana University is implementing a new web-based system for completing Form I-9s, E-Verify, and Background Checks

• GIS will replace the current HireRight system

• The “go live” date is Monday, February 17th
GIS Compli-9 System & Form I-9 and E-Verify Requirements

Compli-9 User Training
Employment Eligibility Verification

Indiana University is required by law to hire individuals who are legally eligible to work in the U.S.

- Form I-9 is a Federal requirement
- E-Verify is a State of Indiana requirement
Form I-9 Basic Requirements

• Section 1
  • Must be completed by the new employee by the end of the first day of employment

• Section 2
  • Must be completed by the department within three business days of the date of employment

• Departments must stop an employee from working if either requirement is not met
**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (If any)</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Date of Birth (mm/dd/yyyy)

U.S. Social Security Number

E-mail Address

Telephone Number

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 (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____________________. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____________________________

   OR

2. Form I-94 Admission Number: _____________________________

   If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

   Foreign Passport Number: _____________________________

   Country of Issuance: _____________________________

   Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: _____________________________

Date (mm/dd/yyyy): _____________________________
Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A or examine a combination of one document from List B and one document from List C as listed on the “List of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

<table>
<thead>
<tr>
<th>Employee Last Name, First Name and Middle Initial from Section 1:</th>
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</thead>
<tbody>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Expiration Date (if any) [mm/dd/yyyy]:</td>
</tr>
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<td>--------------------------------------</td>
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<tr>
<td>Document Title:</td>
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<td>Expiration Date (if any) [mm/dd/yyyy]:</td>
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<td>Expiration Date (if any) [mm/dd/yyyy]:</td>
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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) (See instructions for exemptions.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>First Name (Given Name)</td>
<td>Employer’s Business or Organization Name</td>
</tr>
<tr>
<td>Employer’s Business or Organization Address (Street Number and Name)</td>
<td>City or Town</td>
<td>State</td>
</tr>
</tbody>
</table>
E-Verify

• An electronic employment verification system operated by USCIS

• Provides automated link to databases from U.S. Dept. of Homeland Security and the Social Security Administration

• Help employers confirm the employment authorization of new hires
How to initiate and complete a Form I-9 and E-Verify utilizing the GIS Compli-9 system

Let’s Get Started
University HR Contacts

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