
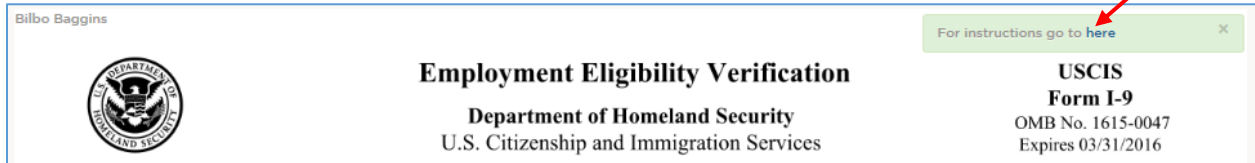


Completing Section 2 of Form I-9 in NeoGov Onboard

Employment Eligibility Verification (Form I-9) Resources


- There are help texts and descriptions for every field on the form. Put your cursor over the field to see the help text, or click on the question mark  to see the full description.
- Instructions for Employment Eligibility Verification can be found by clicking on the top right-hand corner of section 1 page 1.

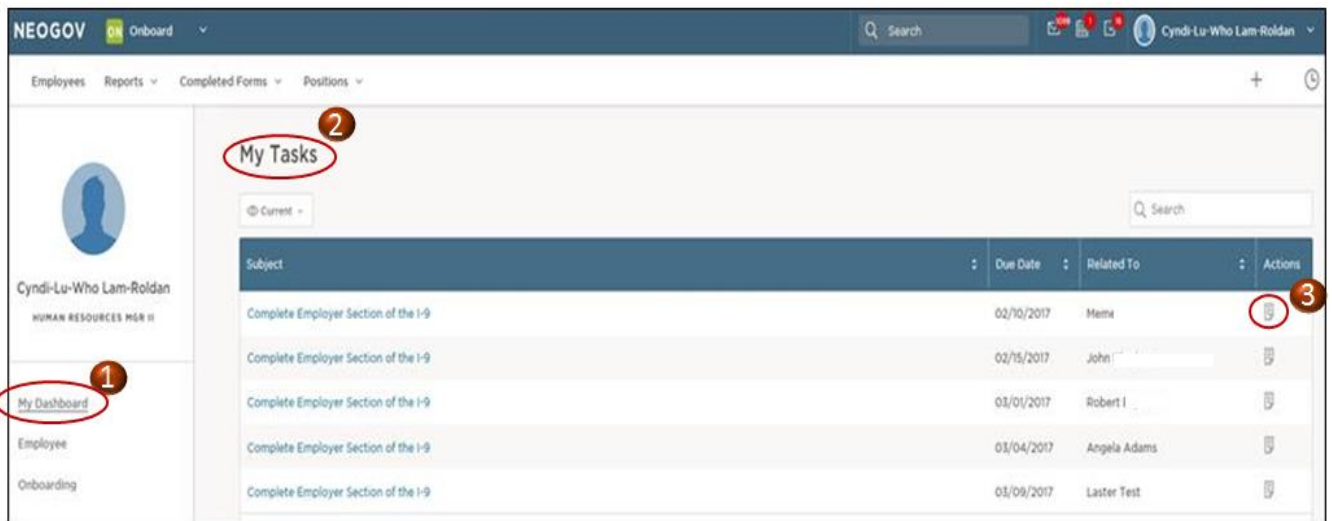







- **USCIS I-9 Central website**
<https://www.uscis.gov/i-9-central>
- **Human Resources Management Department**
Contact your Compensation Analyst at (512) 854-9165.

Step 1: Click My Dashboard.

Step 2: Go to “My Tasks”.

Step 3: Find your employee’s name in the “Related To” column. Click on the Actions icon .



Subject	Due Date	Related To	Actions
Complete Employer Section of the I-9	02/10/2017	Mema	
Complete Employer Section of the I-9	02/15/2017	John	
Complete Employer Section of the I-9	03/01/2017	Robert I	
Complete Employer Section of the I-9	03/04/2017	Angela Adams	
Complete Employer Section of the I-9	03/09/2017	Laster Test	

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Step 4: Review Section 1 (page 1) completed by the new hire. Ensure Section 1 is completed properly and on time.

Section 1. Employee Information and Attestation <i>(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.)</i>					
Last Name (Family Name) [?] Baggins	First Name (Given Name) [?] Bilbo	Middle Initial [?] N/A	Other Last Names Used (if any) [?] N/A		
Address (Street Number and Name) [?] 123 Eagle Ave		Apt. Number [?] N/A	City or Town [?] Austin	State [?] TX	ZIP Code [?] 78701
Date of Birth (mm/dd/yyyy) [?] 01/01/1950	U.S. Social Security Number [?] 530 - 11 - 2222	Employee's E-mail Address [?] BB@hotmail.com		Employee's Telephone Number [?] (512) 810-2222	
<p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes): [?]</p>					
<input checked="" type="radio"/> 1. A citizen of the United States					
<input type="radio"/> 2. A noncitizen national of the United States <i>(See instructions)</i>					
<input type="radio"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): [?] N/A N/A					
<input type="radio"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): [?] N/A Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>					
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>					
1. Alien Registration Number/USCIS Number: [?] N/A N/A					
OR					
2. Form I-94 Admission Number: [?] N/A					
OR					
3. Foreign Passport Number: [?] N/A					
Country of Issuance: [?] N/A					
Signature of Employee [?]				Today's Date (mm/dd/yyyy) [?] 01/20/2017	

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Step 5: Complete the employer’s section 2 (page 2). For the “Lists of Acceptable Documents” see page 3. *Reminder ... We cannot specify which documents new hires may present. A new hire must present one document from List A, **OR** a combination of one document from List B **and** one document from List C.*

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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Baggins	First Name (Given Name) Bilbo	M.I. N/A	Citizenship/Immigration Status 1
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List A
Identity and Employment Authorization

OR

List B
Identity

AND

List C
Employment Authorization

<p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p> <p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p> <p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p>	<p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p>	<p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p>
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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)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code

SIGN

Save

Start Over

Cancel

Step 6: Review and make sure the information entered in section 2 is correct. At the bottom of the form, click “Save”.

Step 7: Scan or make a copy of the document(s) presented to be attached. See instructions on uploading attachments.