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Pending I-9 and Work Authorization Expiration

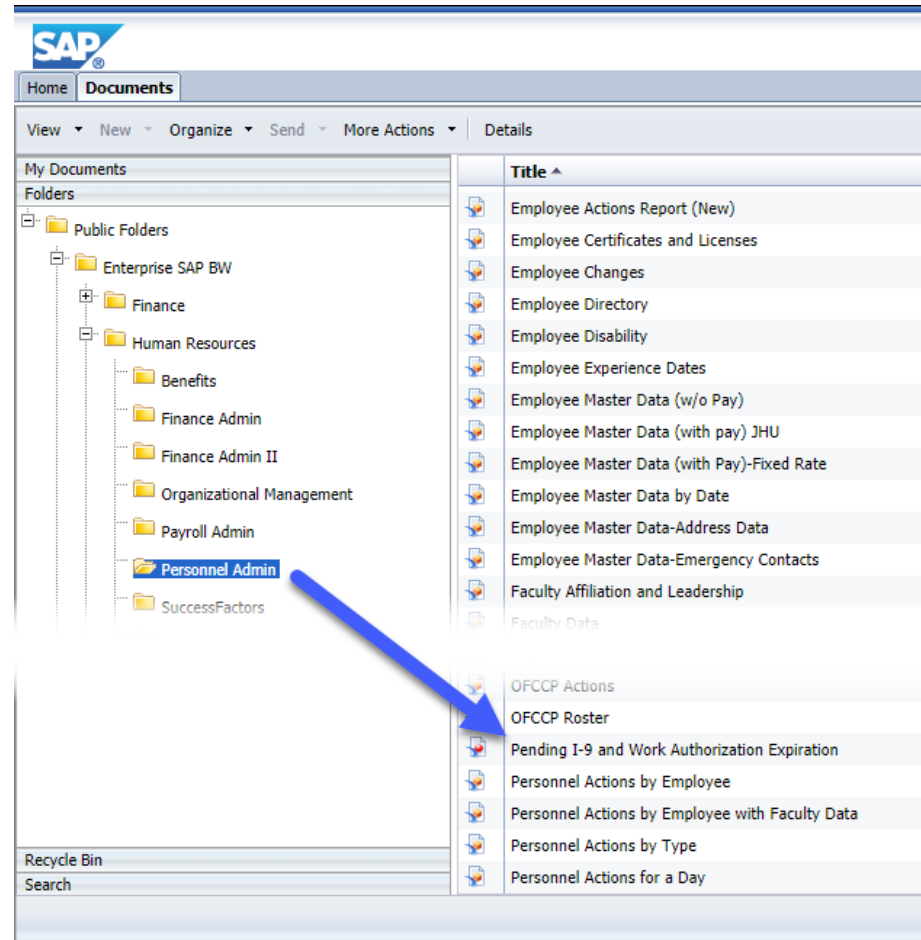
How to Run the Analysis Report

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The Pending I-9 Report has a new look

- Based on the data stored in SAP, this report will help you identify faculty, staff and students with:
 - Expiring work authorization dates within 120 days
 - Work authorization that has already expired
 - Missing work authorization expiration dates
 - Pending I-9 status



Pending I-9 Report

- Select your criteria. There are several options.
- Personnel Area is required. If you choose to enter only Org Unit you will get an error.
- Key date is not an option; this report is always as of close of business yesterday.

Prompts : Pending I-9 & Work Authorization Expiration

Prompt Summary

- * **×** Pending I-9 and Work Authorization Expiration [SAP Business Warehouse]
- Employee :**
- Org Unit(Select Option - Opt) :**
- * **×** **Personnel Area(Selection Option, Required) :** Equal: UN* INCLUDE;
- Personnel Subarea (Selection Option, Optional) :**
- Employee Group (Selection Optional) :**
- Employee SubGroup (Optional) :**

All | Required | Optional

- Employee
 - Org Unit(Select Option - Opt)
 - Include values Equal
 - No values selected
 - * Personnel Area(Selection Option, Required)
 - Include values Equal
 - UN*
 - Personnel Subarea (Selection Option, Optional)
 - Employee Group (Selection Optional)
 - Employee SubGroup (Optional)

Save prompt values with workspace
* Required prompts

Validate OK Cancel

If you have org unit level access you may be required to select your orgs as you do in other reports.

Personnel Area is required. The * in this example is a wildcard.

You may see up to three I-9 categories in the report:

#1 - If a person should have a Work Permit Expiration in SAP, but the field is blank the category is Non Resident Alien without Work Permit Expiration Date. (Appendix – [page 10](#))

#3 - If a person has a Work Permit Expiration in SAP that is already expired or will expire within 120 days the category is Non Resident Alien with Work Permit Expiration Date. (Appendix – [page 13](#))

- Non Resident Alien with Work Permit Expiration Date
- Non Resident Alien without Work Permit Expiration Date
- Pending I-9

#2 - If a person's SAP record has a hold on the field Mail Code/Pers. Admin or if the Residence Status is set to Pending I-9 the category in this report will be Pending I-9. (Appendix – [page 11](#))

Number of Days corresponds to Work Permit Expires

This sample report was run on 9/30/2020. 10/30/2020 is 30 days from today.

When Work Permit Expires = # and I-9 Category = Pending I-9 the I-9 is not yet completed or was completed so recently that it has not yet been recorded in SAP.

Work Permit Expires	Key Figures	
	Number of Days	
07/11/2020	-81	
10/30/2020	30	
11/06/2020	37	
#	0	
09/30/2020	0	
07/14/2020	-78	
12/31/2020	92	
05/31/2020	-122	
#	0	
08/31/2020	-30	
#	0	
08/10/2020	-51	
08/10/2020	-51	
08/31/2020	-30	
07/14/2020	-78	
11/23/2020	54	
08/31/2020	-30	

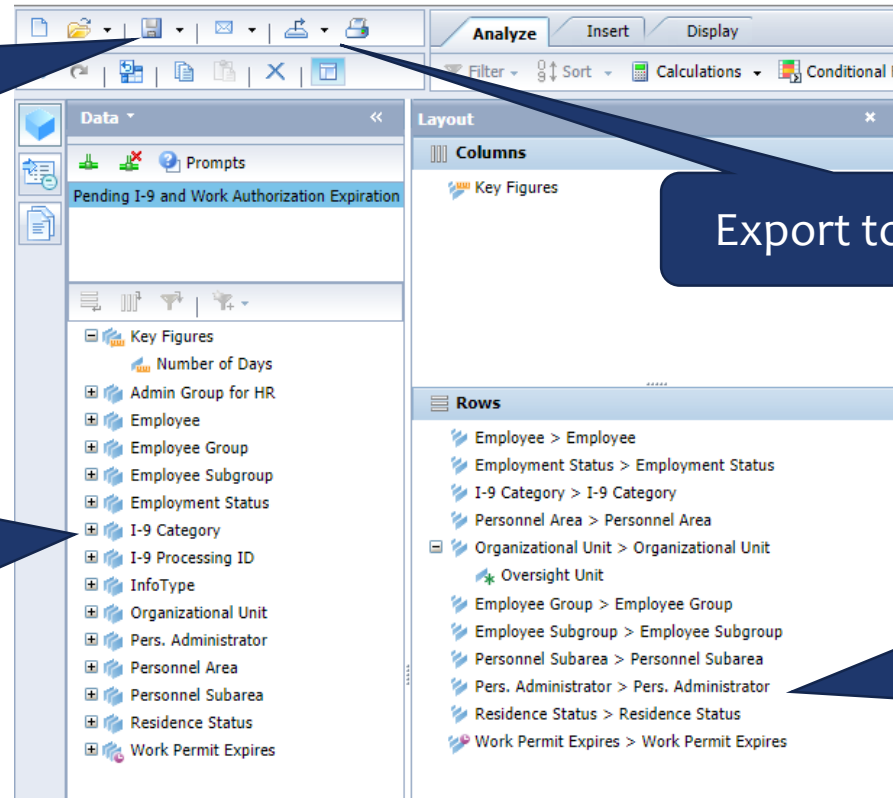
Negative numbers indicate that the work authorization date has passed.

When Work Permit Expires = # and I-9 Category = Non Resident Alien without Work Permit Expiration Date a work authorization expiration date needs to be added to Residence Status in SAP.

You can do some customization, like many other Analysis reports

Save as: keep a copy of your customized report in your favorites folders.

Add free characteristics into the report by dragging them to the rows area at the right.



Export to Excel

Remove characteristics you don't need from the default layout by dragging them off to the left.

Work Authorization Process for Non-Residents

Payroll Shared Services	Department	JHU Tax Office	HR Business Services
Send letters to employee 120 days before work authorization expires	Run monthly reports in Business Analysis to determine if any employees are close to the expiration of work authorization; Human Resources – Payroll Admin – Work Authorization/VISA Expiration Dates	Runs all I9 reports to determine if employees has been re-verified	Monitor Reports that show individuals with expired work authorization who are still active or on loa or temporarily inactive.
If work authorization is expiring in the current pay period and no termination is on the record, place employee on I9 hold on IT 0001 and change direct deposit to check.	Place employee on loa without pay until work authorization is received. Otherwise, terminate the employee if they have not applied for an extension or if work authorization is not received within 60 days.	Update SAP with new work authorization dates and visa information; remove I9 hold from IT 0001 and restore direct deposit if these fields were changed by Payroll	Work with departments to get leave ISRs processed for work authorization that is expired within a 60 day window.
	Once work authorization is received, complete Section III of I9s; documentation provided must include work authorization dates. SOM employees will be referred to <u>OIS</u> .	Monitor reports for non-residents with no work authorization record in SAP.	Work with departments to get termination ISRs processed for employees with expired work authorizations more than 60 days.

Who do I contact with questions?

Questions about I-9s and Work Authorization:

- I9ComplianceSvcs@jhu.edu

Questions related to user access and authorizations:

- https://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/analysis_auth.pdf

Technical problems with Analysis/BW Reports:

- JHU IT Help & Support
- <https://it.johnshopkins.edu/help/index.html>

Appendix

- The following slides contain images of the areas in ECC where you may view the infotypes that cause an employee to appear in the Pending I-9 and Work Authorization Expiration report.
- If you need to review an individual's work authorization status you can:
 - Run the report wide open and filter or scroll to see that person in the results
 - Run the report and enter the person's pernr(s) in the selection criteria to limit the results
 - Review all of the SAP infotypes that can cause an individual to appear in the report

Non Resident Alien without Work Permit Expiration Date or Work Authorization date is expired

Personnel No. [redacted]
Name [redacted] Active
EE group [redacted]
EE subgroup 02 Salaried Non-exmt PSubarea 0005 Staff-Admin

Basic Personal Data | Payroll | Time | Benefits | Organization/Positions | P.

Infotype Text S.. Period
Other/Previous Employers
Skills
Objects on Loan ✓
Date Specifications ✓
Additional Personal Data ✓
Residence Status ✓
Residence Status ✓
Faculty Data
Communication ✓

Direct selection
Infotype 94 STy

Use

Navigate to Residence Status or infotype 94 in the Direct selection box. Click the glasses (Display).

Pers. No. [redacted]
Name [redacted] Active
EE group [redacted]
EE subgroup [redacted]
Start 06/14/2021 to 12/31/9999 Changed on 06/11/2021

Personal identification
Residence status Non-resident Alien
ID type [redacted]

Employment verification
Work Permit [redacted]
Issuing Authority [redacted]
Work permit number [redacted]
Issuing date [redacted]
Expiry of WP [redacted]

Additional fields
 Foreign National International Form

You can see that the expiration date is blank or if it is expired. Individuals with the status Non-resident Alien must have an active Expiry of WP date.

Pending I-9

Navigate to Organizational Assignment or infotype 1 in the Direct selection box. Click the glasses (Display). Holds on PersAdmin indicate incomplete work authorization. There are multiple types of holds that may be used on PersAdmin.

Administrator	
PersAdmin	100 PAYROLL-I-9 HOLD
PayrAdmin	E11 JHU PRSS USE ONLY

Pending I9 on Residence status also indicates incomplete work authorization.

Personal identification

Residence status: Pending I9

ID type: []

Employment verification

Work Permit: []

Issuing Authority: []

Work permit number: []

Issuing date: []

Expiry of WP: []

Additional fields

Foreign National International Form

Non Resident Alien with Work Permit Expiration Date

Personnel No. [redacted]
Name [redacted]
EE group [redacted]
EE subgroup 02 Salaried Non-exmt PSubarea 0005 Staff-Admin

Basic Personal Data Payroll Time Benefits Organization/Positions P.

Infotype Text S..
Other/Previous Employers
Skills
Objects on Loan ✓
Date Specifications ✓
Additional Personal Data ✓
Residence Status ✓
Residence Status ✓
Faculty Data
Communication ✓

Period
Choose

Direct selection
Infotype 94 STy

Navigate to Residence Status or infotype 94 in the Direct selection box. Click the glasses (Display).

Pers. No. [redacted]
Name [redacted]
EE group [redacted]
EE subgroup [redacted]
Start 0:

Personal identification
Residence status Non-resident Alien
ID type Other

Employment verification
Work Permit
Issuing Authority
Work permit number
Issuing date
Expiry of WP 11/08/2020

Additional fields
 Foreign National International Form

Expiry of WP dates that have passed or will expire within 120 days will cause a person to appear in the Pending I-9 report.