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.

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)

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)

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)
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.

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

<table>
<thead>
<tr>
<th>Payroll Shared Services</th>
<th>Department</th>
<th>JHU Tax Office</th>
<th>HR Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send letters to employee 120 days before work authorization expires</td>
<td>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</td>
<td>Runs all I-9 reports to determine if employees has been re-verified</td>
<td>Monitor Reports that show individuals with expired work authorization who are still active or on loa or temporarily inactive.</td>
</tr>
<tr>
<td>If work authorization is expiring in the current pay period and no termination is on the record, place employee on I-9 hold on IT 0001 and change direct deposit to check.</td>
<td>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.</td>
<td>Update SAP with new work authorization dates and visa information; remove I-9 hold from IT 0001 and restore direct deposit if these fields were changed by Payroll</td>
<td>Work with departments to get leave ISRs processed for work authorization that is expired within a 60 day window.</td>
</tr>
<tr>
<td>Once work authorization is received, complete Section III of I-9s; documentation provided must include work authorization dates. SOM employees will be referred to OIS.</td>
<td></td>
<td>Monitor reports for non-residents with no work authorization record in SAP.</td>
<td>Work with departments to get termination ISRs processed for employees with expired work authorizations more than 60 days.</td>
</tr>
</tbody>
</table>
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

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

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.

Pending I-9 on Residence status also indicates incomplete work authorization.
Non Resident Alien with Work Permit Expiration Date

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

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.