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)
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.

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.

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.
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.

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

Export to Excel
## I-9 Compliance Workflow
### New Hires, Rehires, Reinstatements and Federal Contractors

<table>
<thead>
<tr>
<th>I-9 Compliance Team</th>
<th>I-9 Anywhere/Equifax</th>
<th>Payroll</th>
<th>Tax Office</th>
<th>Department/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processes new I-9s in person and re-verifications in person for staff, faculty and students</td>
<td>Processes new I-9s in person on behalf of JHU for staff, faculty and students who live or work in a location that is not within a reasonable driving distance of Eastern High School.</td>
<td>Processes daily report from Equifax to check for new I-9 submissions for foreign nationals and compares to new hires in SAP to remove I-9 hold status and update VISA status.</td>
<td>Send I-9 template to newly hired students, faculty and staff not hired through SuccessFactors. SuccessFactors hires receive automated email at hire with I9 Instructions.</td>
<td></td>
</tr>
<tr>
<td>Field questions from staff, faculty and students regarding the completion of I-9s and which documents are acceptable based on VISA status.</td>
<td>Processes weekly report from HRBS that compares SAP to Equifax to find individuals in SAP who are on hold that have completed I-9s in Equifax. Removes I-9 hold for citizens and legal permanent residents.</td>
<td>Process weekly report from HRBS that compares SAP and Equifax for I-9 holds that could not be processed on the daily report because hire action in SAP was not completed.</td>
<td>Run pending I-9 report weekly to determine which staff, students, faculty have not completed new I-9s and need to have expired work authorization. Contact non-compliant employees to ensure completion of missing I-9. Students, staff and faculty who continue to be non-compliant must be terminated.</td>
<td></td>
</tr>
<tr>
<td>Researches status of Pending I-9s, hire date and SSN mismatches in SAP and Equifax based on the I-9 non-compliant weekly reports comparing SAP and Equifax.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Updates SSN applied for status in Equifax once social security numbers are received from foreign nationals without SSNs.</td>
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</tr>
<tr>
<td>Receives monthly report from the Controller’s office with Federal Contracts Internal Orders and compares to Individuals at JHU who are on Federal Contracts but have not been through Employment Verification process hired before November 2009. Depts. and employees are contacted to have employee complete a new I-9.</td>
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</tr>
</tbody>
</table>

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**Follow-up with affected employees to ensure that they complete I-9s if they are on Federal Contracts and were employed prior to the integration with Equifax (Nov 2009). I9 Compliance website:** [https://hr.jhu.edu/forms/i9-compliance.php](https://hr.jhu.edu/forms/i9-compliance.php)
I-9 Compliance Workflow
Work Authorization Extensions for Foreign Nationals

<table>
<thead>
<tr>
<th>I-9 Compliance Team</th>
<th>Payroll</th>
<th>Tax Office</th>
<th>Department/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares report from Analysis with employees whose work authorization will expire within 120 days. Sends emails to the employee with instructions on how to process a re-verification of employment if applicable.</td>
<td>Receives weekly report from HRIS with employees who have expired work authorization and places them on Expired Work Authorization Hold (105)</td>
<td>Reviews daily report from Equifax to check for updates in VISA status and work authorization extensions for foreign nationals and then updates in SAP</td>
<td>Run pending I-9 report/work authorization expiration report monthly. Follow-up with employees who have not extended their work authorization within 30 days of expiration date. These staff members must process re-verification in the I-9 management system. Students, staff and faculty with expired work authorization must be terminated or placed on leave of absence without pay using reason code 16 (work authorization pending). Here is the link to the I-9 Compliance website to start the process: <a href="https://hr.jhu.edu/forms/i-9-compliance.php">https://hr.jhu.edu/forms/i-9-compliance.php</a>.</td>
</tr>
<tr>
<td>Receives monthly report from HRIS with expired work authorizations and distributes to schools/departments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updates SSN applied for status in Equifax once social security numbers are received from foreign nationals without SSNs.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Receives monthly report from the Controller’s office with Federal Contracts Internal Orders and compares to individuals at JHU who are on Federal Contracts but have not been through E-verify process. Depts and employees are contacted to have employee complete a new I-9.</td>
<td></td>
<td>Process weekly report from HRBS that compares SAP and Equifax that indicates work authorization extensions and changes in VISA status for foreign nationals. Updates are made manually in SAP.</td>
<td>Follow-up with affected employees to ensure that they complete I-9s if they are on Federal Contracts and were employed prior to the integration with Equifax (Nov 2009)</td>
</tr>
<tr>
<td>Field questions from staff, faculty and students who require guidance on which documents are acceptable to complete re-verification.</td>
<td></td>
<td></td>
<td></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 I9 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.