Effective July, 27, 2017 Boston University convert to an electronic I-9 process for student employees. The procedures for completing an electronic I-9 for a student employee are shown below.

There are three tiers of users for the electronic I-9.

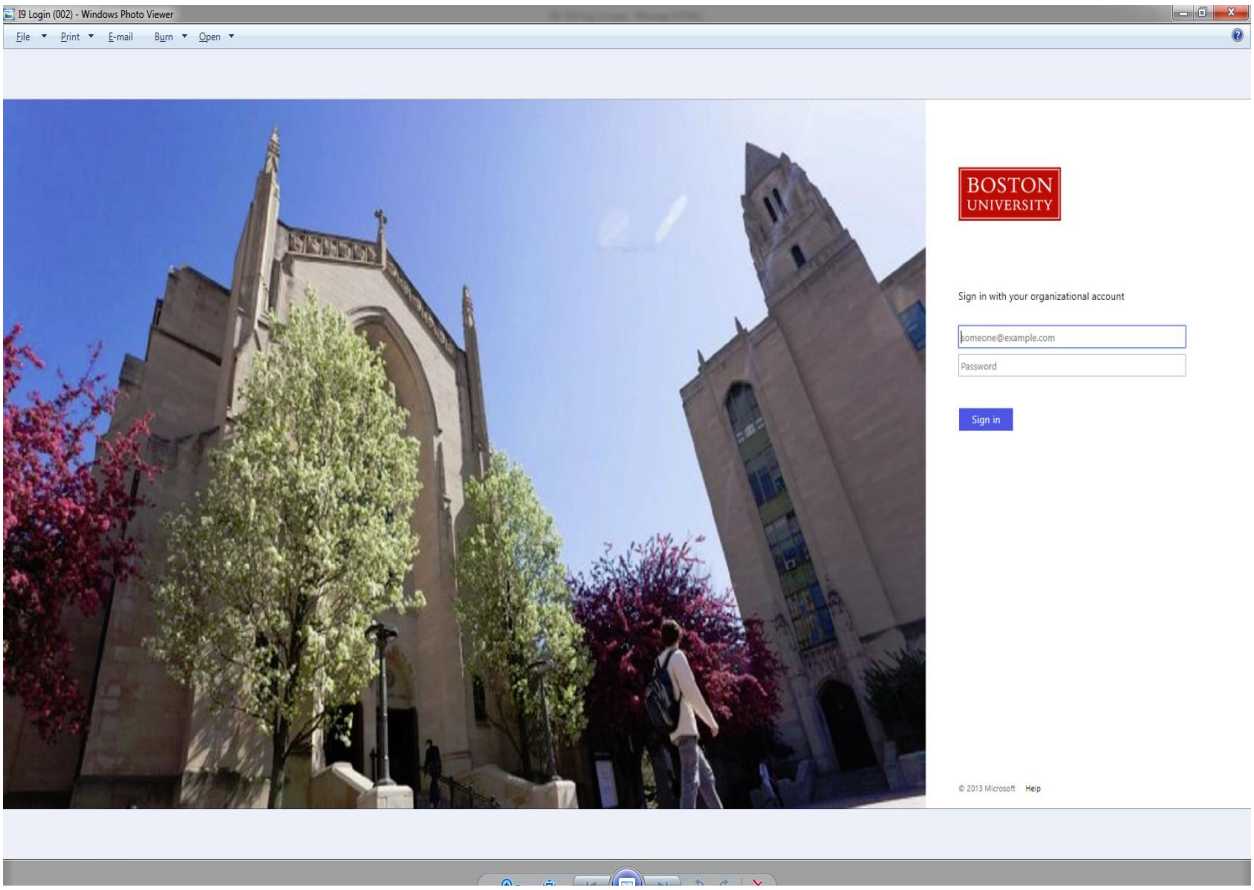
- Administrator – Student Employment Payroll and Enrollment Service Operations (internal use only).
- Payroll Coordinator – As identified/authorized by the Student Employment Payroll Office, the Payroll Coordinator will have the ability to create/edit "end-users" within their unit/departments and also act as an "end-user" as necessary.
- End-User – As identified/authorized by their department Payroll Coordinator, end-users will be able to complete Section 2 of eForm I-9 for their student employees.

The procedures below outline how to complete an electronic I-9 for a student employee. Both End Users and Payroll Coordinators should follow these procedures to complete an I-9 for a student employee.

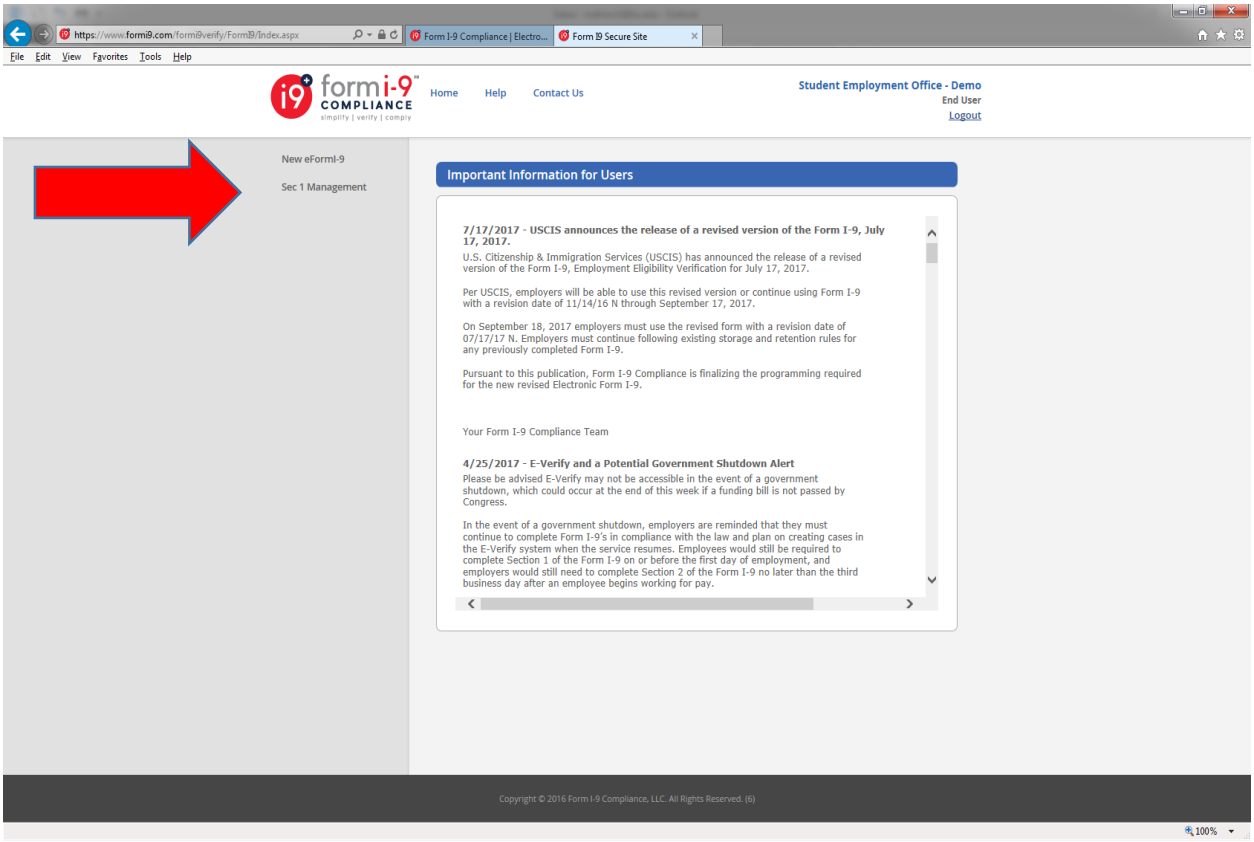
IMPORTANT: Usage of the electronic form I-9 is covered under your university data security agreement and federal perjury laws. Misuse of the electronic form I-9 is subject to University and Federal penalties.

Link to the Form I-9 portal.

Enter your BU User Login i.e., XXXX@bu.edu and your Kerberos password.



This will bring you into the Form I-9 Compliance main page (Dashboard).

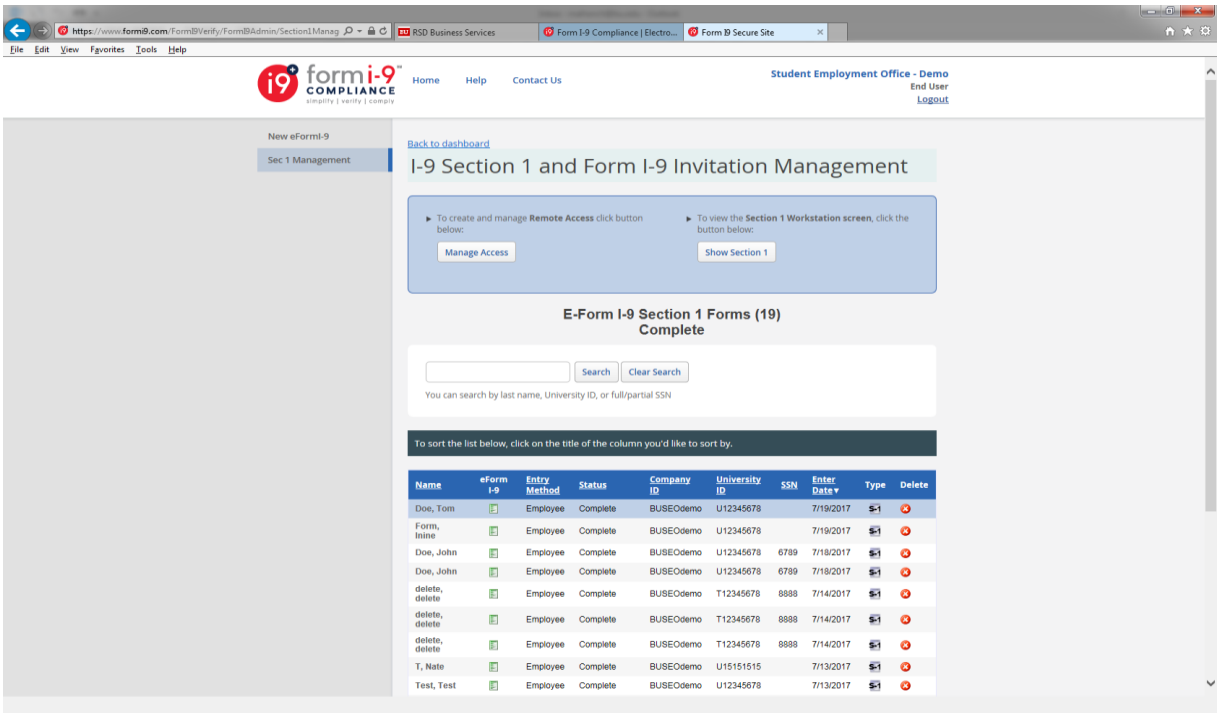


The notices in the center of the screen are general notes for users from the vendor.

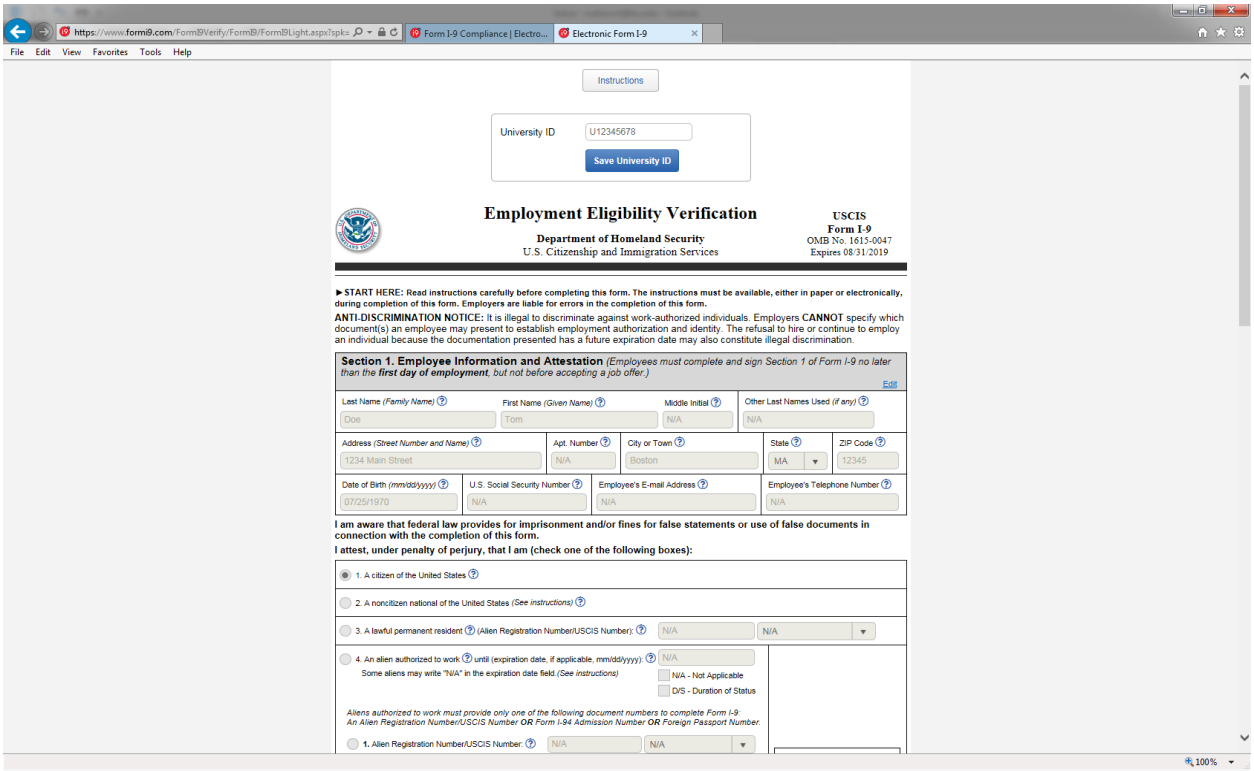
You should choose "Sec 1 Management" from the sidebar menu.

This bring you to I-9 Section 1 and Form I-9 Invitation Management.

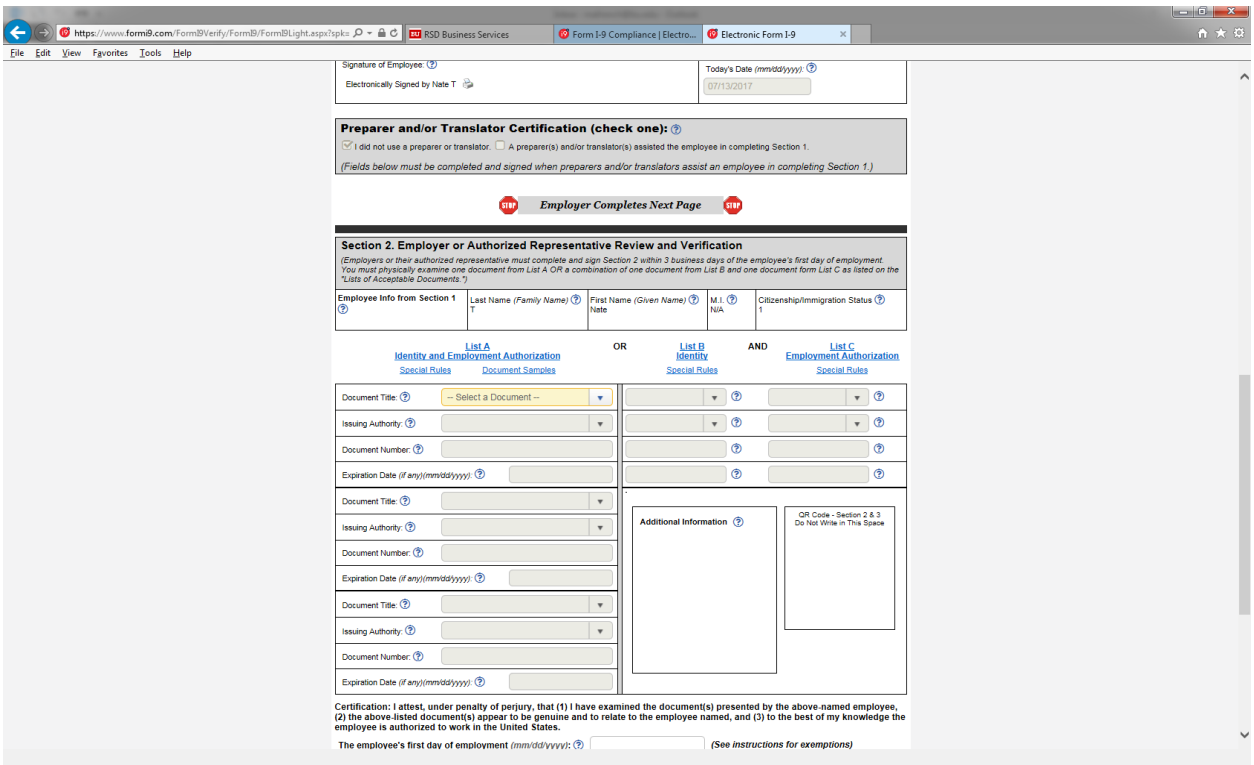
Here you will find a list of all students who have already completed Section 1 of the Form I-9 using instructions from our website. You can do a search by Name or BU ID. Once you locate the student's information, click on the eForm I-9 icon next to the student's name.



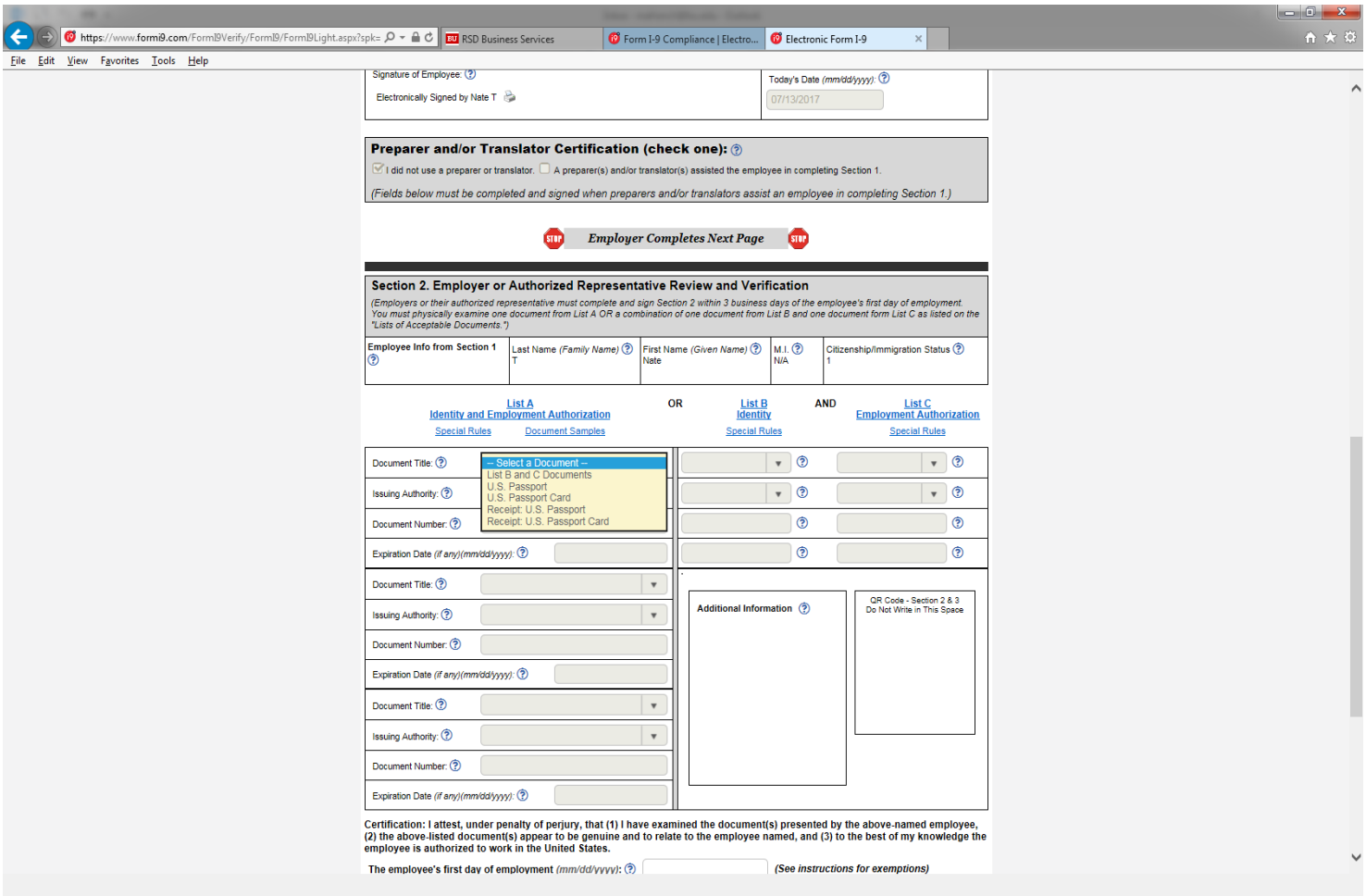
This will take you into the student's Employment Eligibility Verification document (the Form I-9). The student's BUID will be listed at the top of this form. Please confirm with the student that their BUID information is correct. Section 1 of this document has already been completed by the student. You will need to scroll down the down to Section 2.



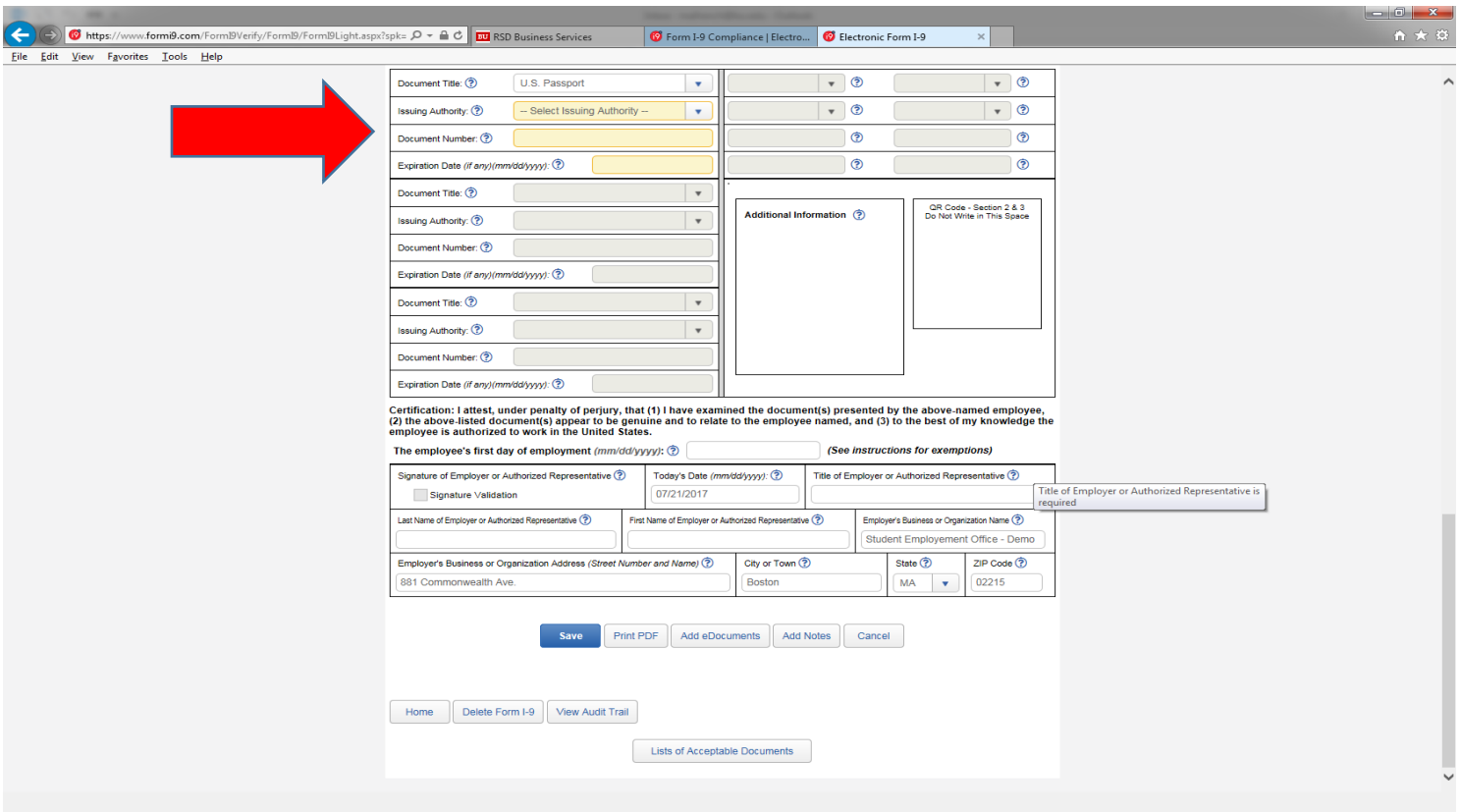
In Section 2, click on the "Select a Document" drop down list under List A. (Highlighted in mustard color.)



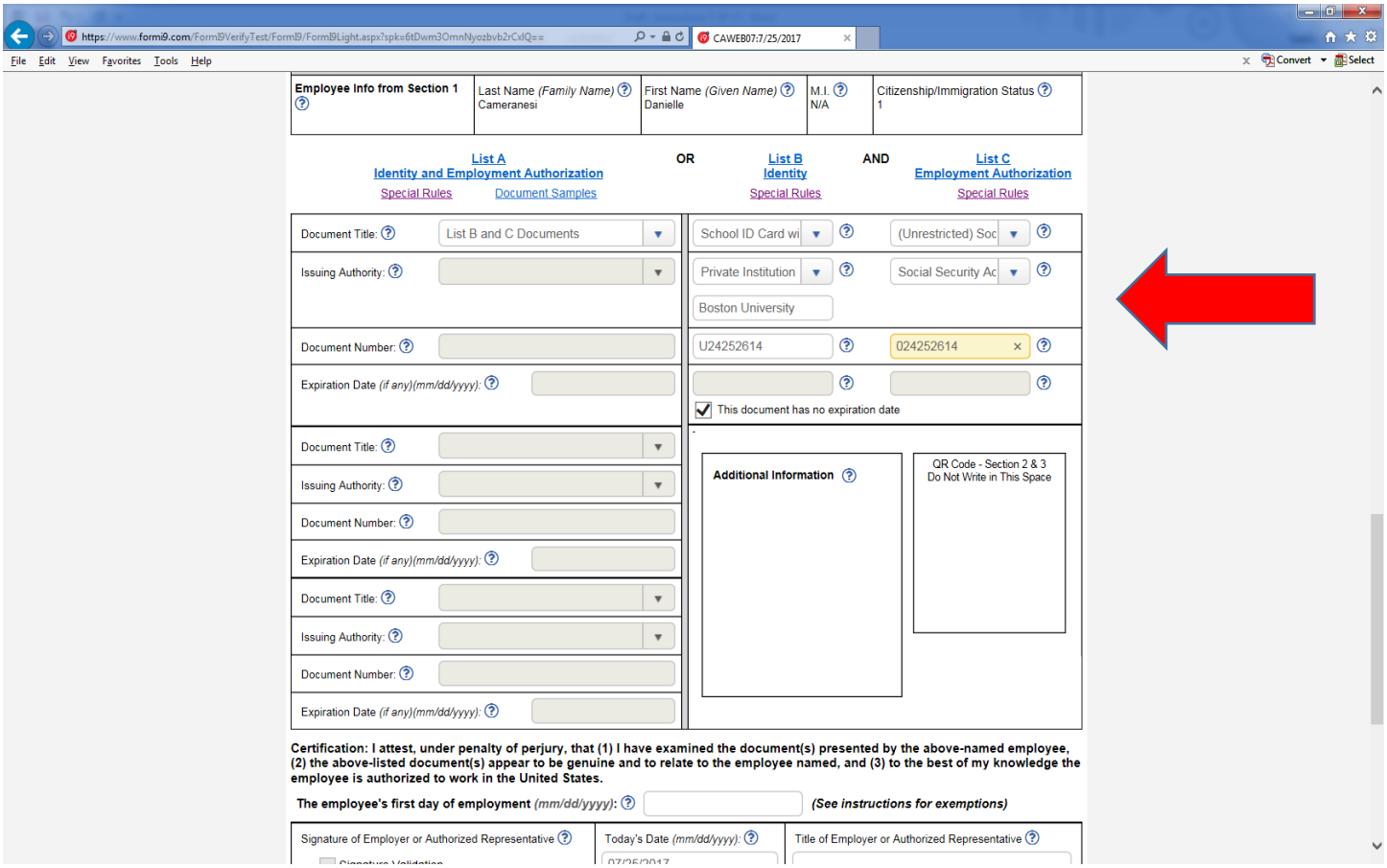
The drop down menu will allow you to choose various options, including choosing to complete information on List A, or choosing to complete List B and List C. Whether you choose List A or Lists B & C will depend on the documentation that the student has presented to you.



List A Document:



List B and List C Documents:



Follow the on-line instructions to complete information required for each document you are viewing. Required fields are identified by the mustard color in each section.

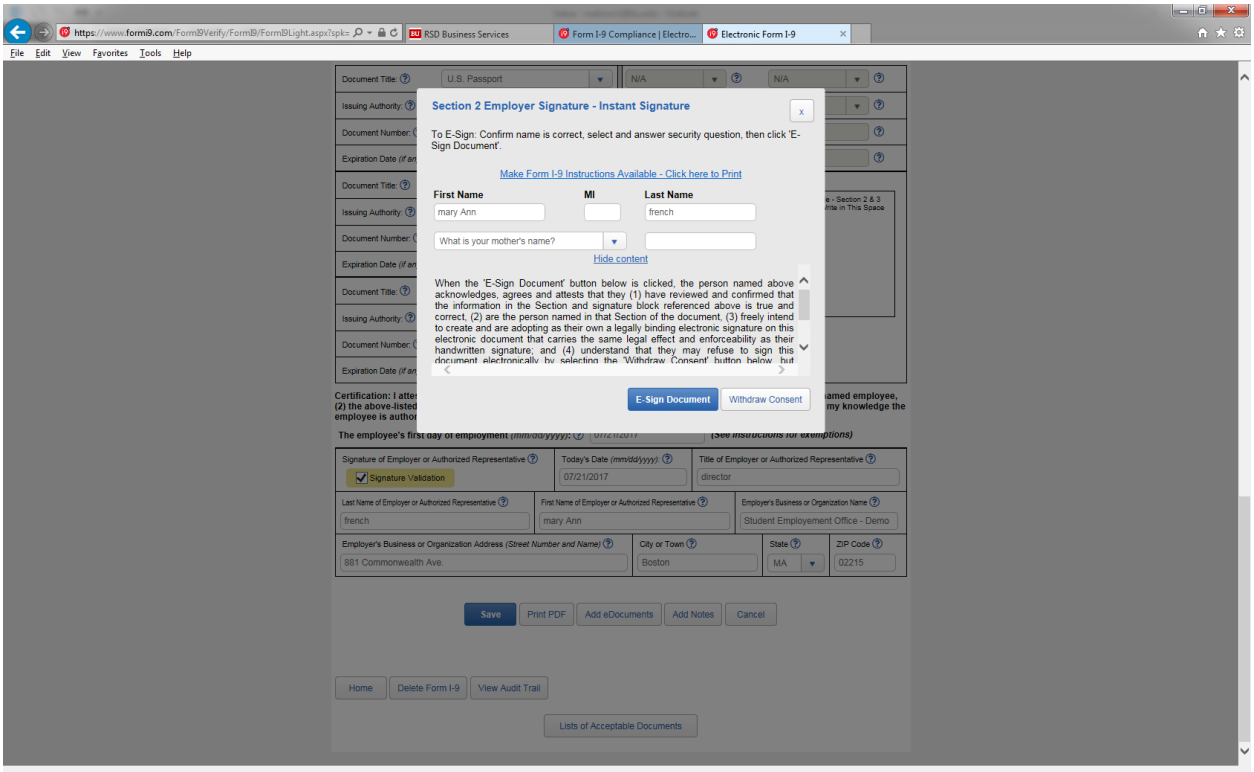
Note: For List C, Expiration Date is not required for these documents. For List B, if a student is presenting their Terrier Card as a form of Identification, select Private Institution from the Issuing Authority drop down menu.

Once you have completed inputting document information, you will proceed to the Certification Section of the document (still part of Section 2).

- Input the student's first day of employment, in mm/dd/yyyy order.
- Enter your job title.
- Enter your last name
- Enter your first name.
- Employer's Business will be prefilled with Student Employment Office
- Employer's Business or Organizational Address will be prefilled with 881 Comm. Ave.
- City or Town will be prefilled with Boston.
- State and Zip will be prefilled with MA and 02215

Final step is to check the box for Signature Validation.

This will bring up Section 2 Employer Signature – Instant Signature box for your e-signature.

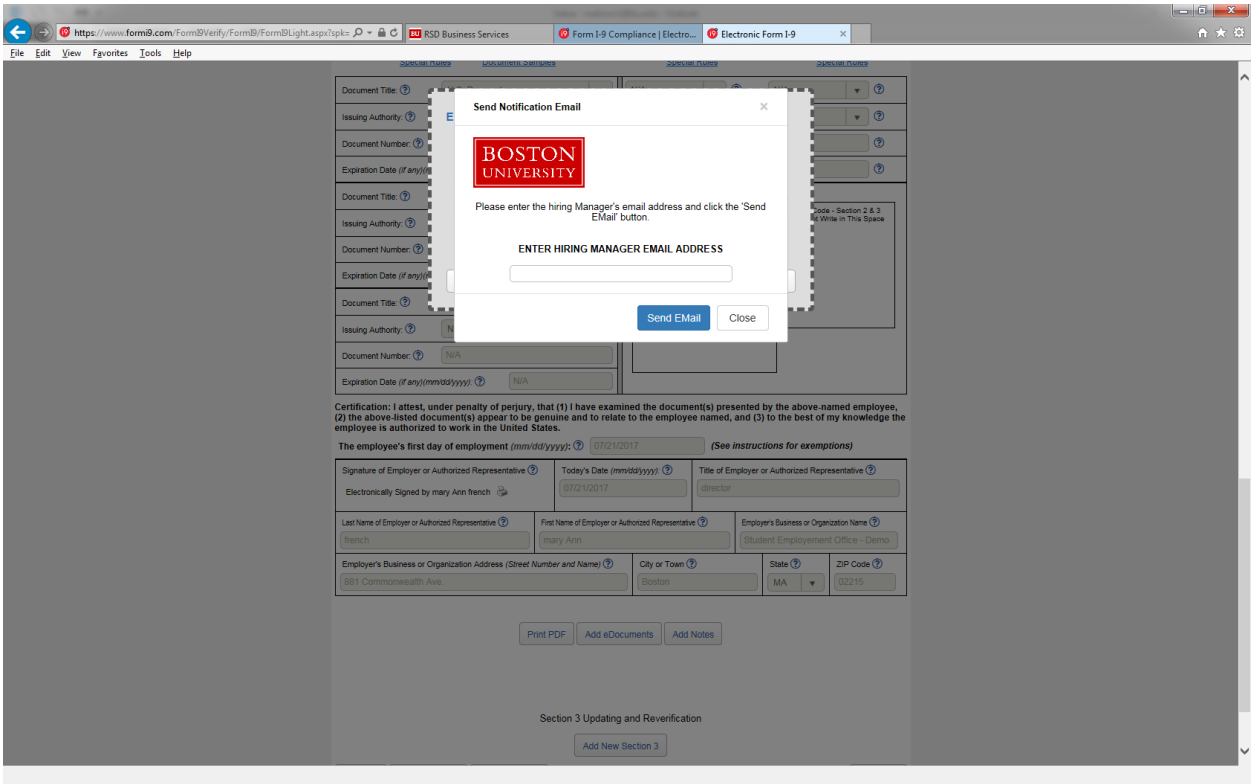


Select your security question.

Enter your answer.

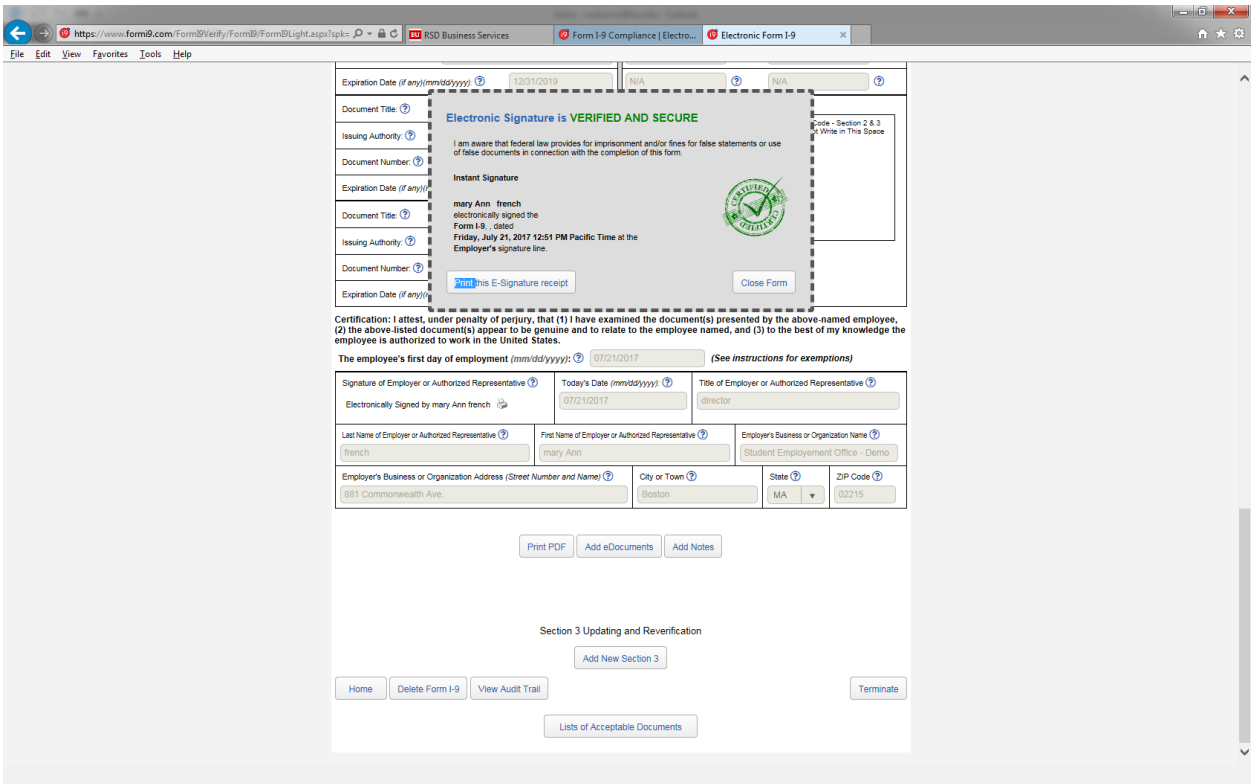
Click on E-sign Document

Now the I-9 process is complete and you can send off an email to whoever is doing the actual hiring of the student to let them know they can proceed. Or, you can simply close the email notification box.



Final view will be a notification that your Electronic Signature is VERIFIED AND SECURE

You can now close out the form.



If you encounter any issues or problems, please sent an email to seo@bu.edu In Subject Line note "I-9 Issue".