

I-9 APPROVER

Instructions

UTAH EMPLOYEE GATEWAY

Benefits & Salary Employment Forms Payroll

My Employee Profile

1 As the **I-9 Approver**, you will receive an email from **onboarding@utah.gov** notifying you that Section 2 of the Form I-9 needs to be completed for a new hire.

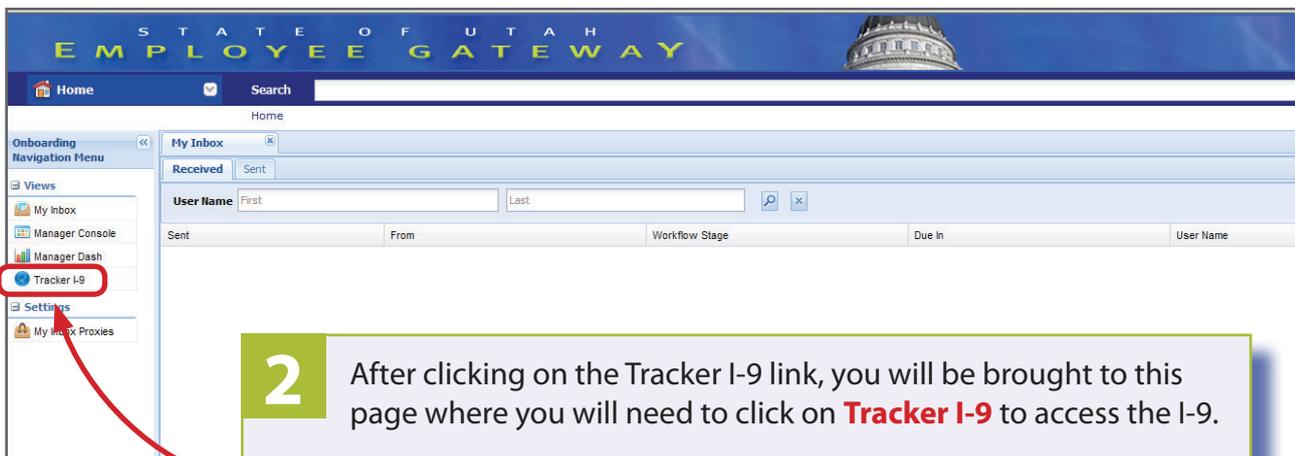
The link in the email will direct you to the [EmployeeGateway](#). You will need to log in to the Employee-Gateway to access the I-9.

Once you log on to the Employee-Gateway, click on the **Tracker I-9** link on the home page.



Tracker I-9 Browser Warning

This application requires Microsoft Internet Explorer version 6 or later (version 7 is recommended) and JavaScript enabled to function properly. Access is site in the latest version of Internet Explorer and check your browser settings (Tools > Internet Options > Security Tab) to make sure JavaScript (also called Active scripting) is enabled and this site is "trusted"



2 After clicking on the Tracker I-9 link, you will be brought to this page where you will need to click on **Tracker I-9** to access the I-9.

(Note: if this is the first time you access Tracker I-9, you may need to click the link a few times as the Tracker site authenticates your information)

STATE OF UTAH
EMPLOYEE GATEWAY

Home Search

Onboarding Navigation Menu

Views

- My Inbox
- Manager Console
- Manager Dash
- Tracker I-9
- Settings
- My Inbox Proxies

My Inbox Tracker I-9

Top 10 Section 2 Due			View All
Due Date	Employee Name	Start Date	
7/22/2014	COW, CLARA	7/17/2014	
7/31/2014	LION, MUFASA	7/28/2014	
7/31/2014	MONKEY, RAFIKI	7/28/2014	

Top 10 E-Verify Due			View All
Due Date	Employee Name	Case Date	

3 When you click on the Tracker I-9 link, you will be brought to the the **Tracker** page. You will need to scroll down to the **Top 10 Sections 2 Due** box. There you will see all I-9s assigned to be completed.

Select the person you are approving.

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My Inbox Tracker I-9

Tracker

Utah Department of Human Resource Management STAGING

Global message for [USER] role

Back to Review I-9 Records

MONKEY, RAFIKI Attach Delete I-9

Next Action Needed: SIGN SECTION 2 Due Date: 7/31/2014

E-Verify Not Done

Section 1. Employee Information and Verification

Name and Identification

Last Name	MONKEY	First Name	RAFIKI	Middle Name	
Other Names	N/A	Birth Date	5/5/1973	SSN	854-91-3791
E-mail		Telephone			

4 Once you click on a name, it will bring you to the Form I-9. You will see Section 1 has been completed by the employee. **Scroll down** to complete **Section 2**.

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EMPLOYEE GATEWAY

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My Inbox Tracker I-9

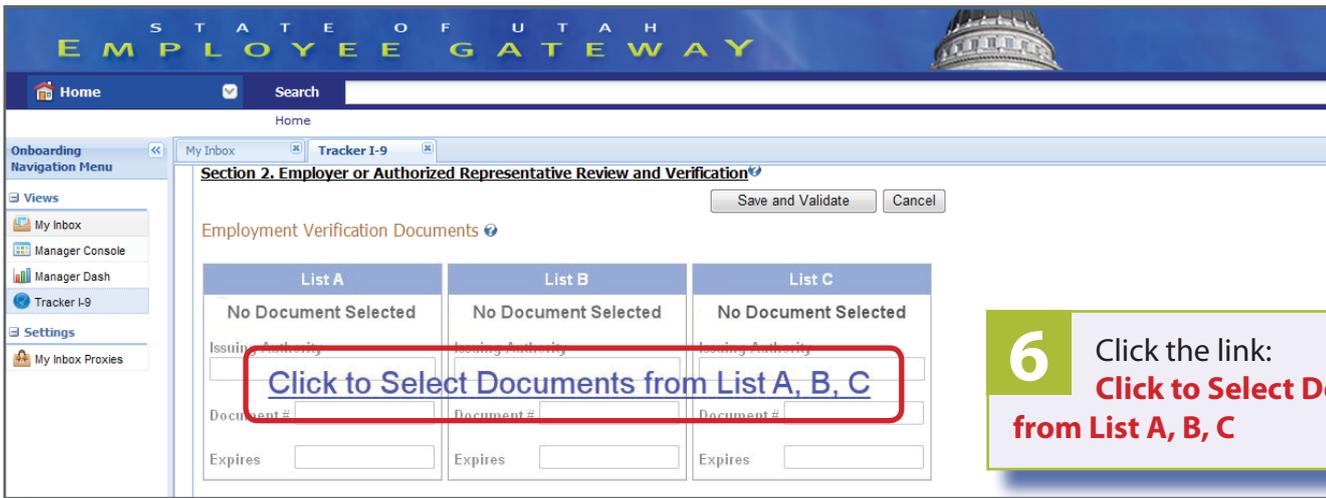
Section 2. Employer or Authorized Representative Review and Verification

Employment Verification Documents

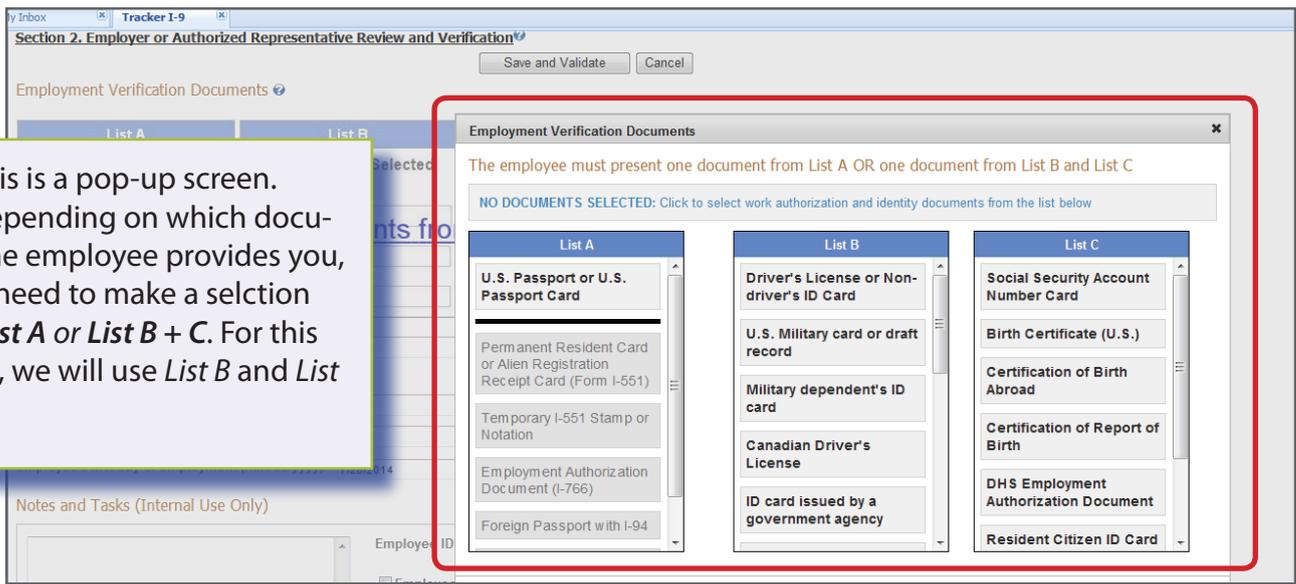
List A	List B	List C
Identity and Employment Authorization	Identity	Employment Authorization
None	None	None
Issuing Authority _____		
Document # _____		
Expiration Date _____		

Edit Section 2

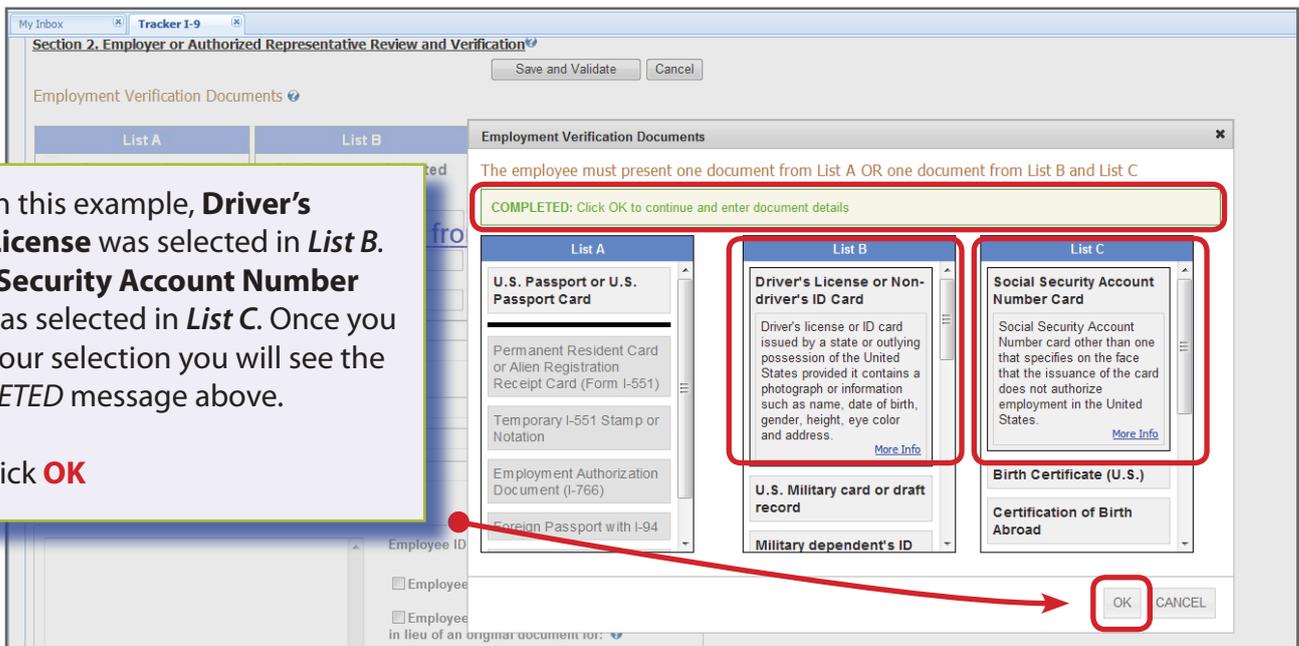
5 To complete Section 2, click on the **Edit Section 2** button.



6 Click the link:
Click to Select Documents from List A, B, C



7 This is a pop-up screen. Depending on which documents the employee provides you, you will need to make a selection within *List A* or *List B + C*. For this example, we will use *List B* and *List C*.



8 In this example, **Driver's License** was selected in *List B*. **Social Security Account Number Card** was selected in *List C*. Once you make your selection you will see the **COMPLETED** message above. Then click **OK**

My Inbox Tracker I-9

Section 2. Employer or Authorized Representative Review and Verification

Save and Validate Cancel

Employment Verification Documents

Clear Documents

List A Identity and Employment Authorization	List B Identity	List C Employment Authorization
None	Driver's License or Non-driver's ID Card	Social Security Account Number Card
Issuing Authority	Driver license/ID: <Select One> *required	Issuing Authority Social Security Administration
Country of Issuance: NONE	State: <Select One>	Document #
Document #	*required Issuing Authority	Expires
Expires	Document #	File Attachment Browse...
File Attachment	Expires	
	File Attachment Browse...	

Employer: State of Utah

Business Name: State of Utah

Website: 560 Dept of Natural Resources

9 You will then be prompted to fill out *List B* and *List C*

- The driver's license must not be expired
- The Social Security card must be signed

My Inbox Tracker I-9

Section 2. Employer or Authorized Representative Review and Verification

Save and Validate Cancel

Employment Verification Documents

Clear Documents

List A Identity and Employment Authorization	List B Identity	List C Employment Authorization
None	Driver's License or Non-driver's ID Card	Social Security Account Number Card
Issuing Authority	Driver license/ID: Driver's License	Issuing Authority Social Security Administration
Country of Issuance: NONE	State: Utah	Document # 123456789
Document #	Issuing Authority UT DPS Division of Motor Vehicles	Expires
Expires	Document # 123456789	File Attachment Browse...
File Attachment	Expires 12/11/2018	
	File Attachment Browse...	

10 Once you have completed everything in *List B* and *List C*, you can upload the corresponding documents in the corresponding column.

Then click the **Save and Validate** button above.

My Inbox Tracker I-9

Employer State of Utah
 Business Name State of Utah
 Worksite 2120 State Office Building, Salt Lake City, Utah 84114
 I-9 Manager Test, CHRISTOPHER

E-Verify Options
 E-Verify ON

Employee began employment on (Start Date): 7/28/2014

Notes and Tasks (Internal Use Only)

Employee ID 194905

Employee hired for three days or less
 Employee presented an acceptable receipt in lieu of an original document for
 List A List B List C

Last Updated: 7/31/2014

[Section 2 has not been signed. Click to display Signature box.](#)

11 Click on this link to *electronically sign* Section 2 of the Form I-9

Employer Verification

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
 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): Monday, July 28, 2014

Name: Test, CHRISTOPHER Title: GOLF PROFESSIONAL

IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM

I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form.

I Agree *

Display Paper Signature

12 If there are no errors or if all errors have been corrected, you will be brought to this page. Your name will auto populate. You will need to check the **I Agree** box. Then click on the **Sign Section 2** button.

Last Updated: 7/31/2014

[Section 2 Signed on: 7/31/2014](#)

[Re-sign Section 2 to Record Form I-9 Changes](#)

[> View Section 3: Reverification and Rehires](#)

13 Once you click the links, this will show that the form as been signed.

! If there is incomplete information you will get an error message.

Employee Signature
Section 2 Cannot Be Signed Until All Curable Errors Are Corrected
 Edit this section to address all curable errors as listed in the Form I-9 Validation Alerts box.

All errors will be listed in the right-hand side of the screen.

Form I-9 Validation Alerts

Alert Key: Curable Error (red X), Incurable Error (red lightning bolt), Warning (yellow triangle)

Section 1 Alerts

- Middle name is blank.
- Section 1 Employee Signature is not compliant.

Section 2 Alerts

- The SSN in Section 1 does not match the SSN entered in Section 2.
- Section 2 requires Employer Signature.

