

Pending I-9 and Work Authorization Expiration Report

Compliance Workflow

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Instructions on how to run the I-9 Analysis Report

Last revised: December 12, 2024

I-9 Compliance Workflow New Hires, Rehires, Reinstatements, and Federal Contractors

I-9 Compliance Team	I-9 Anywhere/Equifax	Payroll	Tax Office	Department/School
Processes new I-9s in person and	Processes new I-9s in person on	Processes weekly report from	Processes weekly report from	Sends I-9 template to newly hired
reverifications in person for staff, faculty,	behalf of JHU for staff, faculty,	I-9 Team that compares SAP to	I-9 Team that compares SAP	students, faculty, and staff not hired
and students employees.	and students employees who live	Equifax to find individuals in SAP	and Equifax for I-9 holds to	through SuccessFactors.
	or work in a location that <u>is not</u>	who are on hold that have	remove I-9 hold status and	SuccessFactors hires receive
Fields questions from staff, faculty, and	within a reasonable driving	completed I-9s in Equifax.	update the VISA status in SAP.	automated email at hire with I-9
students regarding the completion of I-9s	distance of Eastern High School			instructions.
and which documents are acceptable	or East Campus.	Removes I-9 holds for citizens and		
based on the VISA status.		legal permanent residents or		
		update their reverification date, if		
		required.		
Researches status of Pending I-9s, hire				Contacts non-compliant
dates, and SSN mismatches in SAP and				employees to ensure the completion
Equifax based on the I-9 non-compliant				of their missing or incomplete I-9.
weekly reports comparing SAP and				New students employees, staff, and
Equifax.				faculty who continue to be non-
				compliant must be terminated.
Updates "SSN applied for" status in				
Equifax once social security numbers are				
received from foreign nationals without				
SSNs.				
Receives monthly report from the				Follows up with affected employees to
Controller's office with Federal Contracts				ensure that they complete I-9s if they
Internal Orders and compares to				are on Federal Contracts and were
Individuals at JHU who are on Federal				employed prior to the integration with
Contrasts but have not been through the				Equifax (Nov 2009).
E-verify process (hired before November				I-9 Compliance website:
2009). Departments and employees are				https://hr.jhu.edu/forms/i9-
contacted to have employees complete a				compliance.php
new I-9.				



I-9 Compliance Workflow Work Authorization Extensions

I-9 Compliance Team	Payroll	Tax Office	Department/School
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 reverification of employment, if applicable. Runs bi-weekly report from HRIS with expired work authorizations and sends out the email notifications to employees, supervisors, and HR Teams.	Receives weekly report from I-9 Team that compares SAP and Equifax with employees who are US Citizens or Legal Permanent Residents and still need to update their work authorization expiration date in SAP.	Processes weekly report from I-9 Team that compares SAP and Equifax that indicates work authorization extensions and changes in VISA status for foreign nationals. Updates are made manually in SAP. Reviews weekly report from I-9 Team for work authorization mismatches between Equifax and SAP to ensure the I-9 hold is updated.	Runs pending I-9 report/work authorization expiration report monthly. Follows up with employees who have not extended their work authorization within 30 days of expiration date. These staff members must process reverifications 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 up to 60 days using reason code 16 (work authorization pending). Here is the link to the I-9 Compliance website to start the process: <u>https://hr.jhu.edu/forms/i9- compliance.php</u>
Updates SSN applied for status in Equifax once social security numbers are received from foreign nationals without SSNs.	Receives weekly report from HRSS Team with employees who have expired work authorization and places them on Expired Work Authorization Hold (105).		
Fields questions from staff, faculty and students who require guidance on which documents are acceptable to complete reverifications.			



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- 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

DHNS HOPKINS

• If any of your employees appear in this report, they need your attention to be compliant with federal employment authorization regulations

K 🏠 SAP F					
Public Folders / Enterprise SAP BW / Human Resource	s / Pe	rsonnel Admin /			
E Personal Folders		Title			
✓ 🗉 Public Folders		G My Positon			
✓ [™] Enterprise SAP BW		Not Eligible for Rehire			
> 🗉 Finance		🦕 Objects On Loan			
✓ [™] E Human Resources		G OFCCP Actions			
> 🗉 Benefits		G OFCCP Roster			
> 📧 Finance Admin		🦕 Pending I-9 and Work Authorization Expiration			
> 📧 Finance Admin II		Personnel Actions by Employee			
> 📧 OMT Reporting		Personnel Actions by Employee with Faculty Data			
> 📧 Organizational Management		Personnel Actions by Type			
> 📧 Payroll Admin		Personnel Actions for a Day			
∨ 🗉 Personnel Admin		Personnel Actions per Month			
> 🗉 SuccessFactors		Sightline Employee Headcount			
> 📧 SuccessFactors - Open		SSN SSN			
> Image Time Management		SSN Changes			
> 📧 Tuition		SSN Changes Independent Contractors			
> 📧 Sponsored Projects		Student Employee Reassignments			
> 📧 Supply Chain		Terminated Employees with Credit Card			
> 📧 Technical Files		German Transfer Details Report			
> 🖭 JHHS		Vets 4212 Headcount			
> 🖭 JHU Finance		Work Modality Details			
		G Working Title 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.





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

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 14)

If a person has a Work Permit Expiration in SAP that will expire within 120 days the category is Non-Resident Alien with Upcoming Work Permit Expiration Date. (Appendix – page 13)

Non Resident Alien with Upcoming Work Permit Expiration Date
Non Resident Alien without Work Permit Expiration Date

- Pending I-9
- Reverification Pending

If the Pers. Admin code in SAP is 105 the category in this report is Reverification Pending. Code 105 is assigned when the SAP work permit expiry date has passed and there is no other type of hold on the record. (Appendix – page 12)

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 – <u>page 15</u>)



Number of Days corresponds to Work Permit Expires

This sample report was run on 5/19/2022. 8/15/2022 is 88 days from now.

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.

			Key Figures	
	Work Permit Expires	Continuous Service Date	Number of Days	
	05/12/2022	06/17/2021	-7	H
	09/03/2021	10/11/2018	-258	
_	08/15/2022	07/16/2020	88	
	05/31/2021	07/01/2015	-353	
	05/31/2021	07/01/2015	-353	
	#	07/19/2021	0	
	11/30/20	08/09/2021	0	
	02/27/2021	/14/2018	-446	
	06/15/2022	00,	27	
	#	08/16/20-	0	
1	10/31/2024	01/24/2022		
	05/06/2021	01/11/2021		
	06/27/2022	09/01/2019	39	
	06/27/2022	09/01/2019	39	
	06/27/2022	09/01/2019	39	
	06/27/2022	09/01/2019	39	
	06/27/2022	09/01/2019	39	
	02/28/2022	11/09/2015	-80	
	07/12/2021	09/01/2009	-311	
	03/30/2022	03/31/2016	-50	
	09/30/2021	12/01/2018	-231	
	06/30/2022	07/01/2021	42	
	05/31/2022	09/01/2015	12	
	05/31/2022	09/01/2015	12	

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.



Continuous Service Date corresponds with the most recent JHU hire

Continuous Service Date is calculated based on the person, even if they have concurrent assignments. A person who is new to your area may not be new to JHU.

All new hires and those rehired with more than a three-day break in service need a new I-9.

The "Hire Date" on a person's I-9 should match their Continuous Service Date in this report. Date mismatches generally either indicate that a new I-9 is required or a clerical error has occurred.

		Key Figures	
Work Permit Expires	Continuous Service Date	Number of Days	
05/12/2022	06/17/2021	-7	
09/03/2021	10/11/2018	-258	
08/15/2022	07/16/2020	88	
05/31/2021	07/01/2015	-353	
05/31/2021	07/01/2015	-353	
#	07/19/2021	0	
11/30/2030	08/09/2021	0	
02/27/2021	08/14/2018	-446	
06/15/2022	06/17/2019	27	
#	08/16/2021	0	
10/31/2024	01/24/2022	0	
05/06/2021	01/11/2021	-378	
06/27/2022	09/01/2019	39	
06/27/2022	09/01/2019	39	
06/27/2022	09/01/2019	39	
06/27/2022	09/01/2019	39	
06/27/2022	09/01/2019	39	
02/28/2022	11/09/2015	-80	
07/12/2021	09/01/2009	-311	
03/30/2022	03/31/2016	-50	
09/30/2021	12/01/2018	-231	
06/30/2022	07/01/2021	42	
05/31/2022	09/01/2015	12	
05/31/2022	09/01/2015	12	



You can do some customization, like many other Analysis reports





Who do I contact with questions?

Questions about I-9s and Work Authorization:

• <u>I9ComplianceSvcs@jhu.edu</u>

Questions related to user access and authorizations:

• <u>https://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/analysis_auth.pdf</u>

Technical problems with Analysis/BW Reports:

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



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
 - Use ECC to review all of the SAP infotypes that can cause an individual to appear in the report



Reverification Pending

ame	take phonological solar
group	
^{subgroup} Navigate to P	Residence Status or
infotype 1 (Or	g Assignment) in the
Interprise str Direct selec	tion box. Click the
alasses (Displa	av). You will see 105
Pers.area in the Pe	ersAdmin field.
Cost Ctr	
Fund	
ersonnel structure	
E group	The second secon
E subgroup	
Organizational plan	Administrator
Percentage	PersAdmin 105 Expired Work Authori
osition	PayrAdmin P11 JHU PRSS USE ONLY
ob key	
Exempt	
Exempt Drg. Unit	

It's important to understand that the category "Reverification Pending" is telling you that reverification is urgently needed, not necessarily that reverification is already in progress.

	_			
Name	_			
EE group	_			
EE subgro	up			PorcAdmin is changed to cod
Start	01			Persaumin is changed to cou
				105 when the infotype 94
Personal	identification			(Residence Status) expiratio
Residenc	e status	Non-res	ident Alien	date has passed and the
ID type Passp		Passpor	t	record has no other type of
				hold. Individuals with the
Employm	ent verificatio	n		status Non-resident Alien mu
Work Pe	rmit			have a valid Expiry of WP dat
Issuing A	uthority			
Work pe	rmit number			
Issuing d	ate			
Evoint of	WP		02/28/2022	-



Non-Resident Alien with Work Permit Expiration Date





Non-Resident Alien without Work Permit Expiration Date





Pending I-9



Pers. No. Name	- 22						
EE group							
EE subgroup	p 20 F	ellowship R	ecipient	PSubarea	U007	Undergrad Stud	
Start	06/01/202	21 to	12/31/9999	Changed on	05/26/2021	1	
Personal ide Residence	entification status	Pend	ing I9		v		
Employmer	at verificati						
Work Perm	nit	011					
Issuing Aut	thority				Dondin	a 10 on Poci	donco
Work perm	nit number				renum stati	y 19 011 Resil	atoc
Issuing dat	te				inc	omnlete wor	rk
Expiry of W	VP				a	uthorization	IX.
					u .		
Additional f	fields						
Foreig	gn National	Internatior	al Form				

