

Hiring Managers Guide to Completing I-9 Forms in UKG



Step 1



The New Hires will be informed to bring in their forms of identification on their first day of work. It is the Hiring Manager's responsibility to copy each form of identification

Step 2

- ✦ Sign into UKG using your given username and password



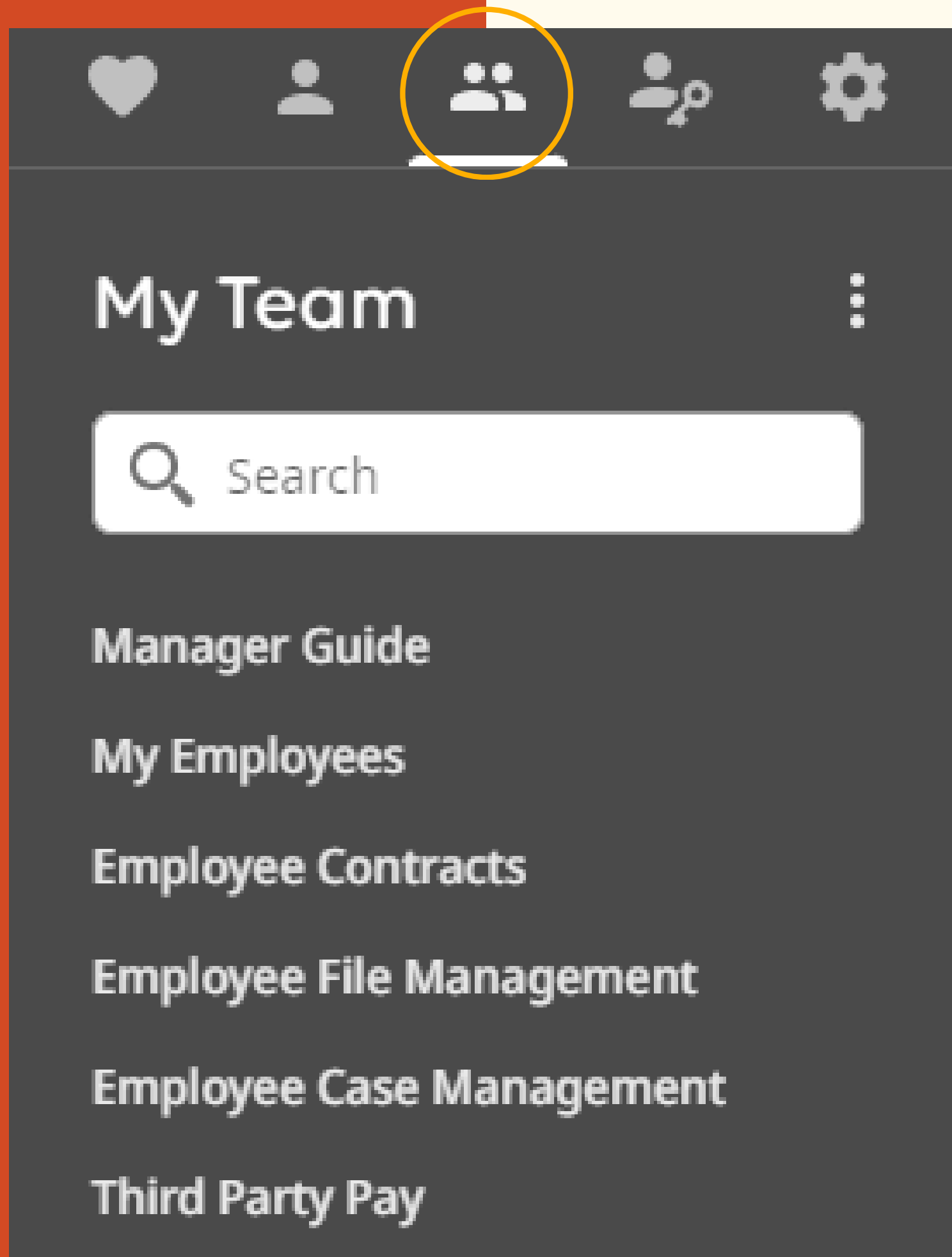
Welcome,
come on in!

User name
Wagnerc1

Password
.....

Sign in

[Forgot your password?](#)

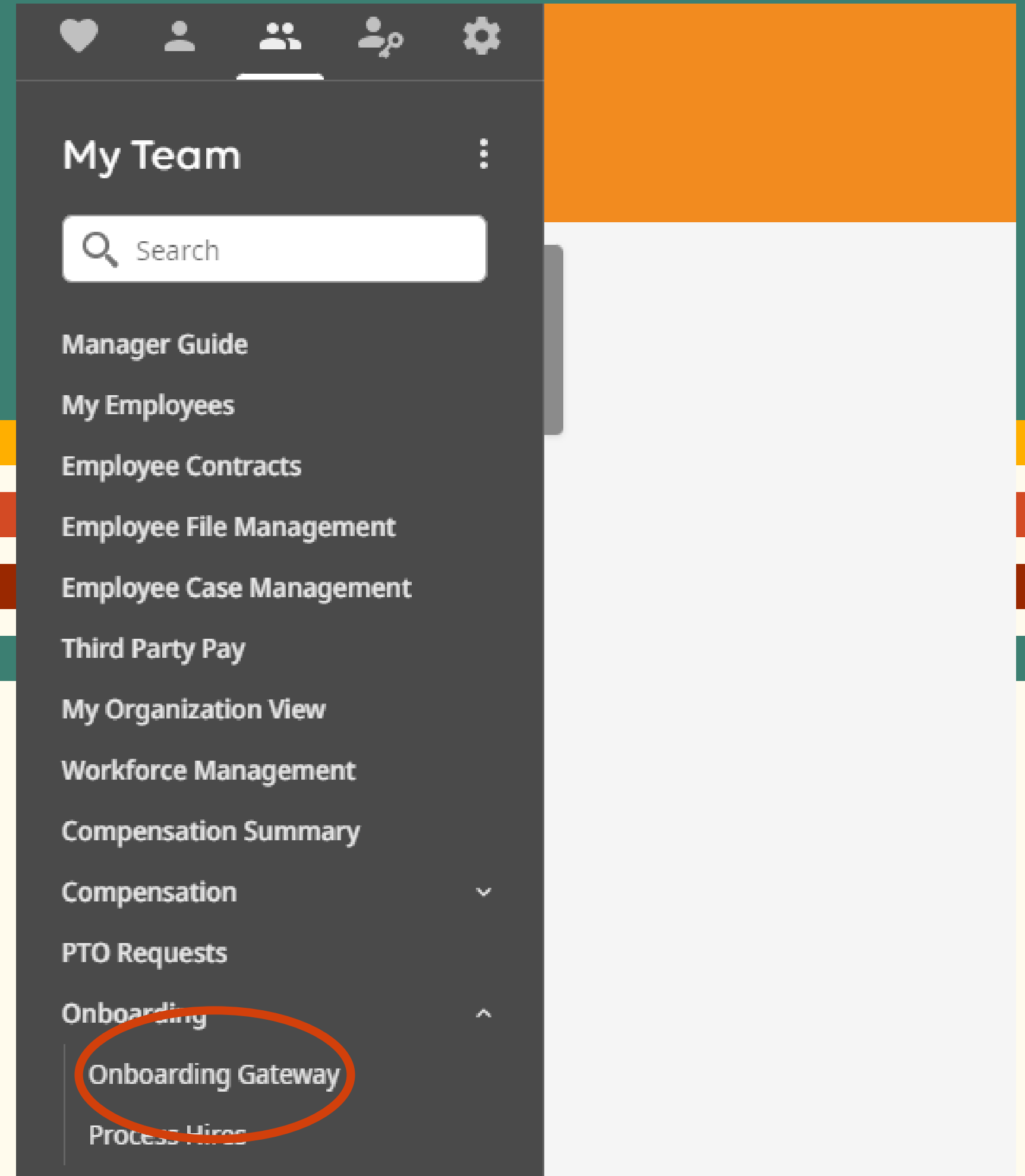


Step 3

- ✦ Once Logged in, click the icon with the two people, labeled My Team

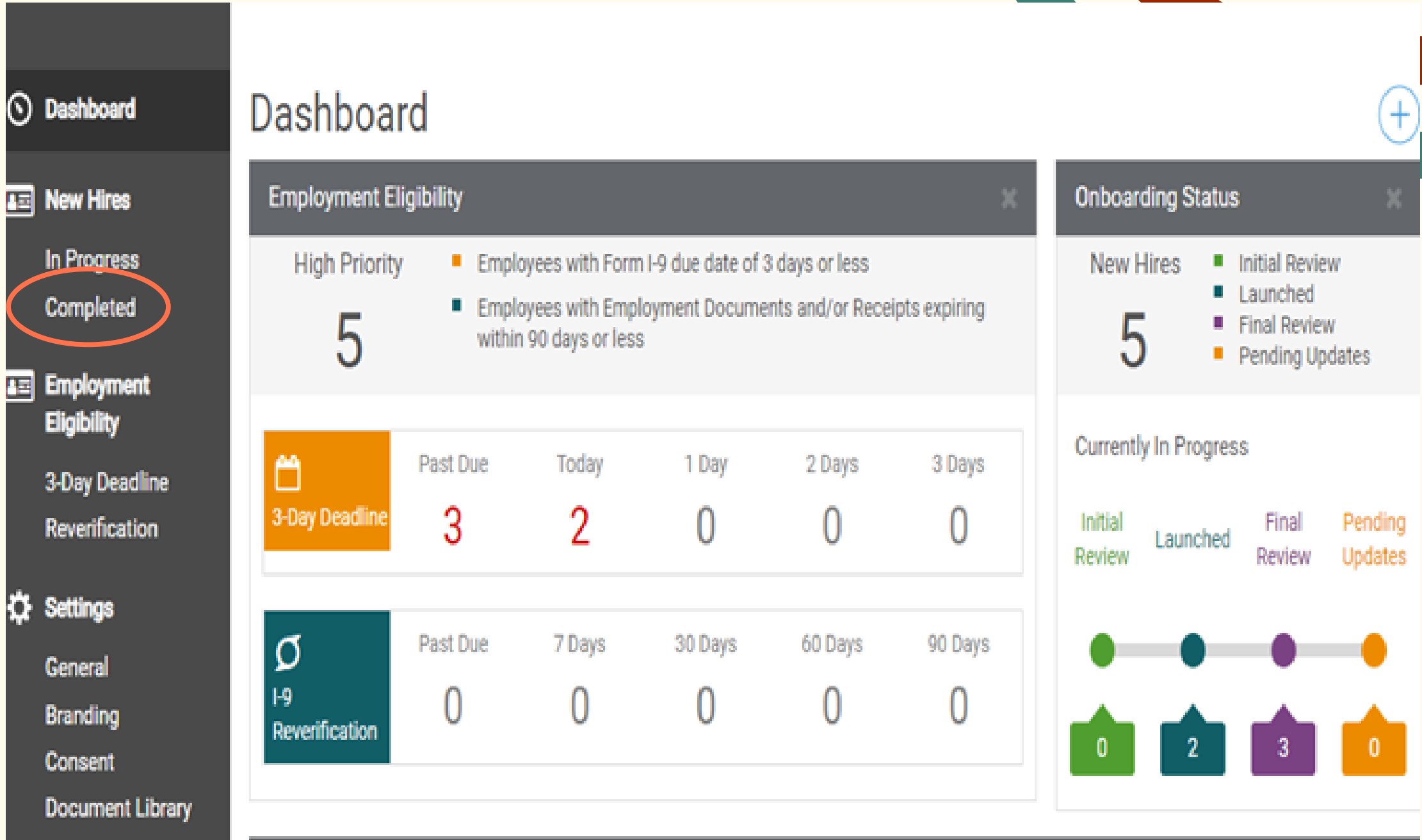
Step 4

Select
“Onboarding
Gateway”



Step 5

On the next screen, you will see the Onboarding Dashboard. On the left of the screen select "Completed"



Step 6

After clicking "completed" a list of Completed New Hires will appear. Find your employee by searching their name on the right of the screen

The screenshot shows a web application interface for managing new hires. On the left is a green sidebar with navigation links: Dashboard, New Hires, Employment Eligibility, 3-Day Deadline Reverification, Settings (General, Branding, Consent, Document Library, E-Verify, Integrations, New Hire, Notifications), and a search icon. The main content area is titled 'New Hires' and includes an 'Add' button. Below the title, it says 'Showing 1-15 of 370'. A table lists three employees: Johnathan Smithsonian Jr., George Martin, and Maria Davidson. The table has columns for Name, Company, Start Date, Status, and Actions. On the right side of the table, there is a 'FILTERS' panel. The 'New Hire Name' filter is circled in red, showing a 'Filter by Name' input field. Other filters include Status (Initial Review (21), Launched (303), Final Review (42), Pending Updates, Completed (4)).

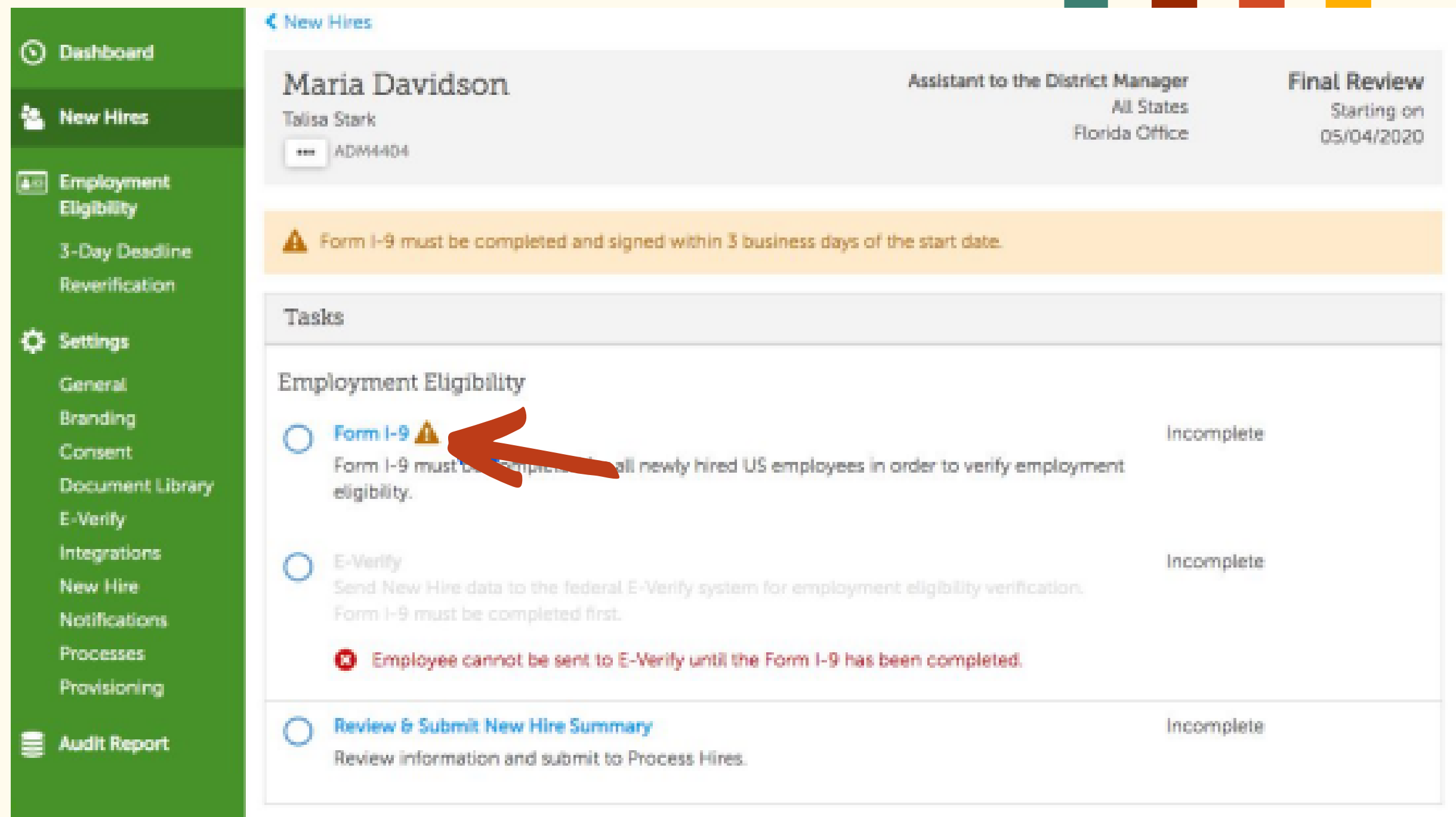
Name	Company	Start Date	Status	Actions
Johnathan Smithsonian Jr. Administrative Assistant ADM3606606	Oscorp New York Office	07/01/2014 John C. Snow	Launched	...
George Martin Assistant to the District Manager ADM4404	All States Florida Office	11/30/2014 Talisa Stark	Launched	...
Maria Davidson Assistant to the District Manager ADM4404	All States Florida Office	05/04/2020 Talisa Stark	Final Review	...

FILTERS

- New Hire Name
Filter by Name
- Status
 - ☒ Initial Review (21)
 - ☒ Launched (303)
 - ☒ Final Review (42)
 - ☐ Pending Updates
 - ☒ Completed (4)

Step 7

Click on the new hires name, and it will open a new window to complete the I-9 verification. Click on the first bullet “Form I-9”



The screenshot displays the 'New Hires' interface. On the left is a green sidebar with navigation links: Dashboard, New Hires, Employment Eligibility (with a sub-link '3-Day Deadline Reverification'), Settings (with sub-links: General, Branding, Consent, Document Library, E-Verify, Integrations, New Hire, Notifications, Processes, Provisioning), and Audit Report. The main content area is titled 'New Hires' and shows the profile of Maria Davidson, Assistant to the District Manager, All States, Florida Office. Her ID is ADM4404. A 'Final Review' status is shown, starting on 05/04/2020. A yellow warning banner states: 'Form I-9 must be completed and signed within 3 business days of the start date.' Below this is a 'Tasks' section. The first task, 'Employment Eligibility', contains three items: 1. 'Form I-9' (marked incomplete with a yellow warning icon and a red arrow pointing to it), with a description: 'Form I-9 must be completed for all newly hired US employees in order to verify employment eligibility.' 2. 'E-Verify' (marked incomplete), with a description: 'Send New Hire data to the federal E-Verify system for employment eligibility verification. Form I-9 must be completed first.' 3. A red error message: 'Employee cannot be sent to E-Verify until the Form I-9 has been completed.' The second task, 'Review & Submit New Hire Summary', is also marked incomplete.

Task	Status
Employment Eligibility	
<input type="radio"/> Form I-9 ⚠️	Incomplete
Form I-9 must be completed for all newly hired US employees in order to verify employment eligibility.	
<input type="radio"/> E-Verify	Incomplete
Send New Hire data to the federal E-Verify system for employment eligibility verification. Form I-9 must be completed first.	
❌ Employee cannot be sent to E-Verify until the Form I-9 has been completed.	
<input type="radio"/> Review & Submit New Hire Summary	Incomplete
Review information and submit to Process Hires.	

Step 8

After clicking form I-9, begin completing the I-9 verification. In the first section, select if the employee submitted documents from List A or List B

Employment Eligibility (Form I-9)

[Form I-](#)

Section 1

Section 2

Employer or Authorized Representative Review and Verification

You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C.

[Full Instructions](#) & [List of Acceptable Documents](#)

* Select eligibility verification document options

- ☐ List A documents that establish both identity and employment authorization
- ☐ List B identity AND List C employment authorization documents

Step 9



Once an option is selected, drop down menus will appear. Select the document from the list that corresponds with the documents collected and fill in the requested information



List A - Identity and Employment Authorization

Document(s) presented for review
Foreign Passport with Form I-94

Document Title
Foreign Passport, work-authorized nonimmigrant

Document Number
BEL112233

Document is a Receipt (not an original document)

Issuing Authority
Belgium

Expiration Date (if any) (mm/dd/yyyy)
09/27/2027

or N/A

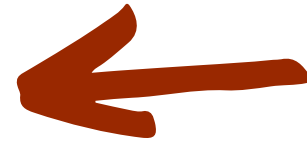
Step 10

Once all information is entered in for all documents, enter in the employees start date and sign the bottom of the I-9. Please note if we are submitting I-9 information beyond the 3rd day, the system will require a reason. Once completed, click “Sign”

Certification

Employee's Start Date

05/04/2020



Employer's Business or Organization Name and Address 

Company Name

All States

Address (Street Number and Name)

123 Main St

 Do not provide a P.O. Box

City or Town

Florida

State

Florida

Zip Code

50016

☒ 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, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Type your name as your signature

Talisa Stark

Sign

Cancel



Step 11

Once signed, scroll down to the next page to upload the verified documents. Reminder to Upload I-9s within 72 hours of start date

Document Attachments

You may upload electronic copies of the documents examined for employment eligibility verification.
Formats accepted: DOC, DOCX, PDF, JPG, PNG. Maximum file size is 10MB.

Once uploaded, previewing an attachment may cause sensitive (personally identifiable) information to be downloaded to your computer. Please ensure this information is secured in a manner consistent with your company's information security policies.

Document	Attachments	Preview	Upload
Foreign Passport, work-authorized nonimmigrant	None provided		<div>Upload a File...</div>
Form I-94	None provided		<div>Upload a File...</div>

Thank you
for participating!

