

## Grad Assistant Personal and I-9 Information

1.	Under the <b>Menu Bar</b> , Click on <b>Workforce Administration</b> . 
2.	Under the <b>Personal Information folder</b> , Click on <b>Modify a Person</b> . 
3.	Enter the Employee's <b>EmplID number</b> in the EMPLID field.
4.	Click on <b>Search</b>
5.	In the <b>Biographical Details tab</b> , verify the employee's name, date of birth, and gender.
6.	After viewing name, click on <b>OK</b> . 
7.	Verify the employee's <b>Date of Birth</b> .
8.	Verify the <b>Gender</b> is correct.
9.	Verify the <b>Social Security Number</b> matches what is on the original social security card.
10.	Click on <b>Contact Information</b> . 
11.	Verify the address is correct. If changes are needed, click on <b>View Address Detail</b> .
12.	Click the <b>Plus (+)</b> button.
13.	To add a new address, click on <b>Add Address</b>
14.	Adjust the address to what it should be. Click <b>OK</b> .
15.	Click <b>OK</b> again.
16.	Click on the <b>Regional</b> tab. 
17.	To enter in the <b>Ethnic Group</b> , click on the <b>Ethnic Group</b> look up.
18.	Click on the appropriate <b>Ethnic Group</b> .
19.	Next, click on the <b>URI I9 Data box</b> . 
20.	Click on the <b>Eligibility Proof 1 look up button</b> .
21.	Eligibility Proof 1 can be either a List A item or a List B item. Click on the appropriate item.
22.	If a List B item is Eligibility Proof 1, then a List C item must be entered in Eligibility Proof 2 Click on the <b>Eligibility Proof 2 look up button</b> .
23.	Only List C items appear, click on the appropriate item.
24.	If you had taken foreign documents, you would be required to enter in the expiration date or the system would not save the information. Click <b>OK</b> . 
25.	Click <b>Save</b> .  <b>Important:</b> Once this step is done, remember to forward all I-9 documentation, social security card and Drug Free form to Human Resources.
26.	<b>End of Procedure.</b>