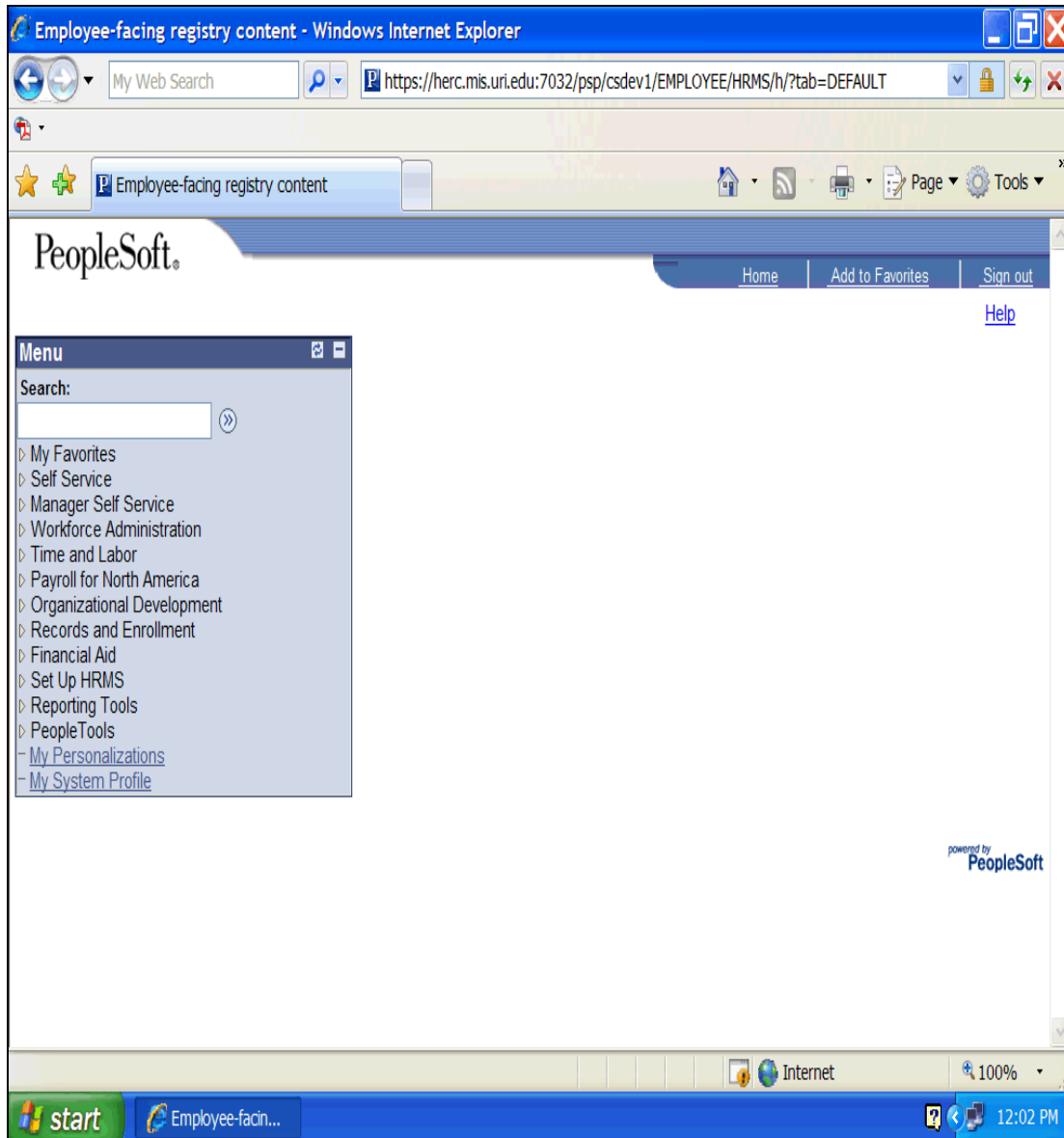


**UNIVERSITY OF RHODE ISLAND**  
**e-Campus HR User Documentation**

**Internal Personal and I-9 Information**

**Additional Information**

## Procedure



Step	Action
1.	Under the <b>Menu Bar</b> , Click on <b>Workforce Administration</b> . <b>Workforce Administration</b>



Step	Action
2.	Under the <b>Personal Information</b> folder, Click on <b>Modify a Person</b> . <a href="#">Modify a Person</a>

PeopleSoft. Home Add to Favorites Sign out

Menu  
 Search:  [New Window](#) | [Help](#)

**Personal Information**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**EmpID:** begins with

**Name:** begins with

**Last Name:** begins with

**Second Name:** begins with

**Alternate Character Name:** begins with

**Middle Name:** begins with

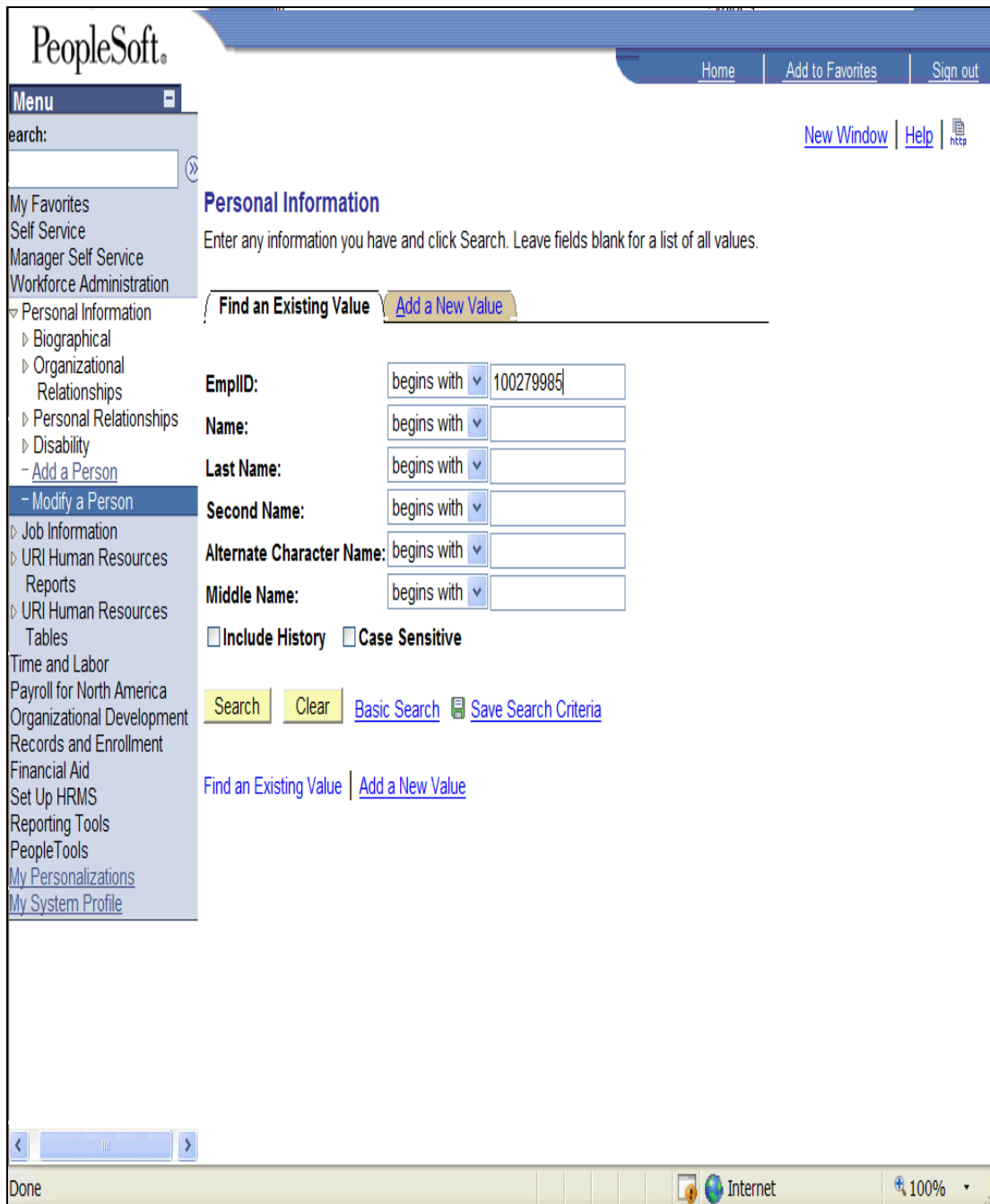
Include History  Case Sensitive

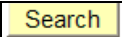
**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done Internet 100%

Step	Action
3.	In the <b>EmpID</b> field, enter in the employee's ID #.



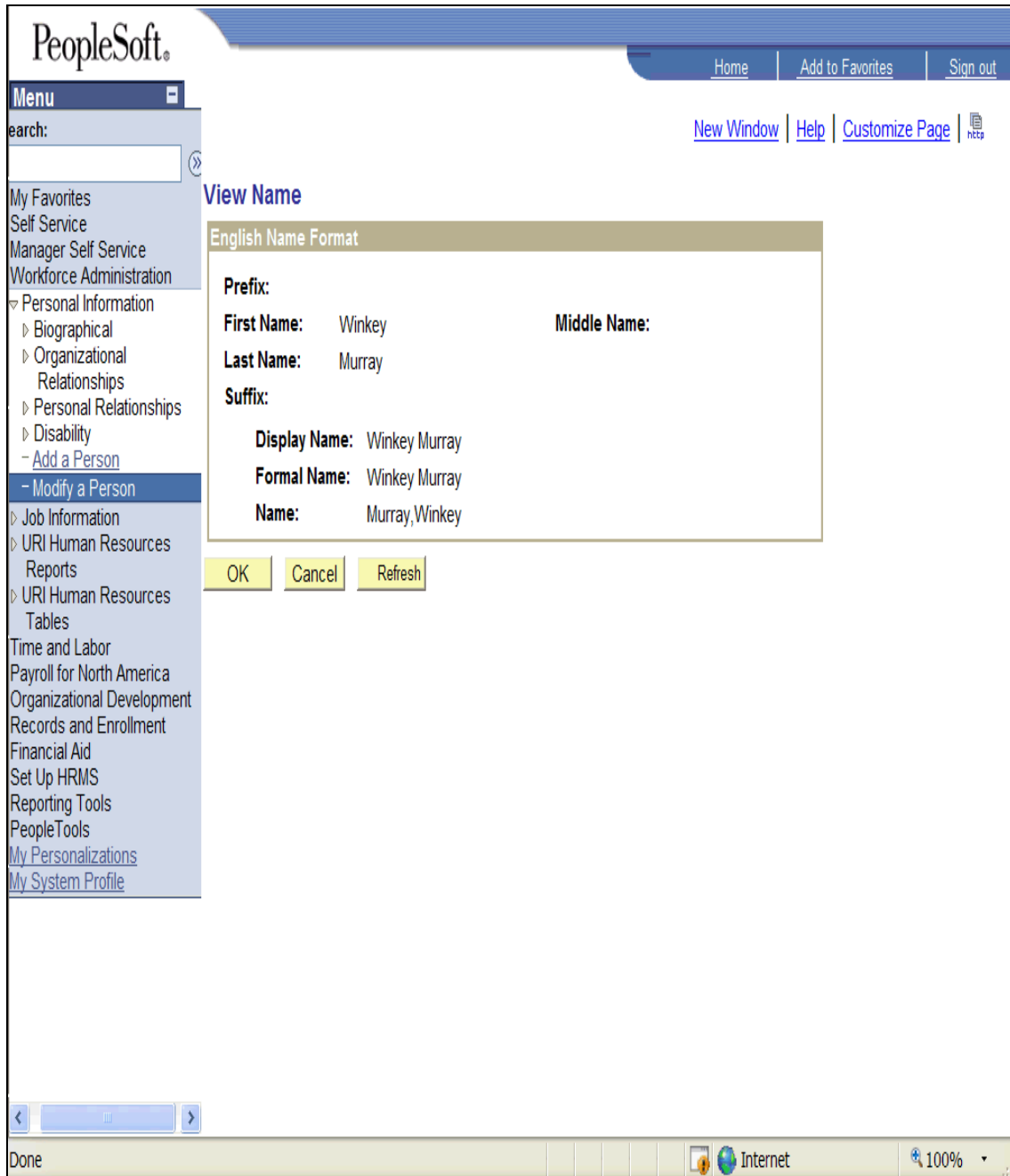
Step	Action
4.	Click on <b>Search</b> 

The screenshot shows the PeopleSoft HR system interface. The main content area is titled 'Biographical Details' and displays information for employee Winkey Murray (Person ID: 100279985). The interface is divided into several sections:

- Primary Name:** Winkey Murray. Includes fields for Effective Date (04/22/2007), Format Type (English), and Display Name (Winkey Murray). A 'View Name' link is available.
- Biographic Information:** Includes Date of Birth (03/19/1968), Birth Country (USA), Birth State, Birth Location, and Waive Data Protection checkbox.
- Biographical History:** Includes \*Effective Date (04/22/2007), \*Gender (Female), \*Highest Education (A-Not Indicated), Level (Single), \*Marital Status (Single), Language Code, and Alternate ID. A 'Full-Time Student' checkbox is also present.
- National ID:** Includes \*Country (USA), \*National ID Type (Social Security Numl), National ID (781556565), and Primary ID checkbox.

The left sidebar contains a 'Menu' with various navigation options, including 'Personal Information', 'Job Information', and 'Time and Labor'. The top navigation bar includes 'Home', 'Add to Favorites', 'Sign out', 'New Window', 'Help', and 'Customize Page'.

Step	Action
5.	In the <b>Biographical Details tab</b> , verify the employee's name, date of birth, and gender.  To view their full name, click on <b>View Name</b> .



Step	Action
6.	After viewing name, click on <b>OK</b> . <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">OK</div>

**PeopleSoft.** Home | Add to Favorites | Sign out

Search:

My Favorites  
 Self Service  
 Manager Self Service  
 Workforce Administration

Personal Information  
 Biographical  
 Organizational Relationships  
 Personal Relationships  
 Disability  
 Add a Person  
 Modify a Person

Job Information  
 URI Human Resources Reports  
 URI Human Resources Tables  
 Time and Labor  
 Payroll for North America  
 Organizational Development  
 Records and Enrollment  
 Financial Aid  
 Set Up HRMS  
 Reporting Tools  
 PeopleTools  
 My Personalizations  
 My System Profile

**Biographical Details** | Contact Information | Regional

Winkey Murray **Person ID:** 100279985

**Primary Name** Find | View All First 1 of 1 Last

**Effective Date:** 04/22/2007

**Format Type:** English

**Display Name:** Winkey Murray [View Name](#)

**Biographic Information**

**Date of Birth:** 03/19/1968 39 Years 1 Months **Date of Death:**

**Birth Country:** USA United States

**Birth State:**

**Birth Location:**  **Waive Data Protection**

**Biographical History** Find | View All First 1 of 1 Last

**\*Effective Date:** 04/22/2007

**\*Gender:** Female

**\*Highest Education Level:** A-Not Indicated

**\*Marital Status:** Single **As of:** 04/22/2007

**Language Code:**

**Alternate ID:**  Full-Time Student

**National ID** Customize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Numl	781556565	<input checked="" type="checkbox"/>

Step	Action
7.	Verify the employee's <b>Date of Birth</b> .

The screenshot displays the PeopleSoft HR system interface for user Winkey Murray (Person ID: 100279985). The 'Biographic Information' section is active, showing the following details:

- Primary Name:** Winkey Murray (View Name)
- Effective Date:** 04/22/2007
- Format Type:** English
- Display Name:** Winkey Murray
- Biographic Information:**
  - Date of Birth:** 03/19/1968 (39 Years 1 Months Date of Birth)
  - Birth Country:** USA (United States)
  - Birth State:** (Searchable)
  - Birth Location:** (Searchable)
  - Waive Data Protection:**
- Biographical History:**
  - \*Effective Date:** 04/22/2007
  - \*Gender:** Female
  - \*Highest Education:** Female
  - Level:** (Dropdown)
  - \*Marital Status:** Single (As of: 04/22/2007)
  - Language Code:** (Dropdown)
  - Alternate ID:** (Text field)
  - Full-Time Student
- National ID:**
  - \*Country:** USA
  - \*National ID Type:** Social Security Num
  - National ID:** 781556565
  - Primary ID:**

Step	Action
8.	Verify the <b>Gender</b> is correct.

**PeopleSoft** Home Add to Favorites Sign out

**Menu**

Search: [ ]

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
- Personal Information
  - Biographical
  - Organizational Relationships
  - Personal Relationships
  - Disability
  - Add a Person
  - Modify a Person
- Job Information
- URI Human Resources Reports
- URI Human Resources Tables
- Time and Labor
- Payroll for North America
- Organizational Development
- Records and Enrollment
- Financial Aid
- Set Up HRMS
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile

**Primary Name** Find | View All First 1 of 1 Last

Effective Date: 04/22/2007  
 Format Type: English  
 Display Name: Winkey Murray [View Name](#)

**Biographic Information**

Date of Birth: 03/19/1968 39 Years 1 Months Date of Death: [ ]  
 Birth Country: USA United States  
 Birth State: [ ]  
 Birth Location: [ ] Waive Data Protection

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date: 04/22/2007  
 \*Gender: Female  
 \*Highest Education: A-Not Indicated  
 Level: [ ]  
 \*Marital Status: Single As of: 04/22/2007  
 Language Code: [ ]  
 Alternate ID: [ ]  Full-Time Student

**National ID** Customize | Find | View All First 1 of 1 Last


*Country	*National ID Type	National ID	Primary ID
USA	Social Security Numl	781556565	<input checked="" type="checkbox"/>

Save Return to Search Notify Previous tab Next tab Refresh Add Update/Display Include History

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

Step	Action
9.	Verify the <b>Social Security Number</b> matches what is on the original social security card.

The screenshot shows the PeopleSoft HR system interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A search bar is located at the top left. The left-hand menu is expanded to show 'Personal Information' and 'Biographical' sub-menus. The main content area displays the 'Contact Information' tab for the employee Winkey Murray (Person ID: 100279985). The 'Biographical Information' section includes fields for Date of Birth (03/19/1968), Birth Country (USA), Birth State, Birth Location, and Waive Data Protection. The 'Biographical History' section includes fields for Effective Date (04/22/2007), Gender (Female), Highest Education (A-Not Indicated), Level, Marital Status (Single), Language Code, and Alternate ID. At the bottom, there is a 'National ID' section with a table showing Country (USA), National ID Type (Social Security Num), National ID (781556565), and Primary ID.

Step	Action
10.	Click on <b>Contact Information</b> . 

PeopleSoft. Home Add to Favorites Sign out

Menu  
 Search:   
 My Favorites  
 Self Service  
 Manager Self Service  
 Workforce Administration  
 Personal Information  
 Biographical  
 Organizational Relationships  
 Personal Relationships  
 Disability  
 Add a Person  
 Modify a Person  
 Job Information  
 URI Human Resources Reports  
 URI Human Resources Tables  
 Time and Labor  
 Payroll for North America  
 Organizational Development  
 Records and Enrollment  
 Financial Aid  
 Set Up HRMS  
 Reporting Tools  
 PeopleTools  
 My Personalizations  
 My System Profile

Winkey Murray Person ID: 100279985

**Current Addresses** Customize | Find | View All | First 1 of 1 | Last

Address Type	As Of Date	Status	Address	
Home	04/22/2007	A	1 Main Street Kingston, RI 02881	<a href="#">View Address Detail</a> + -

**Phone Information** Customize | Find | First 1 of 1 | Last

*Phone Type	Telephone	Extension	Preferred	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+ -

**Email Addresses** Customize | Find | First 1 of 1 | Last

*Email Type	*Email Address	Preferred	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+ -

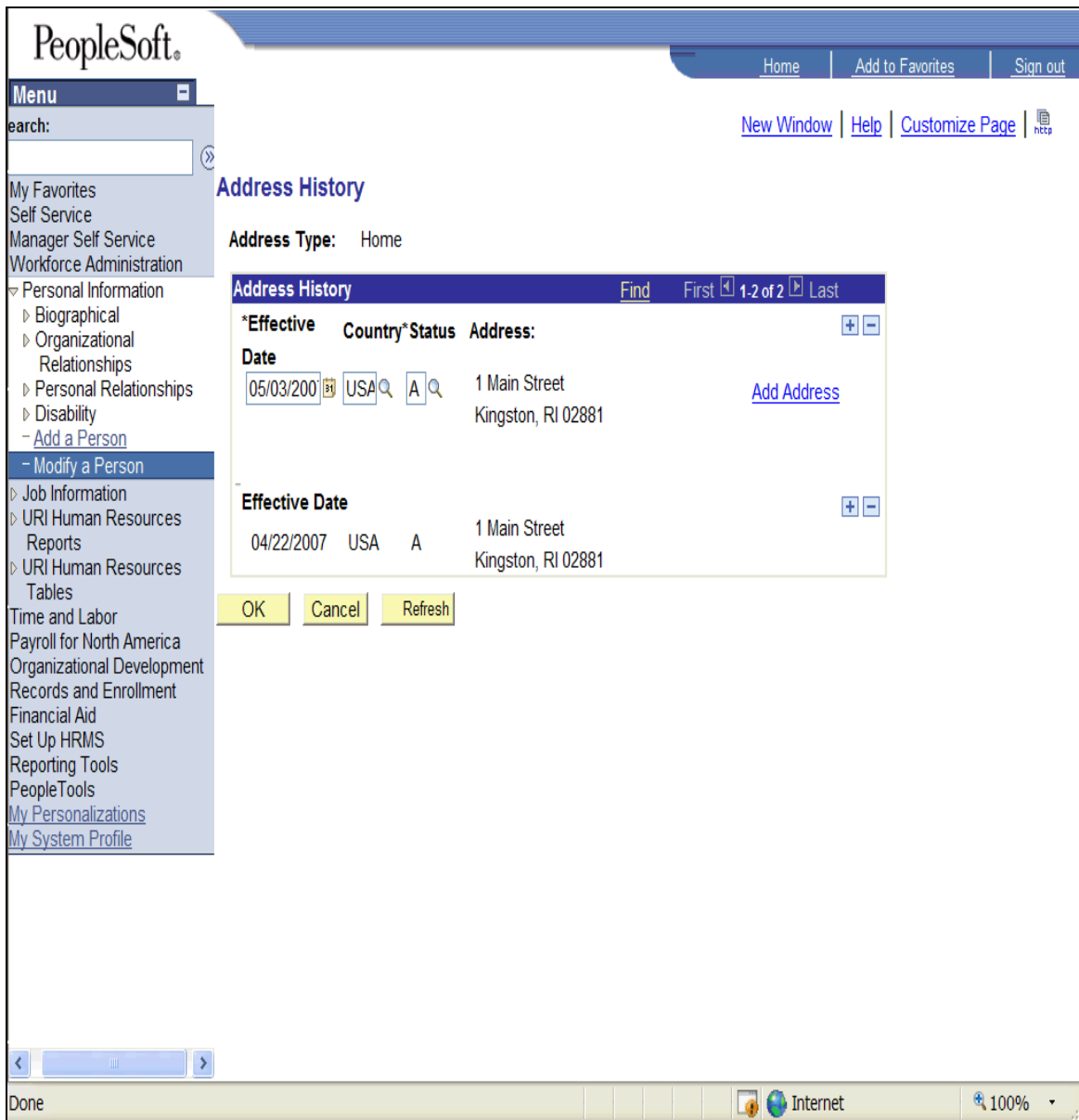
Save Return to Search Notify Previous tab Next tab Refresh Add Update/Display Include History


[Biographical Details](#) | [Contact Information](#) | [Regional](#)

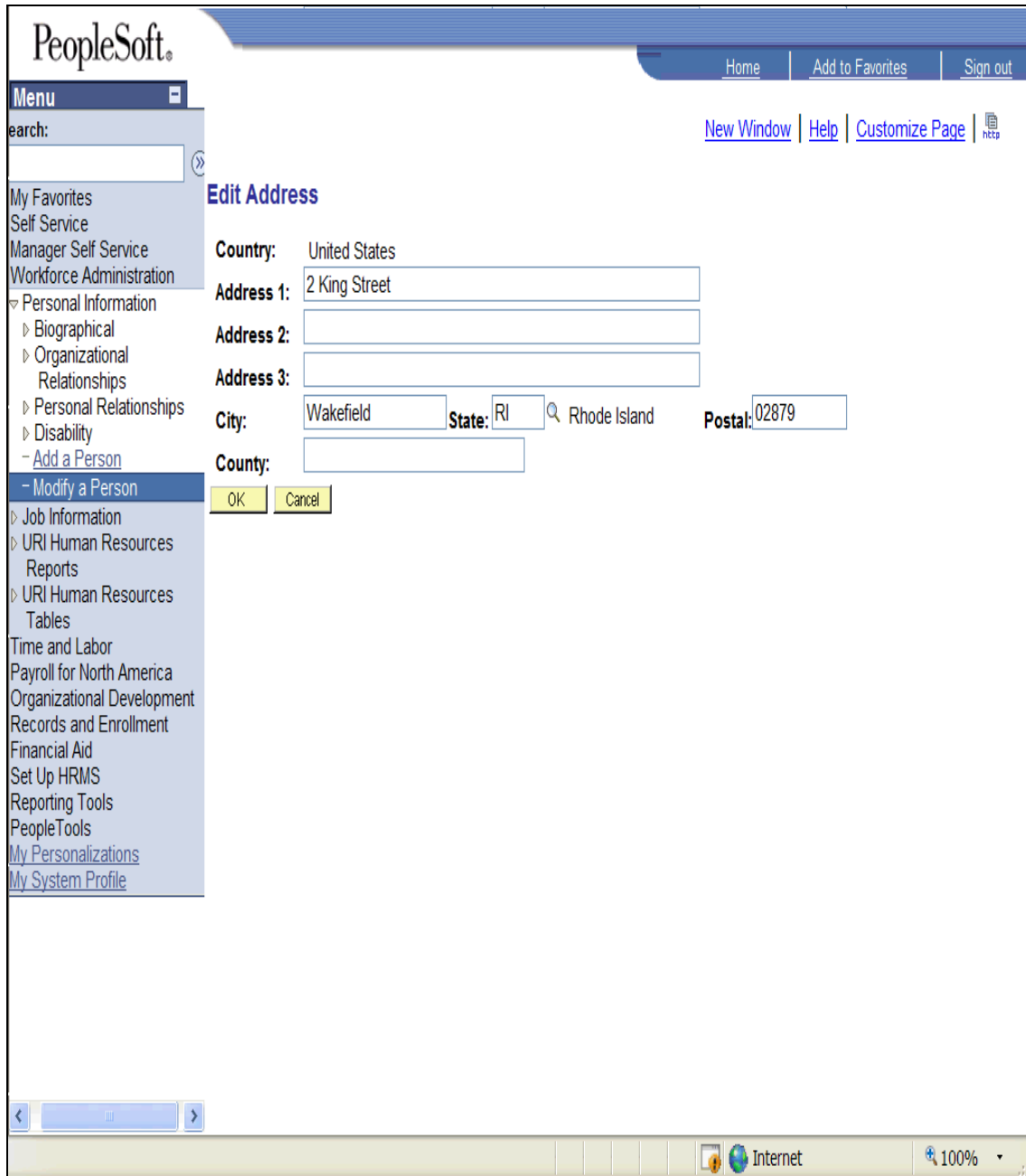
Step	Action
11.	Verify the address is correct. If changes are needed, click on <b>View Address Detail</b> . <a href="#">View Address Detail</a>



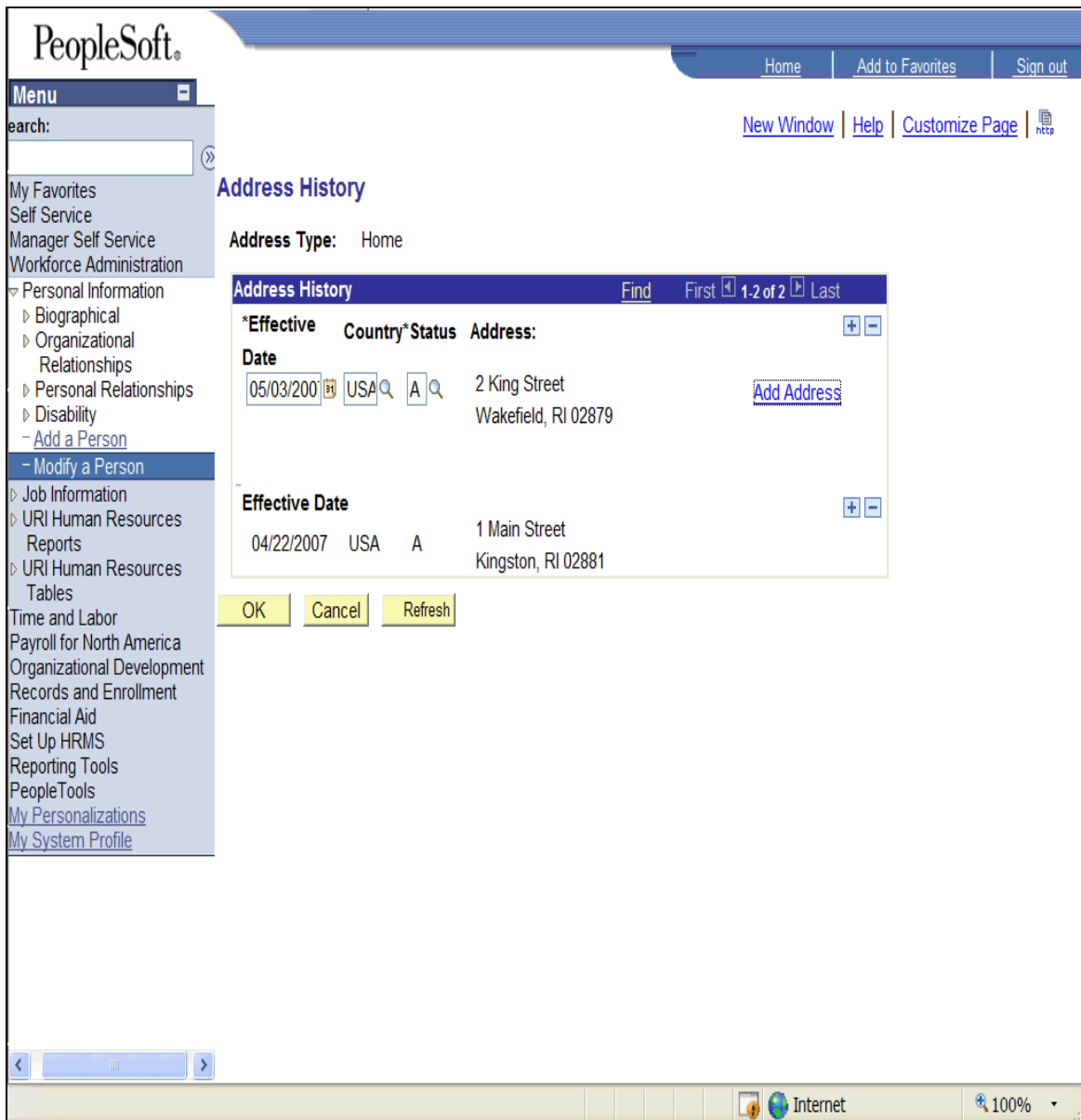
Step	Action
12.	Click the <b>Plus (+)</b> button.

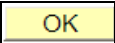


Step	Action
13.	To add a new address, click on <b>Add Address</b> 

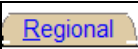


Step	Action
14.	Adjust the address to what it should be. Click <b>OK</b> .



Step	Action
15.	Click <b>OK</b> again. 

The screenshot shows the PeopleSoft HR system interface. At the top left is the PeopleSoft logo. A navigation menu is on the left side. The main content area displays the profile for 'Winkey Murray' with 'Person ID: 100279985'. There are three tabs: 'Biographical Details', 'Contact Information', and 'Regional', with 'Regional' being the active tab. The 'Regional' tab contains sections for 'Current Addresses', 'Phone Information', and 'Email Addresses'. The 'Current Addresses' section shows a home address: '2 King Street, Wakefield, RI 02879'. Below this are sections for 'Phone Information' and 'Email Addresses', both of which are currently empty. At the bottom of the main content area, there are several action buttons: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Add, Update/Display, and Include History. A browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

Step	Action
16.	Click on the <b>Regional</b> tab. 

The screenshot displays the PeopleSoft HR system interface for user Winkey Murray (Person ID: 100279985). The 'Regional' tab is active, showing the 'Ethnic Group' section with a search for 'USA' and 'United States'. The 'History' section includes fields for 'Effective Date' (05/03/200), 'Date Entitled to', 'Military Status', 'Medicare', and 'Citizenship (Proof 1)'. The 'Smoker History' section shows a table with columns for '\*Smoker' and '\*As of'. A 'URI I9 Data' button is located below the main sections. The interface also features a navigation menu on the left and a toolbar at the bottom with buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', 'Update/Display', and 'Include History'.

Step	Action
17.	To enter in the <b>Ethnic Group</b> , click on the <b>Ethnic Group</b> look up.

**Look Up Ethnic Group**

SetID: USA

Ethnic Group: begins with [ ]

Description: begins with [ ]

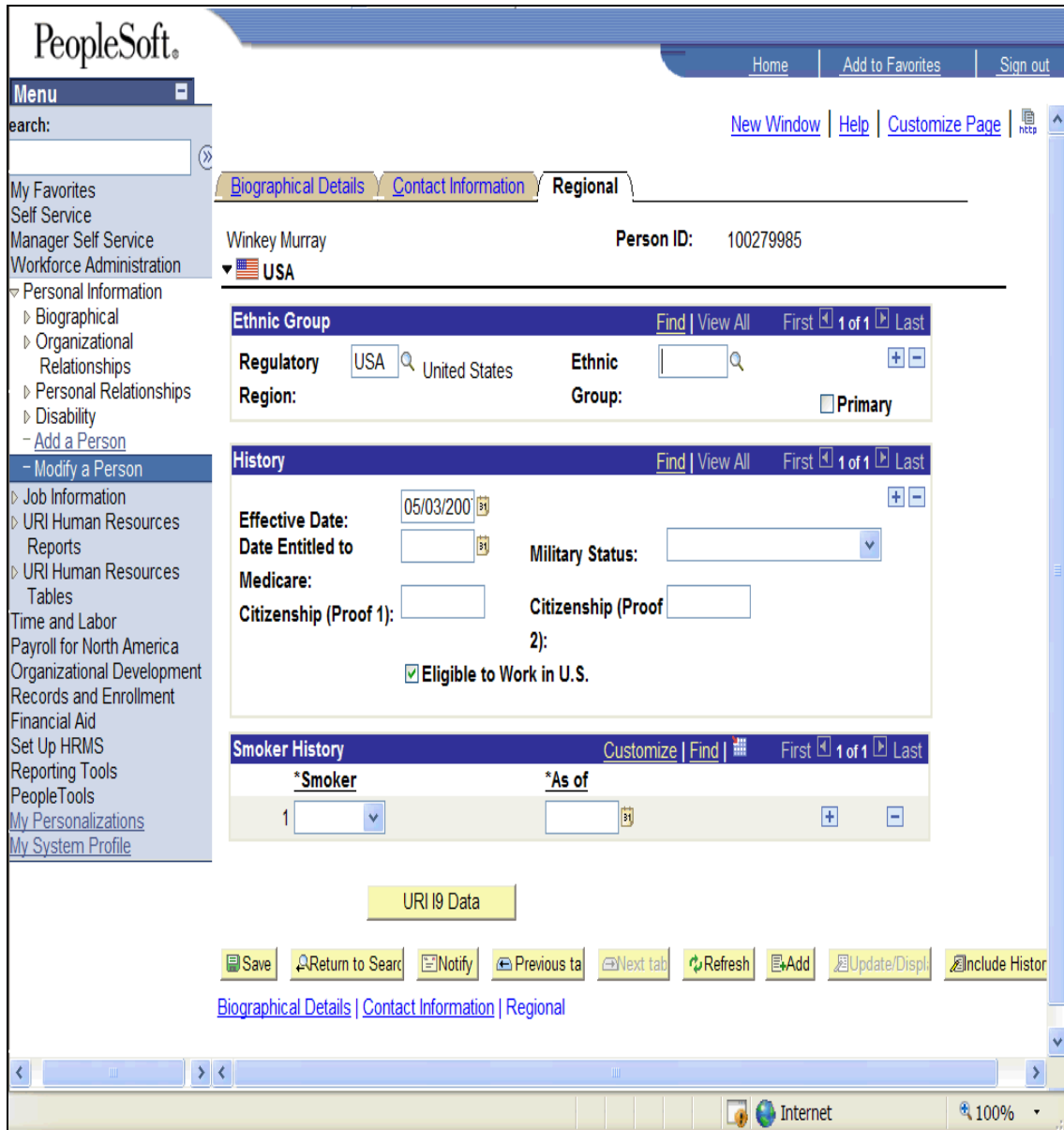
Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-7 of 7 Last

Ethnic Group	Description	Short Description
AMIND	American Indian/Alaska Native	Am_Ind
ASIAN	Asian	Asian
BLACK	Black/African American	Black
HISPA	Hispanic/Latino	Hispanic
NSPEC	Not Specified	Not Specif
PACIF	Native Hawaiian/Other Pacific Islander	Hawaii/Pac
WHITE	White	White

Step	Action
18.	Click on the appropriate <b>Ethnic Group</b> .



Step	Action
19.	Next, click on the <b>URI I9 Data</b> box. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">URI I9 Data</div>

The screenshot shows the PeopleSoft interface for the 'URI I9 Eligibility Panel'. At the top left is the PeopleSoft logo. A navigation menu on the left includes options like 'My Favorites', 'Self Service', and 'Personal Information'. The main content area displays the user's ID (100279985) and name (Murray, Winkey). Below this is a table titled 'Employment Eligibility Documents' with two rows: 'Eligibility Proof 1' and 'Eligibility Proof 2'. The 'Eligibility Proof 1' row is highlighted in blue. To the right of the table are buttons for 'OK', 'Cancel', and 'Refresh'. The browser's address bar at the bottom shows a JavaScript URL.

Step	Action
20.	Click on the <b>Eligibility Proof 1</b> look up button.

PeopleSoft®

Home | Add to Favorites | Sign out

Menu

Search:

My Favorites  
 Self Service  
 Manager Self Service  
 Workforce Administration

Personal Information

- Biographical
- Organizational Relationships
- Personal Relationships
- Disability
- Add a Person
- Modify a Person
- Job Information
- URI Human Resources Reports
- URI Human Resources Tables
- Time and Labor
- Payroll for North America
- Organizational Development
- Records and Enrollment
- Financial Aid
- Set Up HRMS
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile

Document ID: begins with

Doc Type: =

Document Name: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-29 of 29 Last

Doc Type	Document ID	Document Name
B List	CANLICENSE	Canadian Drivers License
B List	CLINICREC	Clinic record < 18
B List	DAYCRREC	Day Care Nurs Schl Record < 18
B List	DOCTORREC	Doctor Record < 18
B List	DRLICENSE	State Drivers License
B List	FEDIDCARD	Federal ID Card
A List	FMN550570	Cert.ofNaturalization N550N570
A List	FORM I-327	Unexpired Reentry Permit I-327
A List	FORM I-571	Unexpred RefugeeTravl Doc I-571
A List	FORMI551	Alien Regis Recpt Card w/Photo
A List	FORMI688	Unexpired Temp Resident Card
A List	FORMI688A	Unexpired Emplmnt Auth Card
A List	FORMI688B	Unexp INS Emp Auth Doc w/Photo
A List	FORMI766	Unexp INS Emp Auth Doc w/Photo
A List	FORMN560/1	Cert. of US Citznshp N560-N561
A List	FORPASS	Unexpired Foreign Passport
B List	HOSPARECRD	Hospital Record < 18
B List	LOCIDCARD	Local ID Card
B List	MILDEPID	Military Dependent ID Card
A List	PERMRESCD	Perm Resident card with Photo
B List	SCHIDCARD	School ID Card
B List	CGHID5600	Cert.ofResidnc N560-N561

javascript: submitAction\_win0(document.win0,'#ICRow4');

Internet 100%

Step	Action
21.	Eligibility Proof 1 can be either a List A item or a List B item. Click on the appropriate item.

The screenshot displays the 'URI I9 Eligibility Panel' in the PeopleSoft application. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. A search bar is present at the top left. The left-hand menu is expanded to show 'Modify a Person' under the 'Personal Information' section. The main content area shows the following details:

- ID:** 100279985 **Name:** Murray, Winkey  I9 Waived
- Employment Eligibility Documents:**
  - Eligibility Proof 1:** DRLICENS (with a magnifying glass icon) State Drivers License
  - List A Expiration Date:** [Empty date field with a calendar icon]
  - Eligibility Proof 2:** [Empty text field with a magnifying glass icon]
  - List C Expiration Date:** [Empty date field with a calendar icon]

At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'. The browser's address bar at the bottom shows the URL: javascript:submitAction\_win0(document.win0,'U\_I9\_ELIG\_TBL\_U\_CITIZEN\_PROOF2\$pro'. The browser status bar indicates 'Internet' and '100%' zoom.

Step	Action
22.	If the Eligibility Proof 1 item is a List, then a List C item must also be entered. Click on the <b>Eligibility Proof 2 look up button</b> .

PeopleSoft®

Home | Add to Favorites | Sign out

Menu

Search:

Document ID: begins with

Doc Type: =

Document Name: begins with

Look Up | Clear | Cancel | [Basic Lookup](#)

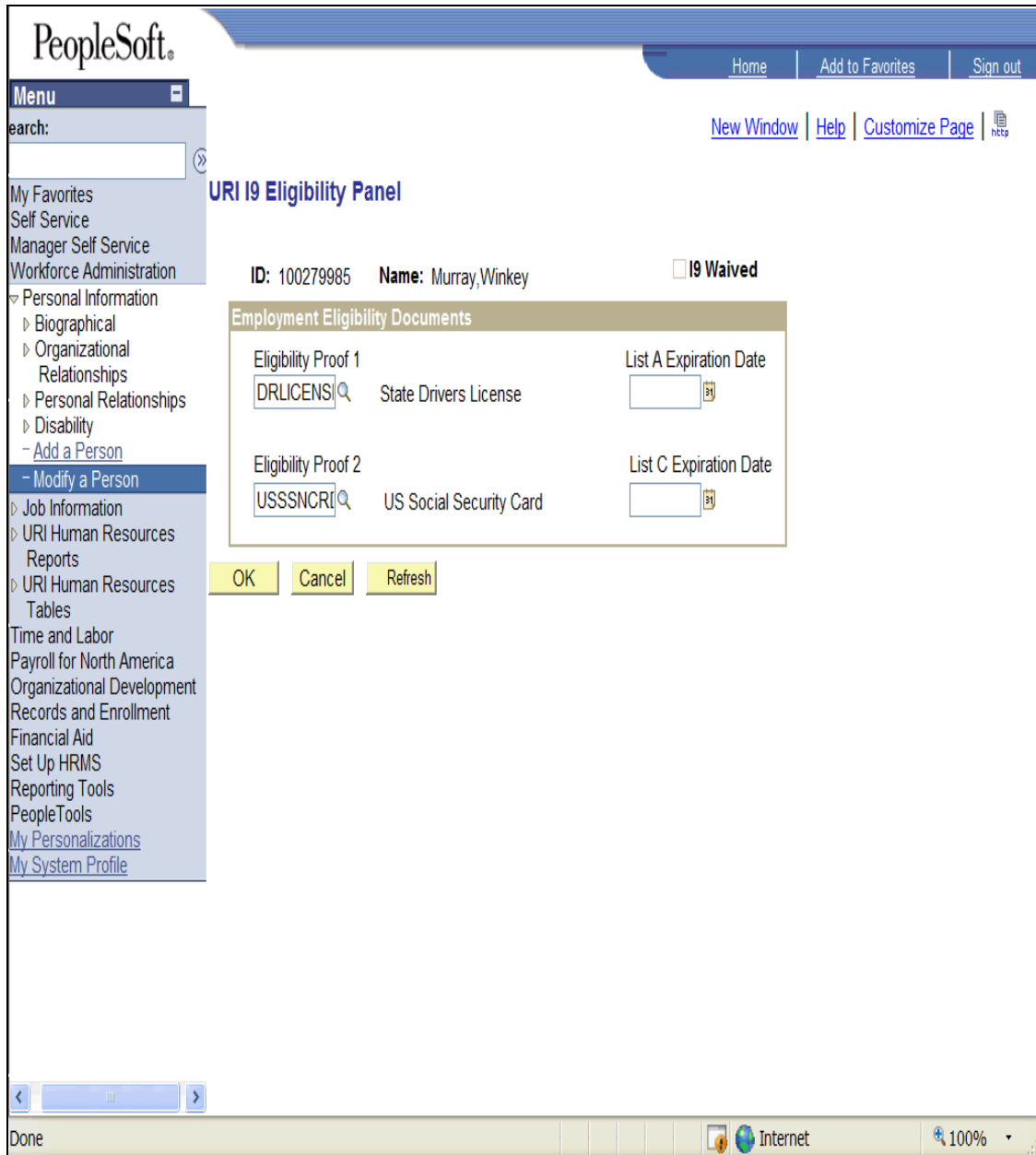
**Search Results**

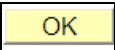
View All | First  1-8 of 8  Last

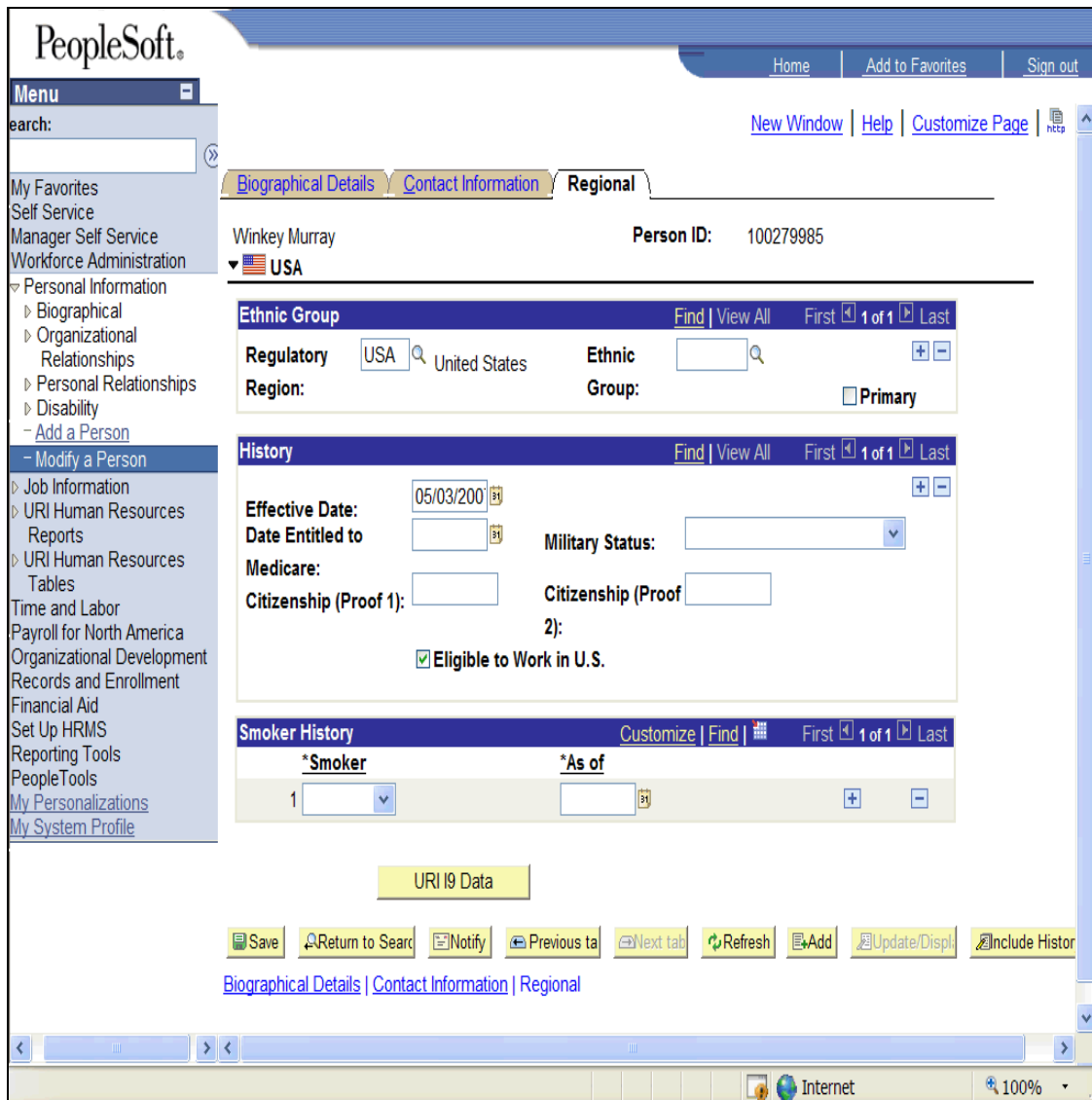
Doc Type	Document ID	Document Name
<a href="#">C List</a>	<a href="#">FORMDS1350</a>	<a href="#">Dpt of State Cert Birth Abroad</a>
<a href="#">C List</a>	<a href="#">FORMFS545</a>	<a href="#">Dpt of State Cert Birth Abroad</a>
<a href="#">C List</a>	<a href="#">FORMI179</a>	<a href="#">ID Card for use Res Cit in US</a>
<a href="#">C List</a>	<a href="#">FORMI197</a>	<a href="#">US Citizen ID Card</a>
<a href="#">C List</a>	<a href="#">OTHERINS</a>	<a href="#">Other INS Document</a>
<a href="#">C List</a>	<a href="#">TRIBALC</a>	<a href="#">Native American Tribal Doc -C</a>
<a href="#">C List</a>	<a href="#">USBIRTH</a>	<a href="#">US Birth Certificate</a>
<a href="#">C List</a>	<a href="#">USSSNCRD</a>	<a href="#">US Social Security Card</a>


javascript:submitAction\_win0(document.win0,'#ICSortCol1');

Step	Action
23.	Only List C items appear, click on the appropriate item.



Step	Action
24.	<p>If you had taken foreign documents, you would be required to enter in the expiration date or the system would not save the information.</p> <p>Click <b>OK</b>.</p> 



Step	Action
25.	<p>Click <b>Save</b>.</p> <p><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.</p> 
26.	<b>End of Procedure.</b>