

Internal Personal and I-9 Information

1.	Under the Menu Bar , Click on Workforce Administration . 
2.	Under the Personal Information folder , Click on Modify a Person .
3.	In the EmplID field, enter in the employee's ID #.
4.	Click on Search 
5.	In the Biographical Details tab , verify the employee's name, date of birth, and gender.
6.	Verify the employee's Date of Birth .
7.	Verify the Gender is correct.
8.	Verify the Social Security Number matches what is on the original social security card.
9.	Click on Contact Information . 
10.	Verify the address is correct. If changes are needed, click on View Address Detail .
11.	Click the Plus (+) button.
12.	To add a new address, click on Add Address
13.	Adjust the address to what is should be. Click OK .
14.	Click OK again. 
15.	Click on the Regional tab. 
16.	To enter in the Ethnic Group , click on the Ethnic Group look up.
17.	Click on the appropriate Ethnic Group .
18.	Next, click on the URI I9 Data box . 
19.	Click on the Eligibility Proof 1 look up button .
20.	Eligibility Proof 1 can be either a List A item or a List B item. Click on the appropriate item.
21.	If the Eligibility Proof 1 item is a List, then a List C item must also be entered. Click on the Eligibility Proof 2 look up button .
22.	Only List C items appear, click on the appropriate item.
23.	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 OK . 
24.	Click Save . Important: Once this step is done, remember to forward all I-9 documentation, social security card and Drug Free form to Human Resources.
25.	End of Procedure

