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Student Personal and I-9 Information

This topic will cover all aspects of entering personal and I-9 information for your student employees. Hiring departments are responsible for verifying employment documentation and then forwarding copies of that information to Enrollment Services.

In accordance with the URI I-9 Termination Policy http://www.uri.edu/ecampus/tutorials/I-9_termination_policy.pdf departments must verify the necessary I-9 documents and send them to Enrollment Services within 3 days of the hire date of the job. If the documents are not received the job may be terminated by Enrollment Services.

A complete list of acceptable documents along with the I-9 form is available for download on the U.S. Citizenship and Immigration Services website <http://www.uscis.gov/files/form/i-9.pdf>

2) The University of Rhode Island requires the Original Social Security Card, a copy of which will be retained with the student's records.

If your student is an International Student:

All foreign national students are required to:

1) Complete the Foreign National Information Form at the Payroll Office located in the Carlotti Building. The form is used to determine tax status. In order to complete this form students will need to bring their:

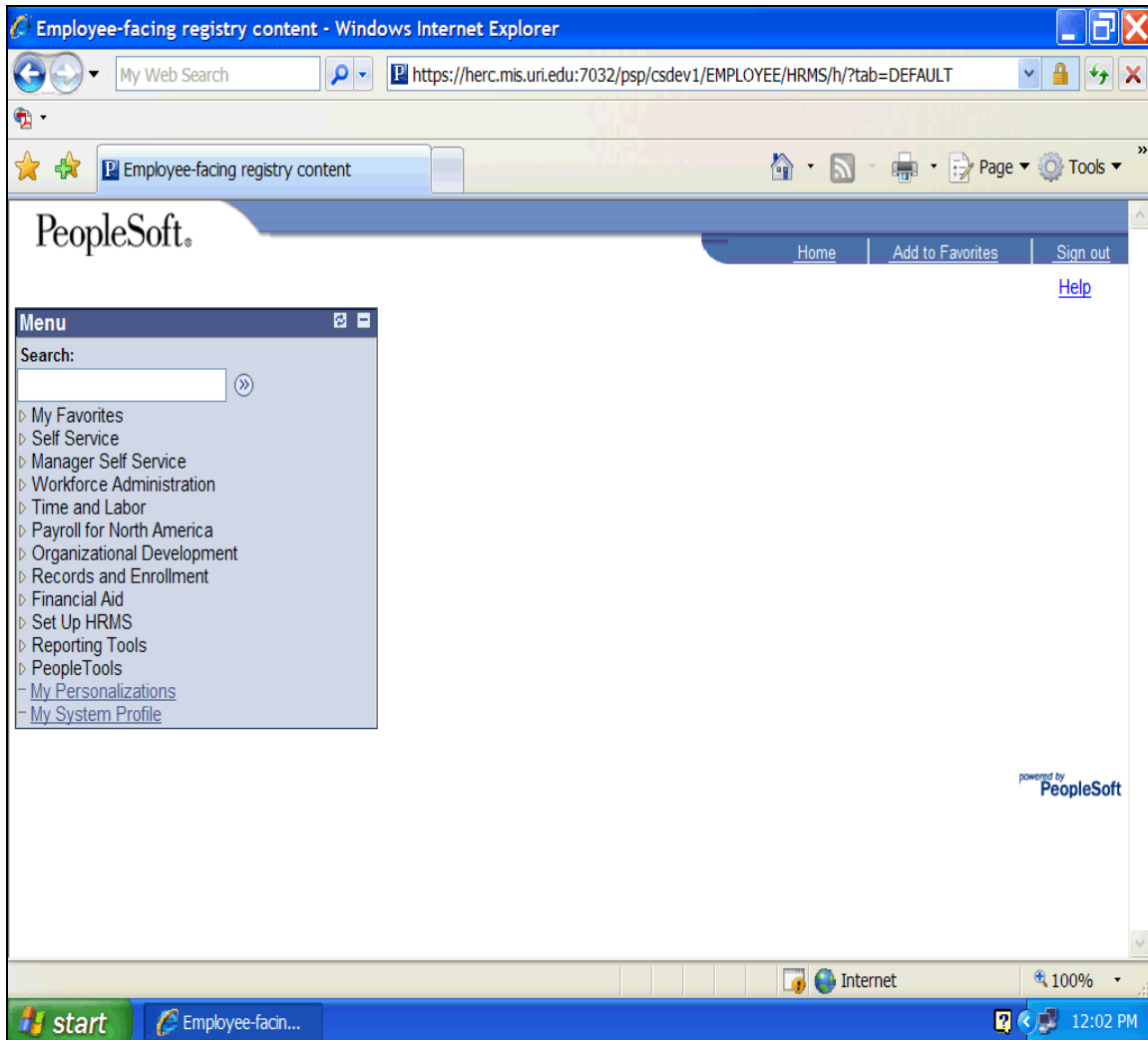
- Passport
- VISA
- I-20 (for F1 VISA holders) or DS2019 (for J1 VISA holders)
- Social Security Card *

* Obtaining a U.S. Social Security Card – students will apply for a social security card when they arrive in the United States. For more information visit the URI Office of International Student Services (ISS) website <http://www.uri.edu/iss> The Office of International Student Services also hosts Social Security Card workshops with the US Social Security Administration at the beginning of the academic year. Students in attendance can apply for a Social Security Card right at the workshop.

IMPORTANT REMINDER: Due to federal regulations foreign national students are only permitted to work 20 hours per week when school is in session. Foreign National students are NOT eligible for the additional five hours exception.

Additional Information

Procedure



Step	Action
1.	Once you have hired your Student Employee , you must go into their personal data to verify it is correct and to enter in the I-9 documentation. Under the Menu Bar , click on Workforce Administration . Workforce Administration



Step	Action
2.	Under the Personal Information folder, Click on Modify a Person . Modify a Person

PeopleSoft. Home Add to Favorites Sign out

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

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](#)

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

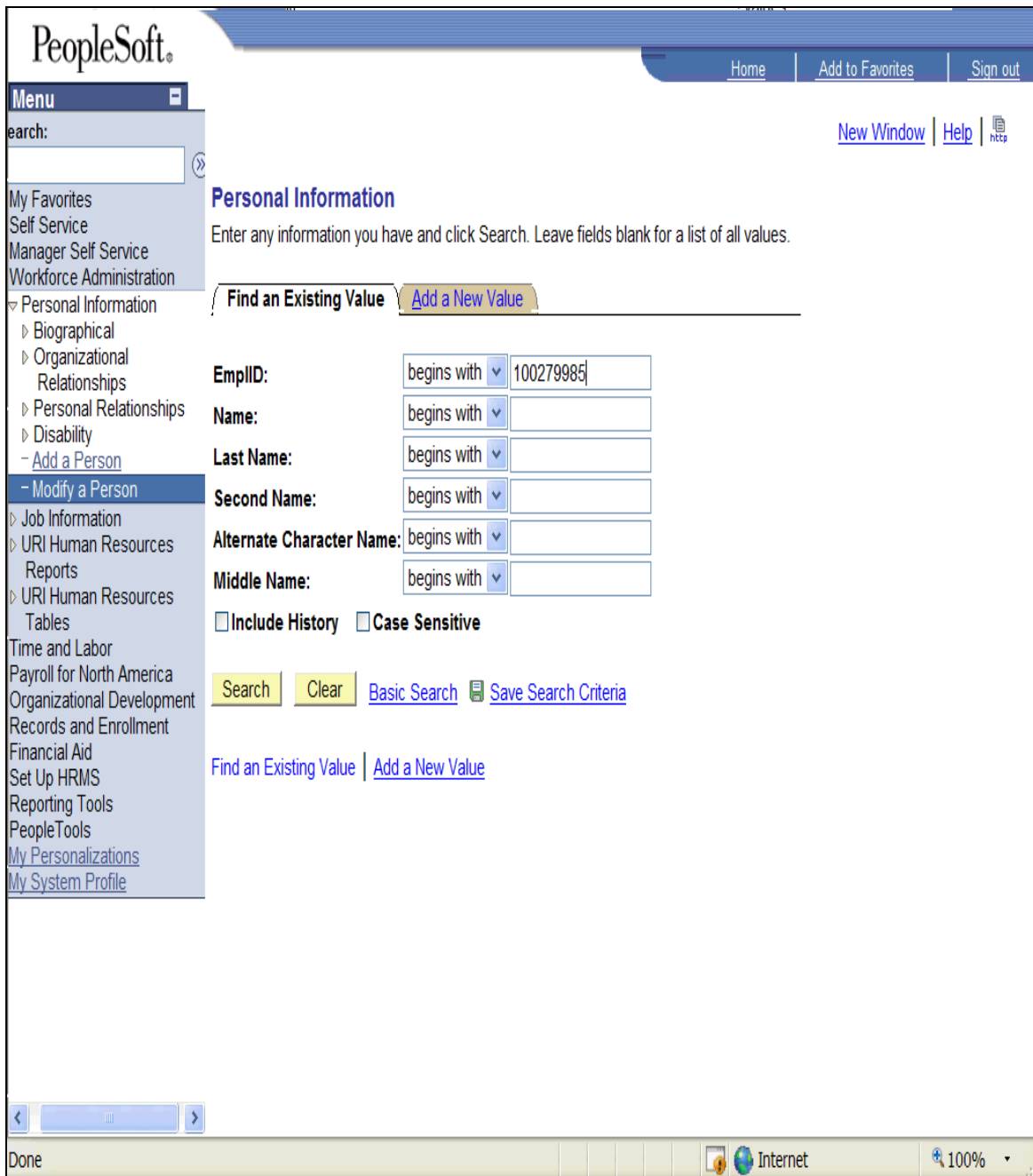
Include History Case Sensitive

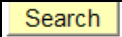
[Basic Search](#) [Save Search Criteria](#)

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

Done Internet 100%

Step	Action
3.	Type in the Student's EmplID number .



Step	Action
4.	Click on Search 

PeopleSoft. Home Add to Favorites Sign out

Menu Search: New Window Help Customize Page

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

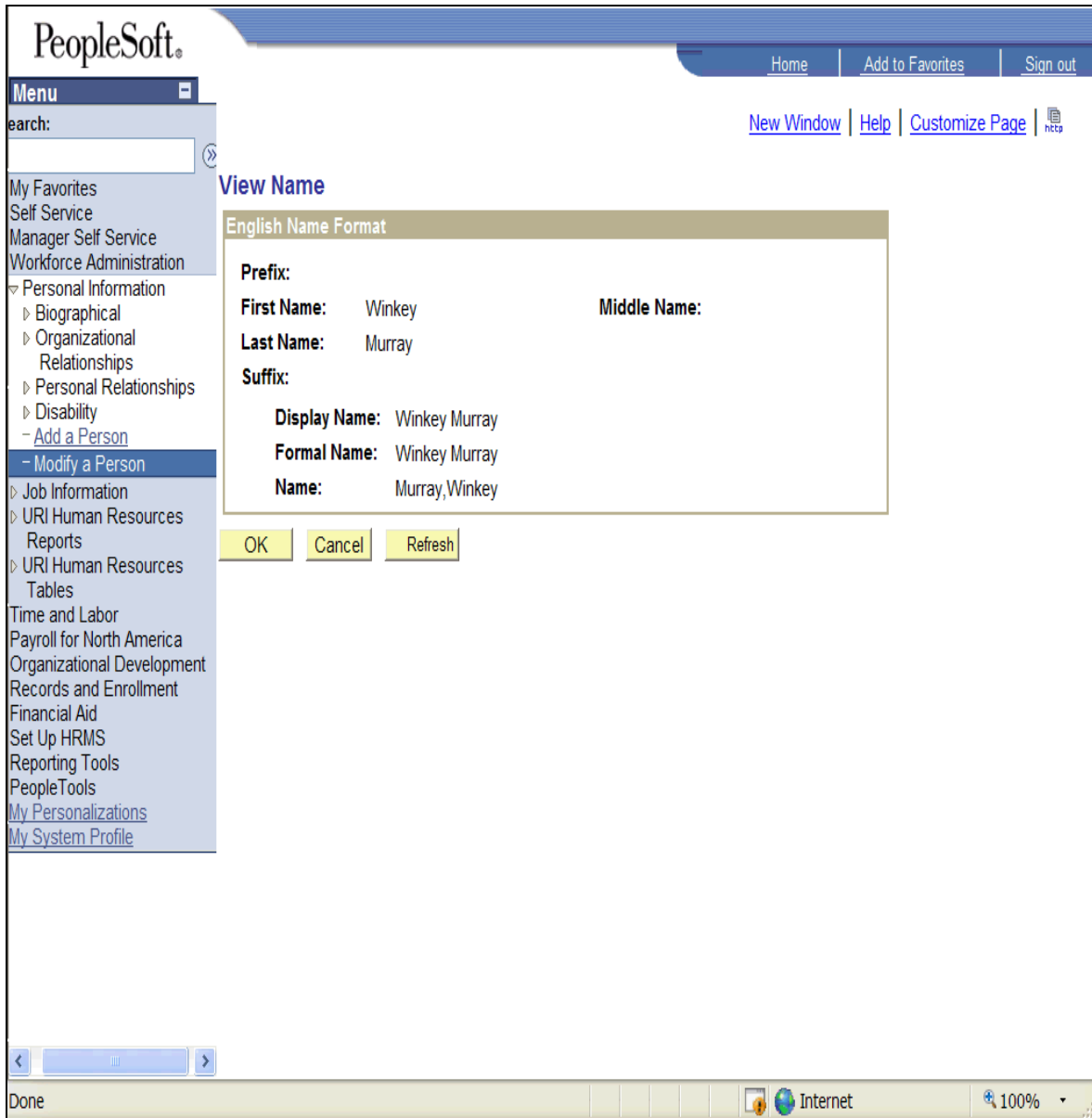
Primary Name Find | View All First 1 of 1 Last
Effective Date: 04/22/2007
Format Type: English
Display Name: Winkey Murray [View Name](#)

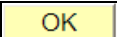
Biographic Information
Date of Birth: 03/19/1968 39 Years 1 Months Date of Death:
Birth Country: USA United States
Birth State:
Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last
*Effective Date: 04/22/2007
*Gender: Female
*Highest Education: 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

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



Step	Action
6.	After viewing name, click on OK . 

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](#)

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:** A-Not Indicated
Level: Single
 ***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 Date of Birth .

The screenshot displays the PeopleSoft HR interface for a user named Winkey Murray (Person ID: 100279985). The 'Biographical Details' tab is active, showing fields for 'Effective Date' (04/22/2007), 'Format Type' (English), and 'Display Name' (Winkey Murray). Below this, the 'Biographic Information' section includes 'Date of Birth' (03/19/1966), 'Birth Country' (USA), and 'Birth State'. The 'Biographical History' section shows a record for 'Effective Date' (04/22/2007) with a dropdown menu open for 'Gender', currently set to 'Female'. Other fields include 'Highest Education Level', 'Marital Status', and 'Language Code'. At the bottom, the 'National ID' section shows 'Country' (USA) and 'National ID Type' (Social Security Numl) with the ID number 781556565.

Step	Action
8.	Verify the Gender 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: Single As of: 04/22/2007

*Marital Status: Single

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 Social Security Number matches what is on the original social security card.

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
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 URI Human Resources Tables
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 Records and Enrollment
 Financial Aid
 Set Up HRMS
 Reporting Tools
 PeopleTools
 My Personalizations
 My System Profile

New Window Help Customize Page http

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: A-Not Indicated
 Level:
 *Marital Status: Single As of: 04/22/2007
 Language Code:
 Alternate ID:
 Full-Time Student

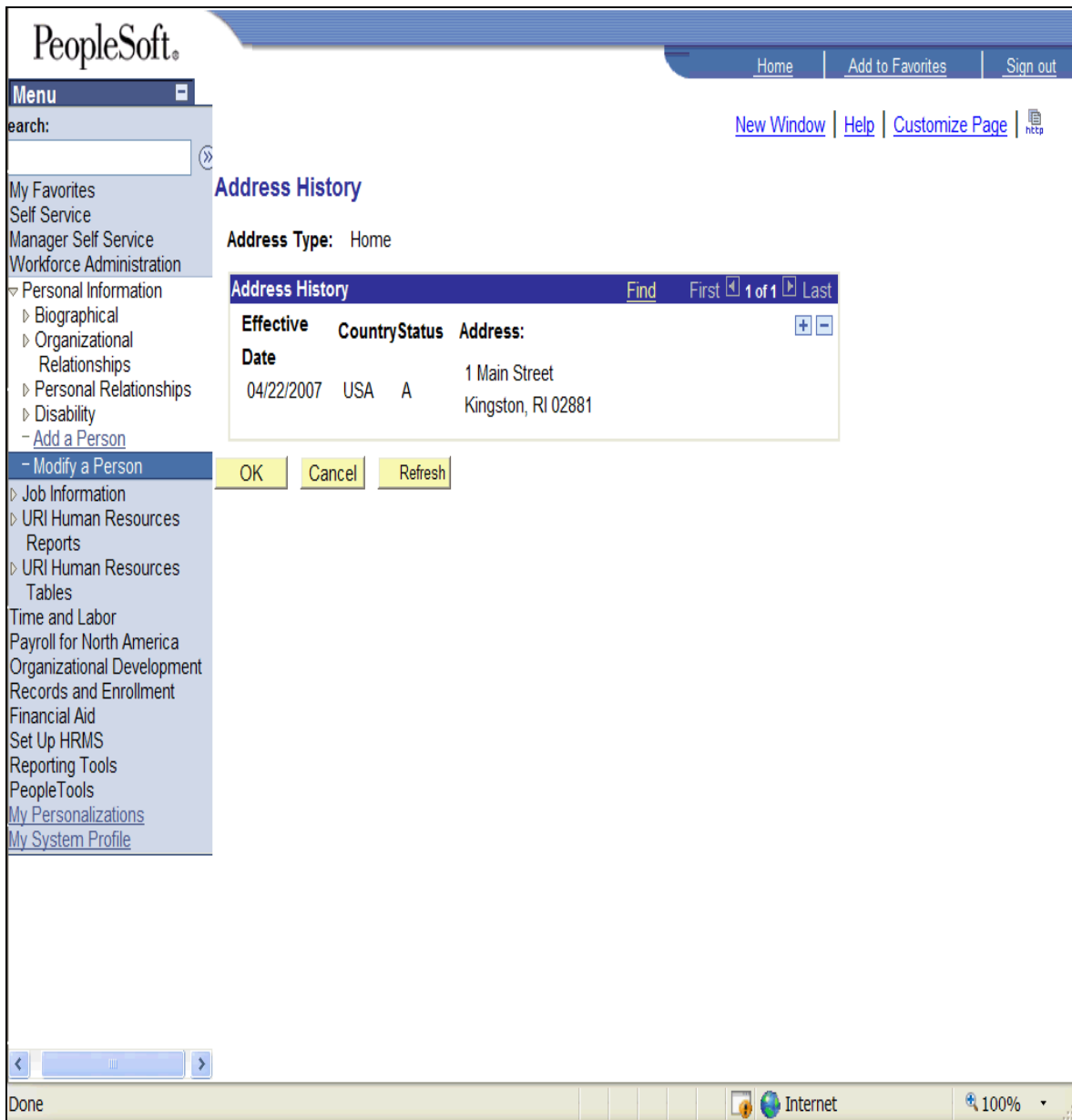
National ID Customize | Find | View All First 1 of 1 Last


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

javascript: submitAction_win0(document.win0,'#ICPanel1'); Internet 100%

Step	Action
10.	Click on Contact Information . 

Step	Action
11.	Verify the address is correct. If changes are needed, click on View Address Detail . View Address Detail




Step	Action
12.	Click the Plus (+) button. 

The screenshot shows the PeopleSoft interface with a menu on the left and a dialog box titled "Address History". The dialog box has a title bar with "Find", "First", "1-2 of 2", and "Last". Below the title bar is a table with the following data:

*Effective Date	Country	Status	Address:	
05/03/2007	USA	A	1 Main Street Kingston, RI 02881	Add Address
04/22/2007	USA	A	1 Main Street Kingston, RI 02881	

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Refresh".

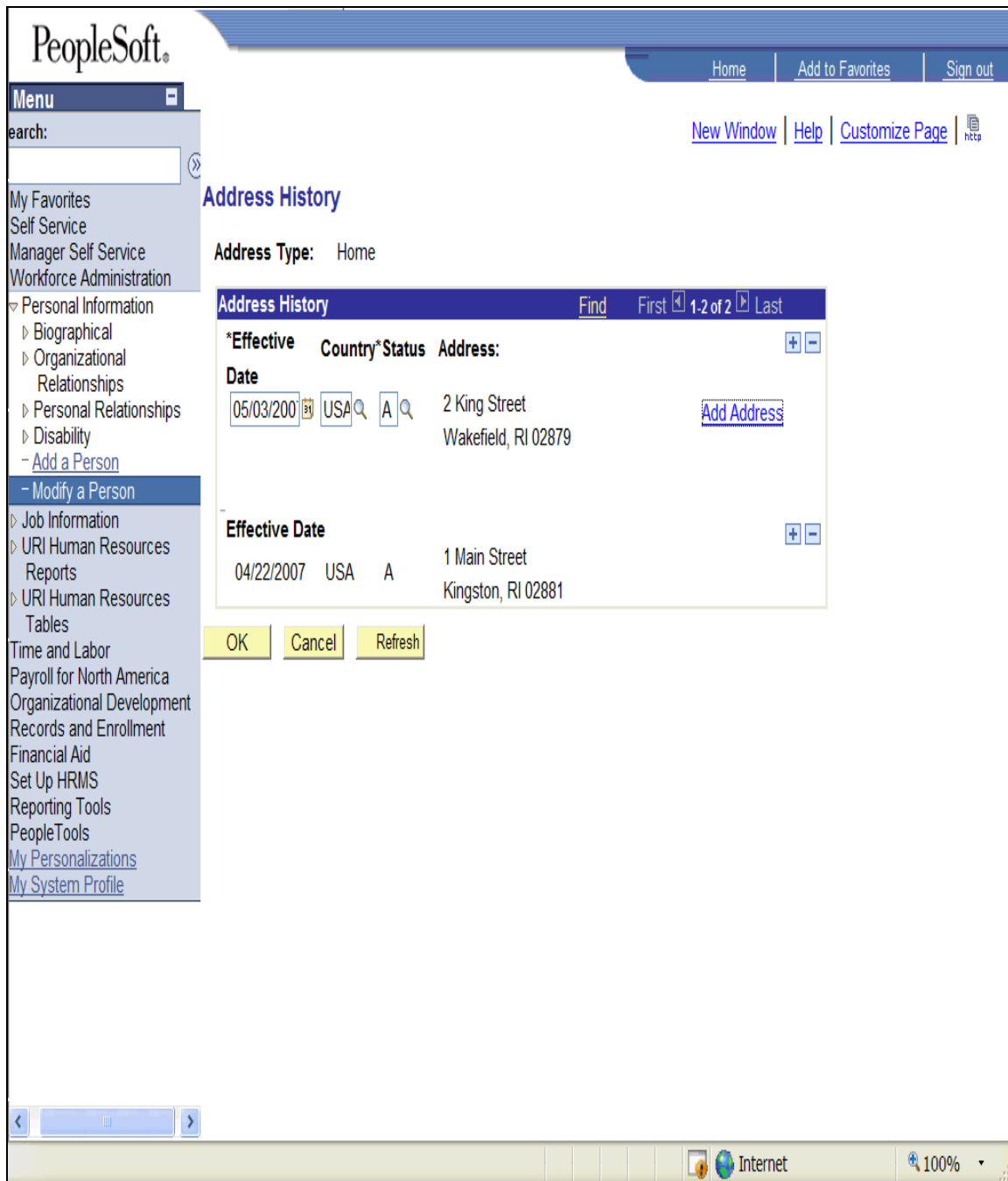
Step	Action
13.	To add a new address, click on Add Address 

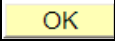
The screenshot shows the 'Edit Address' form in the PeopleSoft application. The form contains the following fields and values:

- Country:** United States
- Address 1:** 2 King Street
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Wakefield
- State:** RI (with a search dropdown open showing 'Rhode Island')
- Postal:** 02879
- County:** (empty)


The left sidebar menu has '- Modify a Person' selected. The browser status bar at the bottom indicates 'Internet' and '100%' zoom.

Step	Action
14.	Adjust the address to what it should be. Click OK .



Step	Action
15.	Click OK again. 

The screenshot shows the PeopleSoft HR system interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a 'Menu' dropdown. The main content area displays the profile for 'Winkey Murray' with 'Person ID: 100279985'. The 'Regional' tab is selected, showing sections for 'Current Addresses', 'Phone Information', and 'Email Addresses'. The 'Current Addresses' section contains one entry: 'Home' with 'As Of Date' 05/03/2007, 'Status' A, and '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/Displ', and 'Include History'. The browser's address bar and status bar are visible at the very bottom.

Step	Action
16.	Click on the Regional tab. 

The screenshot displays the PeopleSoft HR system interface. At the top, the PeopleSoft logo is on the left, and navigation links (Home, Add to Favorites, Sign out) are on the right. A search bar is present. The main content area is titled 'Regional' and shows details for 'Winkey Murray' with 'Person ID: 100279985'. The country is set to 'USA'. The 'Ethnic Group' section is active, showing 'Regulatory' as 'USA' and 'United States'. Below this is the 'History' section with fields for 'Effective Date' (05/03/2008), 'Date Entitled to', 'Military Status', 'Medicare', and 'Citizenship (Proof 1)'. A checkbox for 'Eligible to Work in U.S.' is checked. The 'Smoker History' section is also visible. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', 'Update/Display', and 'Include History'. The browser's address bar shows 'Done' and the status bar shows 'Internet' and '100%' zoom.

Step	Action
17.	To enter in the Ethnic Group , Click on the Ethnic Group 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 Ethnic Group .

The screenshot displays the PeopleSoft HR system interface. At the top, the PeopleSoft logo is on the left, and navigation links like 'Home', 'Add to Favorites', and 'Sign out' are on the right. A search bar is present. The main content area shows the profile for 'Winkey Murray' with 'Person ID: 100279985' and 'USA' as the country. The 'Regional' tab is active, showing details for 'Ethnic Group' (Regulatory: USA, United States) and 'History' (Effective Date: 05/03/2007, Eligible to Work in U.S. checked). A 'Smoker History' table is also visible. A yellow box labeled 'URI I9 Data' is highlighted in the center of the page. At the bottom, there are navigation buttons like 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', 'Update/Display', and 'Include History'. The browser's address bar and status bar are visible at the very bottom.

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

The screenshot displays the PeopleSoft interface for the URI I9 Eligibility Panel. At the top left is the PeopleSoft logo. A navigation menu is on the left, with 'Modify a Person' selected. The main area shows the employee's ID (100279985) and name (Murray, Winkey). Below this is a section titled 'Employment Eligibility Documents' containing four input fields with magnifying glass icons: 'Eligibility Proof 1', 'Eligibility Proof 2', 'List A Expiration Date', and 'List C Expiration Date'. There is also an 'I9 Waived' checkbox. At the bottom of this section are 'OK', 'Cancel', and 'Refresh' buttons. The browser's address bar at the bottom shows a JavaScript URL and a 100% zoom level.

Step	Action
20.	Click on the Eligibility Proof 1 Look Up. 

PeopleSoft Home Add to Favorites Sign out

New Window Help

Search: []

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	DAYCREC	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	Unexpnd Refugee Travl 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	HOSPRECRD	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	CGUWRECRD	College Record < 18

javascript: submitAction_win0(document.win0,'#ICRow4');


Internet 100%

Step	Action
21.	Proof one can be either a List A item or a List B item. Click on the appropriate item. In this instance, we chose a B list item, Drivers License.

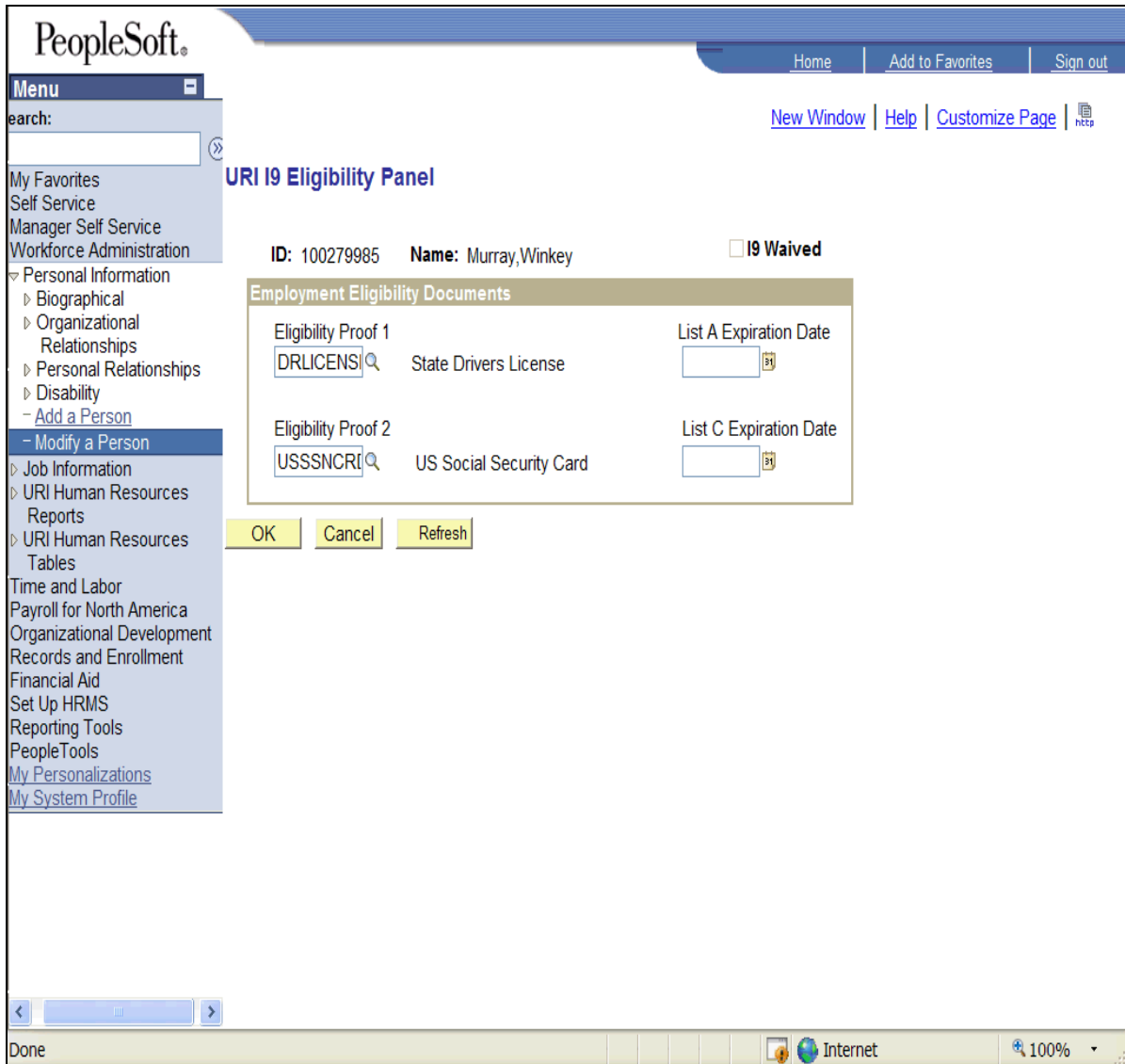
The screenshot displays the PeopleSoft interface for the URI I9 Eligibility Panel. At the top left is the PeopleSoft logo. The top right navigation bar includes links for Home, Add to Favorites, and Sign out. A search bar is located below the logo. On the left, a menu is open, showing options like My Favorites, Self Service, and Personal Information. The main content area is titled 'URI I9 Eligibility Panel' and shows the following details:

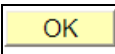
- ID: 100279985 Name: Murray, Winkey I9 Waived
- Employment Eligibility Documents**
 - Eligibility Proof 1: DRLICENS (with a magnifying glass icon) State Drivers License List A Expiration Date: [] (with a 'B1' icon)
 - Eligibility Proof 2: [] (with a magnifying glass icon) List C Expiration Date: [] (with a 'B1' icon)

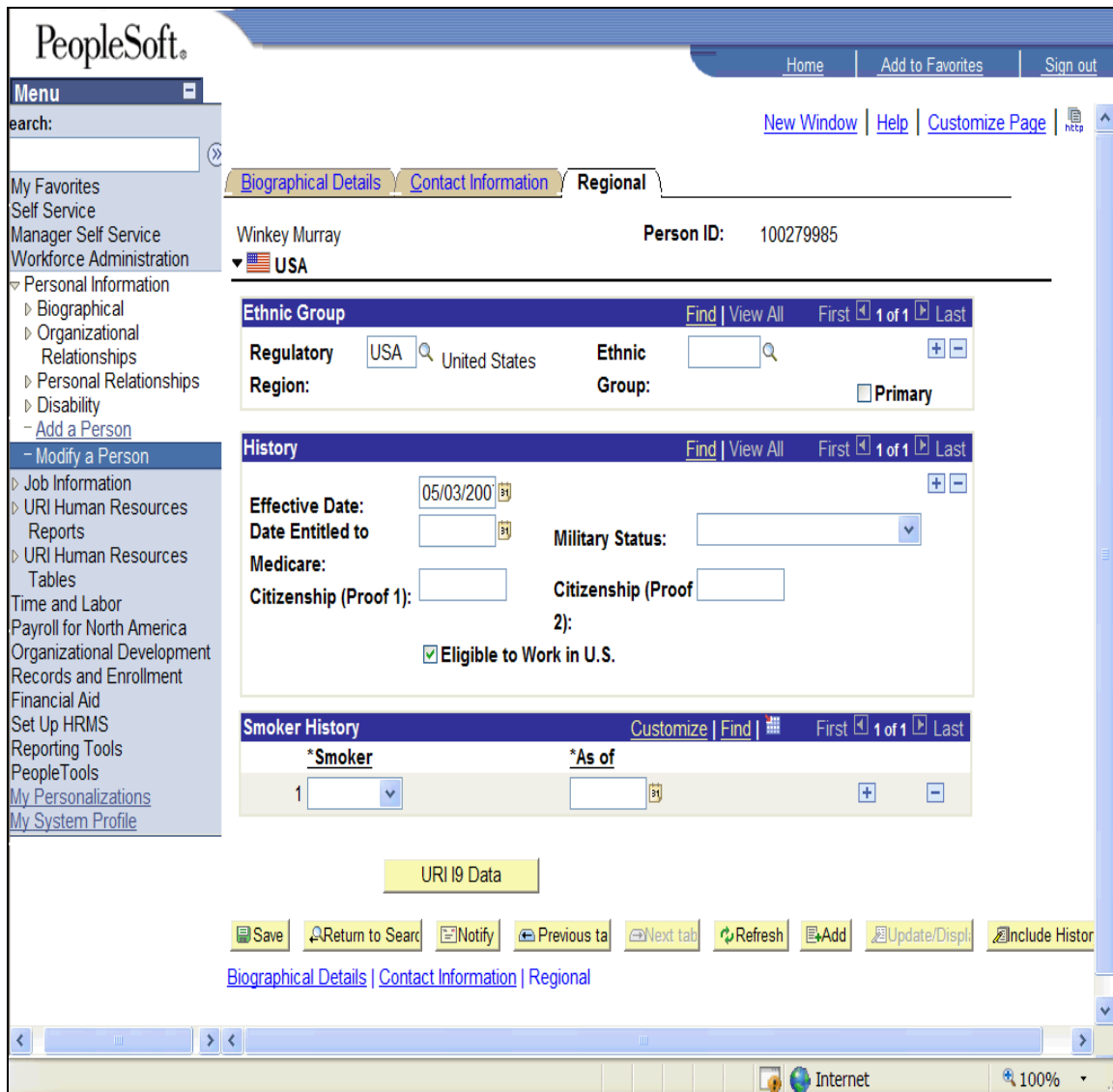
At the bottom of the form area are buttons for OK, Cancel, and Refresh. The browser's address bar at the bottom shows the URL: javascript:submitAction_win0(document.win0,'U_I9_ELIG_TBL_U_CITIZEN_PROOF2\$pro'.


Step	Action
22.	Because a Drivers license is a List B item, we must also have a List C item. Click on the Eligibility Proof 2 Look Up . 

Step	Action
23.	Only List C items appear, click on the appropriate item. In this instance, we took a US Social Security Card



Step	Action
24.	<p>Because only foreign documents require an expiration date, we do not need to enter them in for the documents we entered.</p> <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 OK.</p> 



Step	Action
25.	<p>Click Save.</p> <p>Important: Once this step is done, remember to forward all I-9 documentation and social security card to Enrollment Services.</p> 

Step	Action
26.	End of Procedure.

