How to Complete Form I-9 MaineStreet as Administrator

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Overview

Please contact your campus HR office for assistance in completing the form.

Use this article to complete Section 2 of Form I-9 utilizing MaineStreet functionality after the employee submits Part 1 via Employee Self-Service. Regardless if Part 1 is completed on paper form or via Employee Self-Service, the employee must still present, in person, valid documents per USCIS (See Form I-9 Instructions for details).

Employees may present a single document from List A (unless they are an alien authorized to work) OR one document each from List B and List C. For a list of acceptable documents, please visit the USCIS website. Sample documents can be viewed here: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents

Do not take photocopies of documents used for the I-9. Also, see How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service and How to Complete Form I-9 with Examples for instructions on how to complete electronic/online versions of the form.

Note: The MaineStreet Section 2 of Form I-9 is only available if employees complete Section 1 via Employee Self-Service.

Navigation

After you have reviewed the employee’s documents for authenticity, navigate to Workforce Administration > Personal Information > Form I-9 > Complete/Reverify EE Form I-9.

Tip: Click the hamburger menu to add this page to a Homepage tile (i.e. Manager Self-Service) for easier navigation in the future.

Click Instructions to open a separate browser window containing the USCIS Handbook for Employers (PDF). Also visit How to Complete Form I-9 with Examples.

Click Start Over to clear all the editable fields on this page and start over.

Section 1. Employee Information and Attestation

Expand Section 1 to display the data entered and submitted by the employee, preparer, or translator on the Employment Eligibility Verification Page, Section 1:

- If the SSN was entered in this section, compare it to the SSA card if SSA card is presented as a document.
- Compare the name to the documents presented.

Section 2. Employer or Authorized Representative Review and Verification

The sections and fields that are available for entry correspond to the citizenship status and the minor and specials placement details selected by the employee on Section 1:

- If the employee selected Special Placement for his or her signature, then the List B – Identity section displays the text Special Placement in the Document Title field, and the List C – Employment Authorization section fields are available for entry.
- If the employee selected Minor Under Age 18 for his or her signature, then the List B – Identity section displays the text Individual under age 18 in the Document Title field, and the List C – Employment Authorization section fields are available for entry.

Complete one of the following section options:

- List A - Identity and Employment Authorization
Document Title: Select from the dropdown list the type of documentation provided by the employee. There are separate fields for each document type (A, B and C). Select Receipt xxx if employee has applied for a document but the document is not yet available.

Receipt: The Receipt box will automatically be checked if you selected a Receipt Document Type.

Issuing Authority: Select the name of the agency that issued the document.

Document Number: Enter the number of the actual document, or if the Receipt check box is selected, enter the receipt number.

Expiration Date (if any) (mm/dd/yyyy): Record the expiration date, if any, of the document or receipt entered.

Warning: Documents presented must not be expired; therefore you will not be allowed to save if an expiration date in the past is entered.

In the Certification section, for the Signature of Employer or Authorized Representative, select your name from the drop-down list.

The Title of Employer or Authorized Representative displays your job title.

The Employer’s Business or Organization Address (Street Number and Name), City or Town, State, and Zip Code contains the University of Maine System’s legal address.

Click the Submit button to save and submit the information you entered.

The information is recorded in the HR system as complete. You are not allowed to make any changes to the form after it is saved unless the Receipt check box is selected. In this case, you can enter the actual information for the specific document that was flagged as a receipt. The entry in the Document Title field cannot be changed. After the additional field entries are completed and the form is saved, the Receipt check box, Document Number, and Expiration Date fields are grayed out and cannot be edited.

Documents presented must not be expired; therefore you will not be allowed to save if an expiration date in the past is entered.

If new information needs to be entered and actual documentation information already exists, all fields will be display only and the employee and employer must complete a new Form I-9. You can send an email notification to the employee requesting a new Form I-9 by clicking Select. You are able to view all forms completed by employees, including history.

Follow Up with Actual Document after Receipt is Accepted with Original Form I-9

If Receipt was checked, the employee must present the actual document when it is received. When the actual document is presented, revisit Complete /Reverify EE Form I-9 and uncheck the Receipt check box and enter (type over) the Receipt document number with the actual document number.

Section 3 - Reverification

Section 3 - Reverification can be completed for employees in the following situations:

- Current nonresident alien employees who originally presented documents that are soon expiring.
- Employees rehired within three years of the original completion of the Form I-9.
- Nonresident alien employees rehired within three years of the original completion of the Form I-9 and originally presented documents that have since expired.

The MaineStreet Section 3 – Reverification can be completed without having the employee complete Section 1 as follows:

- Reverification can only be processed in MaineStreet IF the original Form I-9 was completed in MaineStreet; if employee Form I-9 record is not found, you can instruct the employee to complete and submit Section 1 via Employee Self-Service.
- The Reverification section can only be updated or reverified one time (including receipt and actual documentation). If Section 3 has already been completed, the employee must also submit a new Form I-9.

Section 3 Reverifying Employment Authorization for Current Employees

Warning: Documents presented must not be expired; therefore you will not be allowed to save if an expiration date in the past is entered.

Note: You must reverify an employee’s employment authorization on Form I-9 no later than the date that the employee’s employment authorization or EAD expires, whichever is sooner.

Note: Reverification is never required for U.S. citizens and non-citizen nationals. Do not reverify the following documents after they expire: U.S. passports, U.S. passport cards, Alien Registration Receipt Cards/Permanent Resident Cards (Form 1-551), and List B documents.
Section 3 Reverifying or Updating Employment Authorization for Rehired Employees

Employees rehired after three years of the original completion of the Form I-9 must complete a new Form I-9. If you rehire an employee within three years from the date their Form I-9 was previously completed, you may rely on a previously completed Form I-9:

- If the employee remains employment authorized as indicated on the previous Form I-9, the employee does not need to provide any additional documentation. In Section 3, provide the employee's rehire date, any name changes, and "sign" and date the form.
- If the previous Form I-9 indicates that the employee's employment authorization has expired, you must reverify employment authorization in Section 3 in addition to providing the rehire date.

**New Name (if applicable)** Displays the employee's current name if it is different from the name initially saved on the form.

**Date of Rehire (if applicable) (mm/dd/yyyy)** Displays the most current rehire date by default in this field.

**Document Title** Enter the type of documentation being reverified or for the employee being rehired.

**Receipt** If the employee has applied for the document but the document is not yet available, click Receipt. By selecting the Receipt check box, it indicates that you were presented an acceptable receipt. If the original/actual document is available, do not select this check box. Deselect this field to indicate that you are submitting the document information (and therefore the Document Number field contains the document number).

**Document Number** Enter the number of the actual document, or if the Receipt check box is selected, enter the receipt number.

**Expiration Date (if any) (mm/dd/yyyy)** Record the expiration date, if any, of the document or receipt entered. Documents presented must not be expired; therefore you will not be allowed to save if an expiration date in the past is entered.

**Signature of Employer or Authorized Representative**, select your name from the drop-down list.

Click the Submit button to save and submit the information you entered.

**Select** Select this button to send an email notification to the employee to request a new Form I-9. (This functionality has not been tested yet.)

**Related articles**

- How to Complete Form I-9 MaineStreet as Administrator
- 0220.00 FLSA Exempt and Non-Exempt
- How-To Articles - HR Partner & Liaison
- 0310.10 Form I-9 and E-Verify
- How to Process e-Authorizations (Student Employment Walkthrough Guide)