



JOHNS HOPKINS
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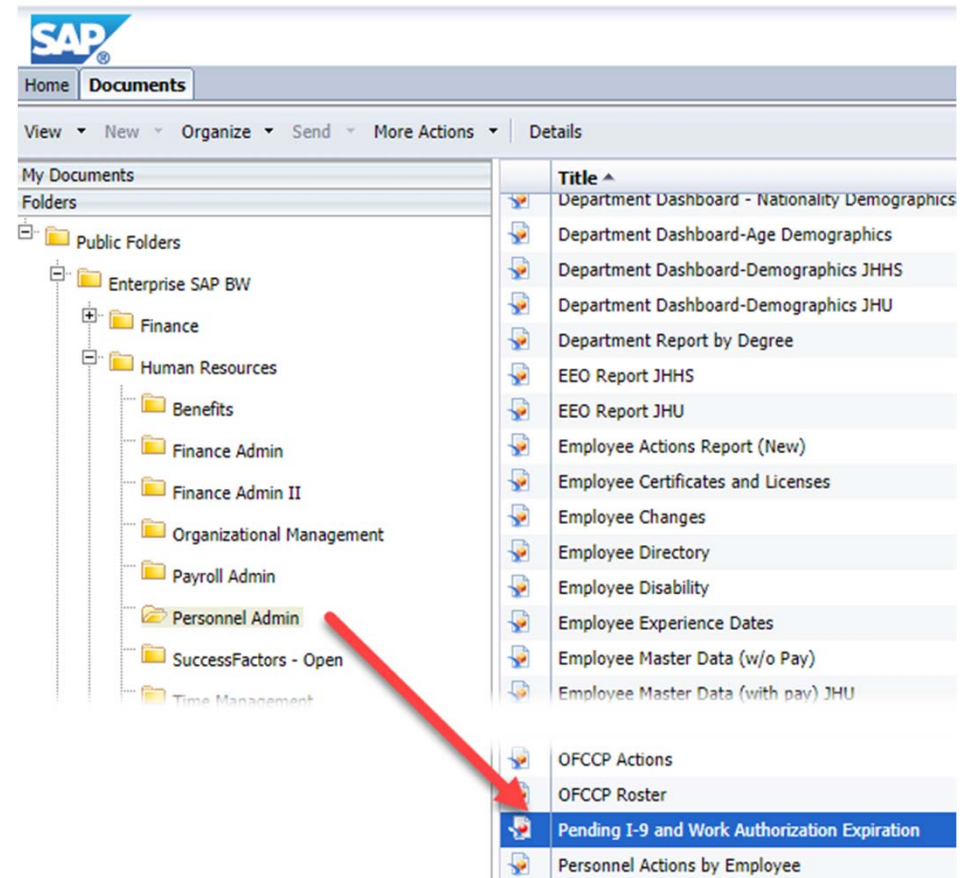
Pending I-9 and Work Authorization Expiration

How to Run the Analysis Report

May 2019

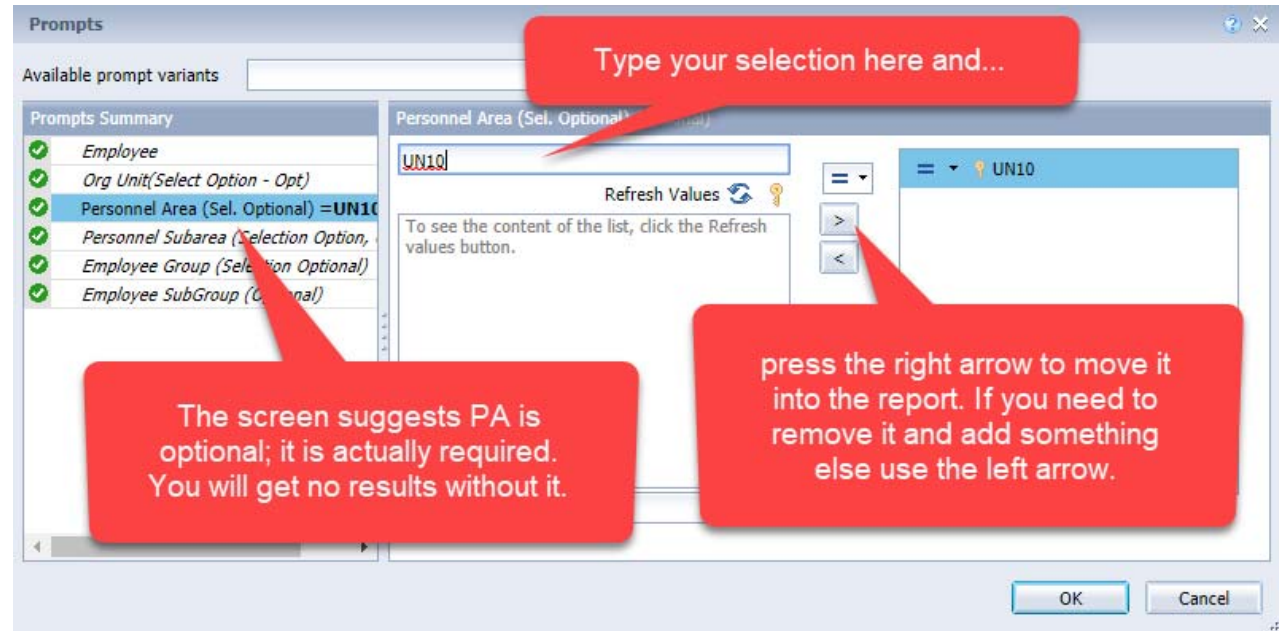
Pending I-9 Report

- This new report will help you identify employees who:
- are on Pending I-9 status
- whose work authorization is going to expire within 120 days
- whose work authorization has expired
- whose work authorization expiration date is missing



Pending I-9 Report

- Select your criteria. There are several options. You must click the > button to move your selection into the prompts.
- You must at least enter Personnel Area. If you choose to enter only Org Unit you will get an error. This is confusing because the prompt screen tells you Personnel Area is optional; it is not.
- Key date is not an option; this report is always as of close of business yesterday.



Pending I-9 Report

The screenshot displays the SAP Web Intelligence interface for a report titled "Pending I-9 JHU". The report table has columns for PERNR, Employee, Org Unit, Organizational Unit, Employee Group, Employee Subgroup, and Personnel Area. A "Prompts" dialog box is open, showing a list of prompt variants on the left and a selection area on the right. The "Personnel Subarea (Selection Option, Optional)" prompt is selected, and its values are listed: Bargaining Unit, Graduate Stud, Sr Staff-Admin, Staff-Admin, and Undergrad Stud. A "Refresh Values" button is visible next to the selection area.

Callout 1: If you need to change your prompts they are in this menu...

Callout 2: and you click Advanced to open the dialogue box.

Callout 3: Refresh Values will show you a list of your choices.

Callout 4: Remember to use the arrows to move your criteria in and out of the report as needed.

Pernrs with future start dates appear without names.

As the employee reaches the start date the master data will fill in the name.

The screenshot shows a web intelligence interface with three data tables. The first table, 'Pending I-9 JHU', has columns: PERNR, Employee, Org Unit, Organizational Unit, Employee Group, Employee Subgroup, Personnel Area, Personnel Subarea, PersAdmin, and Pers. Administ. A red callout box points to the 'Employee' column with the text 'Export results to another type of document, like Excel.' Another red callout box points to a row with the text 'Explains why there is an I-9 hold.' A third red callout box points to a row with the text 'No results if your access is limited to JHU.' The second table, 'Pending I-9 JHHS', has columns: PERNR, Employee, Org Unit, Organizational Unit, Employee Group, Employee Subgroup, Personnel Area, Personnel Subarea, ResStatus, and Residence Sta. A red callout box points to the 'Employee' column with the text 'Gives you a chance to communicate requirements prior to expiration.' The third table, 'Non Resident Aliens - Expiring Work Permits', has columns: PERNR, Employee, Org Unit, Organizational Unit, Employee Group, Employee Subgroup, Personnel Area, Personnel Subarea, Expires, and Days to Expire. A red callout box points to a row with the text 'Please correct these if you have any.' Below this table is a fourth table, 'Non Resident Aliens - No Work Permit Expiration Date Entered', with columns: PERNR, Employee, Org Unit, Organizational Unit, Employee Group, Employee Subgroup, Personnel Area, and Personnel Subarea.

Work Authorization Process for Non-Residents

Payroll Shared Services	Department	JHU Tax Office	HR Business Services
Send letters to employee 120 days before work authorization expires	Run monthly reports in Business Analysis to determine if any employees are close to the expiration of work authorization; Human Resources – Payroll Admin – Work Authorization/VISA Expiration Dates	Runs all I9 reports to determine if employees has been re-verified	Monitor Reports that show individuals with expired work authorization who are still active or on loa or temporarily inactive.
If work authorization is expiring in the current pay period and no termination is on the record, place employee on I9 hold on IT 0001 and change direct deposit to check.	Place employee on loa without pay until work authorization is received. Otherwise, terminate the employee if they have not applied for an extension or if work authorization is not received within 60 days.	Update SAP with new work authorization dates and visa information; remove I9 hold from IT 0001 and restore direct deposit if these fields were changed by Payroll	Work with departments to get leave ISRs processed for work authorization that is expired within a 60 day window.
	Once work authorization is received, complete Section III of I9s; documentation provided must include work authorization dates. <u>SOM employees will be referred to OIS.</u>	Monitor reports for non-residents with no work authorization record in SAP.	Work with departments to get termination ISRs processed for employees with expired work authorizations more than 60 days.

Who do I contact with questions?

Questions about I-9 and Work Authorization:

- HR Business Services
443-997-2157
- The phone tree is open during normal business hours.
- Follow the prompts to reach the appropriate team members.

Technical problems with Analysis/BW Reports:

- JHU IT Help & Support
- <https://it.johnshopkins.edu/help/index.html>