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

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

and you click Advanced to open the dialogue box.

Refresh Values will show you a list of your choices.

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.
# Work Authorization Process for Non-Residents

<table>
<thead>
<tr>
<th>Payroll Shared Services</th>
<th>Department</th>
<th>JHU Tax Office</th>
<th>HR Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send letters to employee 120 days before work authorization expires</td>
<td>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</td>
<td>Runs all I9 reports to determine if employees has been re-verified</td>
<td>Monitor Reports that show individuals with expired work authorization who are still active or on loa or temporarily inactive.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>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</td>
<td>Work with departments to get leave ISRs processed for work authorization that is expired within a 60 day window.</td>
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<tr>
<td>Once work authorization is received, complete Section III of I9s; documentation provided must include work authorization dates. SOM employees will be referred to OIS.</td>
<td></td>
<td>Monitor reports for non-residents with no work authorization record in SAP.</td>
<td>Work with departments to get termination ISRs processed for employees with expired work authorizations more than 60 days.</td>
</tr>
</tbody>
</table>
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](https://it.johnshopkins.edu/help/index.html)