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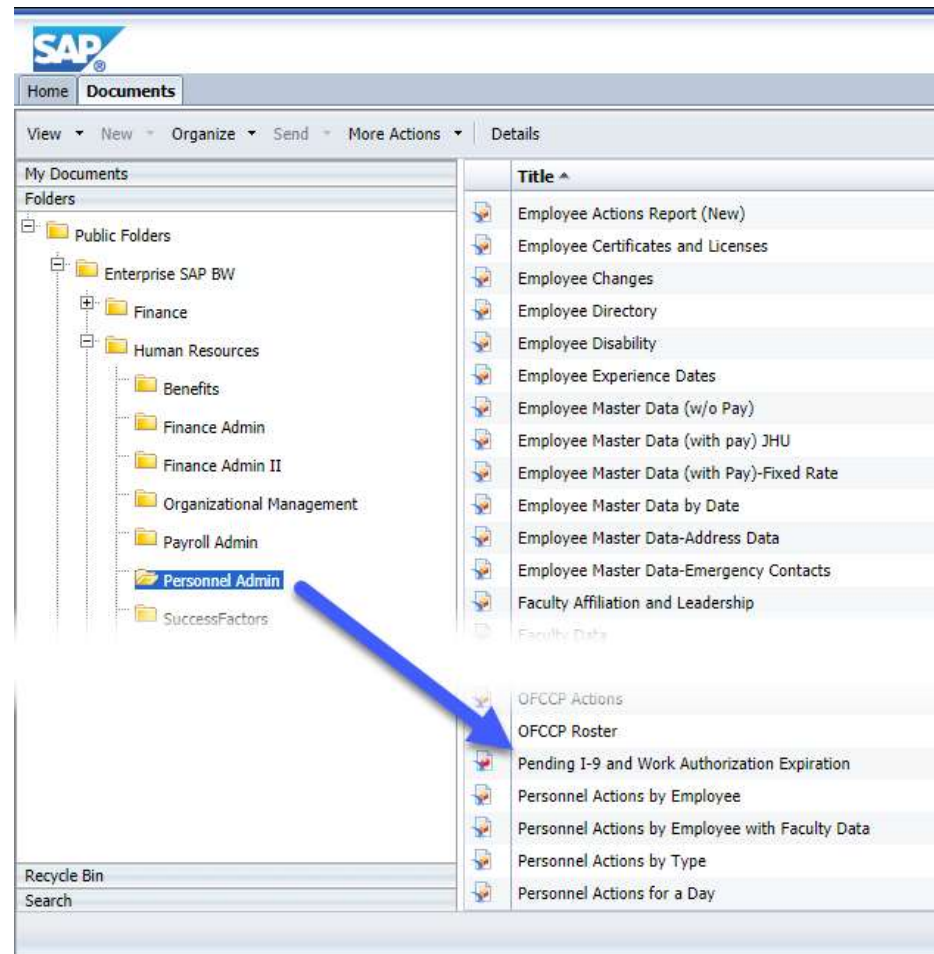
# Pending I-9 and Work Authorization Expiration

How to Run the New Analysis Report

October 2020

# The Pending I-9 Report has a new look

- Based on the data stored in SAP, this report will help you identify faculty, staff and students with:
  - Expiring work authorization dates within 120 days
  - Work authorization that has already expired
  - Missing work authorization expiration dates
  - Pending I-9 status



# Pending I-9 Report

- Select your criteria. There are several options.
- Personnel Area is required. If you choose to enter only Org Unit you will get an error.
- Key date is not an option; this report is always as of close of business yesterday.

Prompts : Pending I-9 & Work Authorization Expiration

**Prompt Summary**

- \* Pending I-9 and Work Authorization Expiration [SAP Business Warehouse]
- Employee :**
- Org Unit(Select Option - Opt) :**
- \* **Personnel Area(Selection Option, Required) :** Equal: UN\* INCLUDE;
- Personnel Subarea (Selection Option, Optional) :**
- Employee Group (Selection Optional) :**
- Employee SubGroup (Optional) :**

**Configuration Area:**

All | Required | Optional

Employee

Org Unit(Select Option - Opt)

Include [ ] values Equal [ ]

No values selected

\* Personnel Area(Selection Option, Required)

Include [ ] values Equal [ ]

UN\*

Personnel Subarea (Selection Option, Optional)

Employee Group (Selection Optional)

Employee SubGroup (Optional)

Save prompt values with workspace

\* Required prompts

Validate OK Cancel

**Callout 1:** Personnel Area is required. The \* in this example is a wildcard.

**Callout 2:** If you have org unit level access you may be required to select your orgs as you do in other reports.

# You may see up to four I-9 categories in the report:

#4 - If a person has a Work Permit Expiration in SAP that is already expired or will expire within 120 days the category is Non Resident Alien with Work Permit Expiration Date.

#1 - If a person should have a Work Permit Expiration in SAP, but the field is blank the category is Non Resident Alien without Work Permit Expiration Date.

#3 - A small number of individuals have Foreign National/LPR Holds Data on Monitoring of Tasks.

- Foreign National/LPR Holds Data
- Non Resident Alien with Work Permit Expiration Date
- Non Resident Alien without Work Permit Expiration Date
- Pending I-9

#2 - If a person's SAP record has a hold on the field Mail Code/Pers. Admin or if the Residence Status is set to Pending I-9 the category in this report will be Pending I-9.

# Number of Days corresponds to Work Permit Expires

This sample report was run on 9/30/2020. 10/30/2020 is 30 days from today.

When Work Permit Expires = # and I-9 Category = Pending I-9 the I-9 is not yet completed or was completed so recently that it has not yet been recorded in SAP.

Work Permit Expires	Key Figures Number of Days
07/11/2020	-81
10/30/2020	30
11/06/2020	37
#	0
09/30/2020	0
07/14/2020	-78
12/31/2020	92
05/31/2020	-122
#	0
08/31/2020	-30
#	0
08/10/2020	-51
08/10/2020	-51
08/31/2020	-30
07/14/2020	-78
11/23/2020	54
08/31/2020	-30

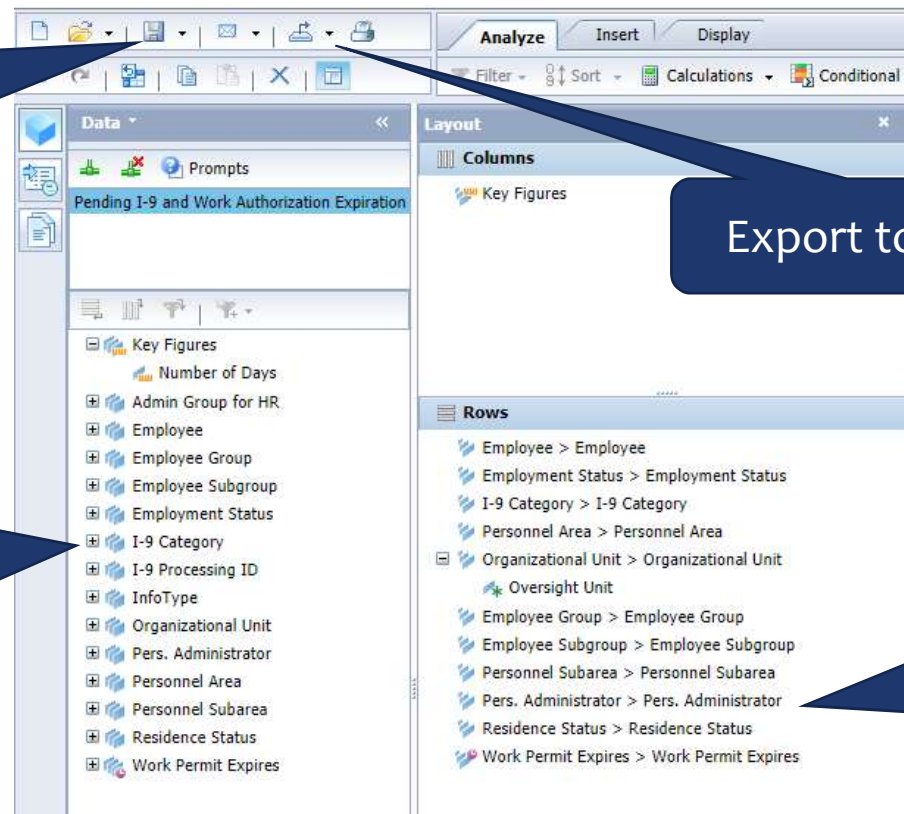
Negative numbers indicate that the work authorization date has passed.

When Work Permit Expires = # and I-9 Category = Non Resident Alien without Work Permit Expiration Date a work authorization expiration date needs to be added to Residence Status in SAP.

# You can do some customization, like many other Analysis reports

Save as: keep a copy of your customized report in your favorites folders.

Add free characteristics into the report by dragging them to the rows area at the right.



Export to Excel

Remove characteristics you don't need from the default layout by dragging them off to the left.

# 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. SOM employees will be referred to <a href="#">OIS</a> .	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 or [HRBusinessServices@jhu.edu](mailto:HRBusinessServices@jhu.edu)
- 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>