

CFAES Human Resources Standard Operating Procedure (SOP)

Task:	I-9 Completion Process and Retention of Documents		
Revision Date:	1/3/2018	SOP Reference #	3
Definitions and Attachments	Compliance of secure network folder for I-9 document storage.		
Responsibility:	I-9 Completion Personnel		
Frequency:	Every I-9 document saved	Timing:	30 days after I-9 completed
Process Steps:	<p>I. Connect to Pulse Secure</p> <ul style="list-style-type: none"> • Use name.# for User Name • Use computer login password for initial password. • Use "push" as secondary password. • Accept notification from Duo to complete secure sign-in. <p>II. Scanner</p> <ul style="list-style-type: none"> • Flip down front cover of desktop scanner. • Place document upside down in scanner. <p>III. Adobe</p> <ul style="list-style-type: none"> • Open Adobe program on computer. • Select "Create" from toolbar. • Select "PDF from Scanner". • Select "Autodetect Color Mode". • If multiple pages, select "Scan more pages". (If applicable, continue adding pages until all are scanned). • Once scan(s) are completed, choose "Scan is Complete". • Select "Save" from toolbar. • Save document(s) to ePersonnel secure folder on secured network. <p>IV. Completion of I-9 in DocuSign</p> <ul style="list-style-type: none"> • Go to https://account.docusign.com/#/username to log into DocuSign • Use OSU e-mail address • Log in using secure name.# and computer password. • Select "Action Required" folder and find new employee document. • Fill out appropriate List(s) A, B, and/or C. (If not using documents in one or more lists, choose N/A for Document Title). Ensure Document Title, Issuing Authority, Document Number and Expiration Date are all filled out if applicable. • Click on Additional Information and locate I-9 documents scanned that were originally saved on secure network ePersonnel folder. • Insert employee's first day worked. • Sign document. • Insert date filling out document in "Today's Date". • Insert your Job Title. • Insure Business address (Business Name, Address, City, State and Zip) are correct and complete. • Scroll to bottom of document and click "Finish" <p>V. Retention of documents</p> <ul style="list-style-type: none"> • Securely destroy original documents. • Place reminder on Outlook calendar to delete I-9 documents saved in 30 days from I-9 completion. 		