

Northeastern University Electronic I-9 Service Center

Handbook for Section 2 Administrators

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Human Resources Management
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Introduction

This Handbook will walk you through how to process a new hire in the I-9 Service Center for faculty and staff only. The Student Employment Office processes the Form I-9 for all students working at Northeastern. This information will be updated as modifications to the system are implemented. If you have questions, please contact the Compliance Coordinator at (617) 373-3740 or email: I-9Help@northeastern.edu.

Employees will complete Section 1 of the Form I-9 by accessing the I-9 Service Center using the username and password provided via email. (See below)

Northeastern University
Human Resources Management

Northeastern University
Student Employment

Welcome to the I-9 Service Center!

Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:

Password:

[Log In](#)

Forgot your password?

If you have questions regarding the use of the Service Center, or to report an error on the website, please email for Faculty and Staff New Hires: I-9Help@neu.edu or call the I-9 Coordinator at (617) 373-2230.
For Student Employment New Hires: seo9help@neu.edu or call the Student Employment Office at (617) 373-3200.

NEW EMPLOYEES
Start here to complete your new I-9.

Please create a Username and Password.
Fields in red, with an asterisk (*) are required.


* Username:
4 characters minimum.
Letters and numbers only.

* Password:
* Confirm:

Password must be between 8 and 14 characters. They must contain one upper case, one lowercase, one numeric and one special character
Acceptable Special Characters are @ _ ! # \$ % () * + - ~ ^ & ? . [] { }

[Start I-9](#)

Integrated with



Section 2 Administrators must access the I-9 Service Center through myNortheastern. (See page 10)

Common Terms

Case Incomplete: Information on the Form I-9 may have been entered incorrectly.

Department of Homeland Security (DHS) or Social Security Administration (SSA) Tentative Non-Confirmation (TNC): E-Verify cannot immediately validate that the employee is authorized to work.

Employee Detail Page: The employee's profile on the I-9 Service Center which lists the employee's work location, status of employee's Form I-9, E-Verify case result and copies of scanned documents.

Northeastern University
Human Resources Management

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Student Employment

X

Home

Companies

Users

Employees

E-Verify

Audits

Batch Action

Reports

Configuration

Help

User Guide

Training

Location Not Found

Click here to search for a different employee.

Basic Info

Form ID: 10150013

Employee ID:

First Name:

Middle Name:

Last Name:

Email Address:

WAE:

Manager Name:

Manager Email:

Username: 008911797491

Leave Of Absence Start:

Leave Of Absence End:

☐ This employee account is disabled.

Reset this employee's password.

Save Basic Info

I-9 Information

I-9 ID	Date Created	Online Status	I-9 DOB	Version	Action (View)
Live/Active (Current) I-9s					
No I-9s of this type currently exist for this employee.					
Incomplete I-9s					
1095053	7/11/2019	Awaiting Section 1 (Current)		Current Version(REV072127)	View
Audits in Progress					
No I-9s of this type currently exist for this employee.					
Old/Archived I-9s					
No I-9s of this type currently exist for this employee.					

Click here to add additional I-9s using rapid entry.

Scanned Documents

No document(s) have been uploaded.

If you are uploading one of the Photo-Match documents listed below for submission to E-Verify, please note the following E-Verify instructions:
For US Passport Cards, Permanent Resident Cards (I-551), and Employment Authorization Documents (I-766) please scan and upload both the front and back of the document.
For US Passports, please scan and upload both the front page and the back barcode page (if available).

To Upload a New Document:
I-9 ID:

select one

Document Type:

E-Verify Employment Authorized: The employee's information matches the information in the E-Verify database. Employment eligibility has been verified.

I-9 Service Center: The electronic system we use for processing and storing all Form I-9s and E-Verify case details.

Manual Intervention Required: There is information entered on the Form I-9 that is not in the correct format and/or length. The case was not accepted by E-Verify.

Processing the Hire in the I-9 Service Center

Completing Section 1 of Form I-9

All employees including full-time faculty, part-time faculty, staff and temporary non-student employees are required to complete Form I-9 in accordance with federal regulations of the Immigration Reform and Control Act (IRCA). This includes any employee working in a US territory. The Form I-9 is not completed in cases where the employee is working on behalf of the university outside of the United States. Additionally, the university is an E-Verify employer therefore all employees are required to have their employment eligibility verified via the E-Verify system. E-Verify is a web-based program administrated by the U.S. Department of Homeland Security, USCIS Verification Division and the Social Security Administration.

Benefits-Eligible Employees:

All departments are required to submit completed Hiring Packets to Human Resources Management at least **5 days prior** to the employee's date of hire. Please use the check-list available on the HRM [website](#) to ensure that a complete Hiring Packet is submitted. A complete Hiring Packet includes the following:

- Hiring Proposal
- Signed Offer Letter
- Personal Information Form
- Final Application
- Resume

Temporary Non-Student Hires (TNS):


All departments hiring TNS are required to submit completed Hiring Packets to HRM at least **5 days prior** to the employee's date of hire. A complete Hiring Packet includes the following:

- Temporary Non-Student Employment Application
- Temporary Non-Student Hire Form (with Key Contact signature and the employee's personal email address)

To confirm whether an employee is required to complete a Form I-9, you will need to confirm the status of their employee record on Banner. To confirm whether the employee has an active or terminated record please use the following steps:

1. Go to "Employee [PEAEMPL]"

2. If known, enter the employee's NUID
3. If unknown, click on the down arrow next to the ID box,
4. Select "Alternative ID Search (GUIALTI)"

ID: 

General Employee **United States Regulatory** Canadian Regulatory

Employee Status:
 Employee Class:
 Employee Group:
 Leave Category:
 Benefit Category:
 Part or Full Time Status:

☐ Allow New Hire

COA Organ

Home Department:
 Check Distribution:
 District or Division:

Service Dates
 Current Hire:
 Original Hire:
 Adjusted Service:
 Seniority:
 First Work Date:
 Last Work Date:

Termination

Option List

List for Person (SOAIDEN)
 List for Employee (POIIDEN)
Alternate ID Search (GUIALTI)

Cancel

Timing Location
 Location:
 College:
 Campus:

5. Enter the employee's last name, first name and/or Social Security number; if the employee has an employee record on the Banner system it will be populated here
6. Double click on the NUID; this will bring you to PEAEMPL
7. If it says "Terminated" in the Employee Status box, the employee will need to complete Form I-9

General Employee **United States Regulatory** Canadian Regulatory

Employee Status:
 Employee Class: Administrative Professional 8h
 Employee Group:
 Leave Category: Ineligible
 Benefit Category: Benefits Eligible
 Part or Full Time Status:

Termination

Reason: Voluntary Termination
 Termination Date:

8. If the employee has an "Active" record they will not need to complete the Form I-9.

<input type="checkbox"/> Allow New Hire Benefits Enrollment		Leave of Absence	
Home Department: Check Distribution: District or Division:	COA N N []	Organization 168000 168000 []	Reason: [] Begin Date: [] End Date: []
Service Dates		Hiring Location	
Current Hire: Original Hire: Adjusted Service: Seniority: First Work Date: Last Work Date:	28-OCT-2013 01-SEP-2009 28-OCT-2013 28-OCT-2013 01-SEP-2009 []	Location: [] College: [] Campus: []	

9. If the employee is being hired as a Temp-Non Student or full-time position but has a student employee class (ST, SG, CO, WS, SP), they will need to complete a new Form I-9

General Employee	United States Regulatory	Canadian Regulatory
Employee Status: Active		
Employee Class: 07 Office Technical Support 7h		
Employee Group: []		
Leave Category: []		

If the employee requires a Form I-9 and their hire packet has been submitted and processed by HR operations, the employee will receive two separate emails from the I-9 Service Center. The first email will contain the employee's username and the link to access the I-9 Service Center. The second email will contain the employee's password. Please note that one or both of these emails may go to the employee's spam or junk folder.

Email with Username and link to I-9 Service Center

Dear John Smith,

Our records indicate that you have not completed Section 1 of Form I-9. Form I-9 is required by federal law to be completed on the first day of employment.

Please logon and complete Section 1 immediately.

Jsmith0123456789

Website: <https://northeastern.i9servicecenter.com/employeelogin.aspx?ViewI9ID=5506229>

After completing Section 1, you must provide appropriate, original documents to your employer representative no later than your third day of employment. The list of acceptable documents will be available on-line after completing Section 1 of your Form I-9.

Failure to complete Form I-9 in the required timeframe may result in termination of your employment.

Email with password to access the I-9 Service Center

To access the I-9 Service Center, use the CaSe sEnsItiVe password listed below and your user name. Additional instructions and your user name are provided in a separate email. You may need to check your "junk" or "spam" folders to locate the second email.

Password: ABcD87eF

After you log in to the I-9 Service Center, you will be prompted to create a new password.

The new password must be between 8 and 14 characters and must include:

- one upper case letter,
- one lowercase letter,
- one numeric character, and
- one special character. Acceptable special characters are @ _ ! # \$ % () * + - ~

Once the employee has accessed the I-9 Service Center using the assigned username and password they will be prompted to complete Section 1 of the Form I-9.

Employment Eligibility Verification				USCIS Form I-9	
Department of Homeland Security				OMB No. 1615-0047	
U.S. Citizenship and Immigration Services				Expires 08/31/2019	
▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.					
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.					
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town		State Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.					
I attest, under penalty of perjury, that I am (check one of the following):					
<input type="checkbox"/> 1. A citizen of the United States					
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)					
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):					
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy).					
Some aliens may write "N/A" in the expiration date field. (See instructions)					
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number					
1. Alien Registration Number/USCIS Number:					
OR					
2. Form I-94 Admission Number:					
OR					
3. Foreign Passport Number:					
Country of Issuance:					
QR Code - Section 1 Do Not Write in This Space					
Signature of Employee:			Date (mm/dd/yyyy):		
Preparer and/or Translator Certification (check one):					
<input type="checkbox"/> I did not use a preparer or translator <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.					
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)					
I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.					
Signature of Preparer or Translator:			Date (mm/dd/yyyy):		
Last Name (Family Name)		First Name (Given Name)			
Address (Street Number and Name)		City or Town		State	Zip Code



Employer Completes Next Page



Employees are required to complete Section 1 of the Form I-9 no later than their date of hire. The I-9 Service Center will not allow the employee to submit Section 1 of the Form I-9 without completing all required fields.

Processing Section 2 of the Form I-9 in the Service Center

Accessing the I-9 Service Center

Only HRM and designated I-9 Section 2 Administrators will have access to complete Section 2 of the Form I-9 for their divisions. To request that an employee be given access to the I-9 Service Center, please send an email with the employee's name, NUID number and justification for granting the employee access to the I-9 Service Center to the I-9Help@neu.edu inbox. Similarly, if an employee is leaving the university please send an email with the employee's name, NUID and date of termination to ensure that access to the I-9 Service Center is removed to the I-9Help@neu.edu inbox.

To access the I-9 Service Center log-in to your myNortheastern account. Under the “Services and Links” tab, scroll down to the “HRM Benefits & Services” section, then click on the “I-9 Service Center” link.

HRM Benefits & Services	
Apply for Parking	Human Resources - Benefits
Benefits Navigator	I-9 Service Center
Campus Calendar	Interfolio Faculty Review, Promotion and Tenure
Campus Recreation Membership Payroll Deduction	My Travel Plans
Careers – PeopleAdmin	Payroll Distribution Change Form
Commuter Benefit	Policies on myNortheastern
Conflict of Interest Form	Temporary Non-Student Hire Form
Employee Discounts	Termination Form
Employee Self-Service Banner	TIAA Retirement Plans
Extra Compensation Request Form	Time Tracking
Faculty/Staff Phonebook	Tuition Waiver Form
Fidelity Retirement Plans	University Record Retention and Disposition
Hiring Tool Kit	

You will be redirected to your I-9 Service Center home screen.

Searching for an employee in the I-9 Service Center

To search for an employee, please use the following steps:

1. Click on the “Employees” tab
2. Click on “Employee Search”
3. Enter the employee’s first name, last name or NUID number into the search fields

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When using the “View an Employee” function, the I-9 Service Center will only show the 50 most recent I-9s that match your search criteria. When possible use the employee’s NUID.

Completing Section 2 of Form I-9

After an employee has successfully completed and submitted Section 1 of the Form I-9, their information will be displayed under the “Awaiting Section 2” box of your home screen.

I-9s Awaiting Section 2				
I9 ID	Employee	Hire Date	Sec. 1 Comp.	Location
		5/15/2015	4/14/2015	DIV42-Residential Life
		4/13/2015	4/14/2015	DIV39-College of Social Sci. + Humanities
		5/25/2015	4/9/2015	DIV34-International Study Programs
		4/27/2015	4/9/2015	DIV17-Information Technology Services
		5/1/2015	4/7/2015	DIV21-D'Amore-McKim School of Business
				more...
Click Here To Search For Additional I-9s Awaiting Section 2 Completion				

To complete Section 2 of the form you will need to click on the employee’s name. Section 2 of the form will open. In order to complete Section 2 you will need to enter data pertaining to the employee’s documents, which prove identity and work eligibility. **You must meet with the employee in person to view their original documents.**

Please use the following steps to review and record the employee’s document information for Section 2:

1. Physically review documents presented by employee to ensure that they reasonable resemble the employee. For useful tips, click [here](#).
2. Click on the “Select” option located next to the appropriate list for which the employee’s documents are listed. For example if an employee provides a Driver’s License and a Social Security Card you will need to click on “Select” next to both List B and List C.

ⓘList A [Select] [Clear] Identity and Employment Authorization	OR	ⓘList B [Select] [Clear] Identity	AND	ⓘList C [Select] [Clear] Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				

3. Enter the required information. If the employee provides their original documents you do not need to select the receipt box
4. The employee's information will be auto populated under the appropriate document list
5. Enter the employee's date of hire
6. Click "Continue"

Expiration Date (if any)(mm/dd/yyyy):

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy):	Title of Employer or Authorized Representative I-9 Coordinator	
Last Name (Family Name) Ross	First Name (Given Name) Kimika	Employer's Business or Organization Name Northeastern University		
Employer's Business or Organization Address (Street Number and Name) 360 Huntington Ave		City or Town Boston	State MA <input type="text"/>	Zip Code 02115

Click this Button to Continue >

7. You will be prompted to "Attest" that the information entered in Section 2 of the Form matches the information on the employee's documentation
 - a. Select the box next to the attestation statement
 - b. Enter your name as it appears in Section 2 of the Form I-9

DIGITAL SIGNATURE

☒ I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

I verify I am:

Please type your name, as stated in section 2, in the field above.

This

Next you will be prompted to upload copies of the employee's document(s). Please use the following steps:

1. Scan and email a copy of the employee's document(s) to yourself
2. Save the document to your desk top
3. Returning to the I-9 Service Center, using the drop down menu select the document type that matches the employee's document(s)
4. Click "Select File"

5. Attach the employee's document(s)
6. Click the blue "Upload" button

Once you have uploaded the copies of the employee document(s) you will click "Continue". This will automatically submit the employee's information to the E-Verify system. **Please do not click anything while E-Verify is processing the employee's information.**

Also, please remember to delete all copies of the employee's documents from your desktop. The employee's case result will be displayed along with a receipt of your signature. You do not need to print this receipt.



Completing Section 3 of the Form I-9: Re-verification of Employment

Section 3 of the Form I-9 will be completed **ONLY** for employees with updated employment authorization documents or name changes.

Section 3 will need to be completed for employees holding a nonimmigrant visa status prior to the visa status expiration date or when the employee has been approved for a change of status to another visa status.

Employees holding F or J non-immigration visa status must complete the Form I-9 with the Office of Global Services (OGS), by appointment only. To schedule an appointment please contact OGS at 617-373-2310. Employees holding a visa status sponsored by the university

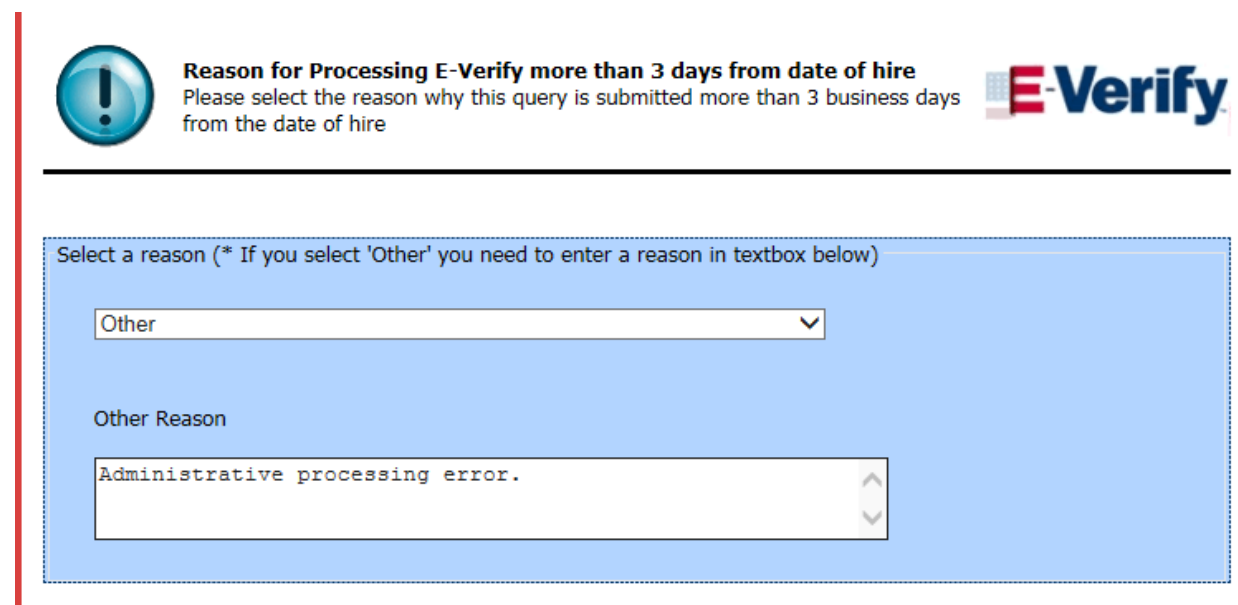
(outside of F or J) must complete the Form I-9 with the Office of the General Counsel (OGC). For questions regarding university sponsored visa status (outside of F or J) please contact OGC at 617-373-2157.


Section 3 will NO LONGER be used for rehires. If you have an employee that is a rehire and their PEAEMPL has been termed they are required to complete a new Form I-9. Please confirm in Banner HR whether an employee's PEAEMPL has been termed.

See page 27 for detailed instructions.

Completing the Form I-9 for late hires

When processing a late Form I-9 through E-Verify please select "Other" from the drop down options and enter the following: "Administrative processing error".



 **Reason for Processing E-Verify more than 3 days from date of hire**
Please select the reason why this query is submitted more than 3 business days from the date of hire

Select a reason (* If you select 'Other' you need to enter a reason in textbox below)

Other

Other Reason

Administrative processing error.

Completing the Form I-9 for employees working internationally

Employees working internationally are not required to complete the Form I-9, unless

- Employee will complete work, including paid training, prior to their departure from the United States
- Employee will return to the United States and continue employment with the university

Please contact the I-9 Coordinator when you are aware that an employee is working/will be working internationally.

For employees returning to the United States and continuing employment at the university, please contact the I-9 Coordinator as soon as you are aware of the return date.

The Form I-9 must be completed as follows:

- Section 1 will need to be completed no later than the first day of work in the United States
- Section 2 must be completed within 3 business days of said date
 - The date of hire entered onto Section 2 of the form must be the date the employee begins working in the United States. This will be the “I-9 date of hire” which will be different than the “HRM date of hire” (date on the hire paperwork)

For example: John Smith began working for the university in Ireland effective July 1. John will continue working for the university in the US effective September 6. When completing Section 2 of the Form I-9, the Section 2 Administrator will enter September 6 as the date of hire.

E-Verify Processing

When Section 2 of the Form I-9 has been completed, the employee’s information will automatically be submitted to the E-Verify database to confirm whether the employee is authorized to work. Please see below for steps regarding all possible case results.

Employment Authorized (AKA “Closed”)

This case result means that no further action is required by the employee or the Section 2 Administrator. The employee is eligible to work in the United States

Manual Intervention Required

This case result informs you that there is information entered on the Form I-9 that is not in the correct format and/or length. To view the incorrect information, select “View Log” under the “E-Verify Verification” box of the employee’s detail page. Please review the information entered by the employee and the Section 2 Administrator. To correct the information, please contact the I-9 Coordinator in Human Resources Management.

A manual intervention required case result typically occurs when an employee has not entered a social security number. In this event close the E-Verify case and advise the employee to contact the I-9 Coordinator when they receive their social security number in order to update the Form I-9 and submit to E-Verify.

DHS or SSA Tentative Non-Confirmation

This case result informs you that the information provided by the employee could not be immediately validated via the E-Verify database. Please use the following steps to resolve the case:

1. Confirm that the information entered in Section 2 of the Form I-9 matches the information on the employee’s documentation

2. If the information matches click “Resubmit to E-Verify” under the E-Verify Verification box of the employee’s detail page. If the information does not match close the E-Verify case and contact the I-9 Coordinator to make the required corrections.
3. You will receive an email stating that the employee is required to take action. The employee must be informed/notified of the E-Verify case result and has the right to contest or not contest the case result. To notify the employee, select the E-Verify case number located under the E-Verify Employment Verification box of their employee details page.

EVerify Employment Verification				
Case Number	Case Status	Process Status	Everify Logs	
2019182184155AL	DHS Tentative Nonconfirm	Awaiting Client Action	View Log	Close Case

4. If the employee is present select “Transfer Control to the Employee” or if the employee is not present select “Send an Email Request”. The employee will receive instructions explaining what action needs to be taken.

DHS Tentative Nonconfirmation

Select a Request Method

Which method would you like to use to request for DHS Tentative Nonconfirmation completion?

Send an Email Request

Send an instructional email to the employee explaining what needs to be done.

Transfer Control to the Employee

If the employee is available immediately and has access to the computer you're currently using, select this option to allow the employee to log in and attest and sign the DHS Notice and Referral letters now. **If you choose this option, you will be logged out immediately.**

Upload Scanned Documents

If you wish to upload scanned documents for this employee, please use the link above.

If the employee chooses to contest they will have 8 federal business days to contact the DHS or the SSA. If the employee chooses not to contest the case result please contact your HRM Consultant immediately.

5. If the employee chooses to contest, E-Verify will update the case result following the employee’s visit to DHS or SSA

DHS or SSA Final Non-Confirmation

This case result informs you that the employee’s information could not be validated to confirm that the employee is authorized to work in the United States. **If an employee receives a “Final Non-Confirmation” please contact your HRM Business Partner immediately.**

Reports

Using the Reports function in the I-9 Service Center helps the I-9 Coordinator and Key Contacts ensure that their division(s) are in compliance with Form I-9 regulations.

To run the available reports you can click on the “Reports” tab. The list of reports will be displayed.

Report Name
Northeastern - Awaiting Section 2 Completion
Northeastern - E-Verify Not Submitted
Northeastern - Completed Records
Northeastern - E-Verify Pending Cases
Northeastern - E-Verify Final Nonconfirmation Cases
Northeastern - E-Verify Cases Closed
Northeastern - E-Verify Tentative Nonconfirmation Cases
Northeastern - E-Verify Cases Processed
Northeastern - E-Verify Photo Match Required
Northeastern - E-verify Cases Need to be Closed
Northeastern - E-Verify No Uploaded Documents
Northeastern - E-Verify Case Incomplete
Northeastern - I-9 Overdue
Northeastern - I-9s Corrected This Week
Northeastern - Inaccurate I-9s
Northeastern - Receipt Submitted
Northeastern - Reverification Required
Northeastern - Section 1 Incomplete
Northeastern - Terminated Employees

Key Contacts should track the below reports daily to ensure compliance:

- 1. Section 1 Incomplete:** This is a report of employees that have not completed Section 1 of the Form I-9 and the start date is prior to yesterday. If employees have not completed Section 1 please send them a reminder that Section 1 must be completed no later than their first date of hire.
- 2. Awaiting Section 2 Completion:** This is a report of employees within your division that are awaiting section 2 completion. Please contact your Section 2 Administrators to ensure that they are aware and need to complete Section 2 within 3 days of the employee’s date of hire.
- 3. Re-verification Required:** This is a report of employees within your division that have a Work Authorization Expiration (WAE) date on an employment authorization document. Typically these will be employees that hold a visa status. Please contact the employee 60 days prior to the date of expiration to confirm next steps.

Employees who presented receipts in place of their original documents will also be listed as requiring a re-verification. These employees have 30 days to present their original documents.

4. **E-Verify Pending Cases:** This is a report of E-Verify cases that have not yet been finalized and remain pending at E-Verify. To confirm if further action is required by the Section 2 Administrator please see the E-Verify Employment Verification box under the employee's detail page.
5. **E-Verify No Uploaded Documents:** This is a report of employees within your division that do not have copies of their documents uploaded. Please contact the Section 2 Administrator to upload copies of the employee's document immediately.
6. **E-Verify Photo Match Required:** This is a report of E-Verify cases requiring a photo match. To complete the required photo match you will need to access the employee's details page and click on the Photo Match link available in the "E-Verify Employment Verification" box listed under the employee's details page. Please contact the Section 2 Administrator to complete the photo match immediately.

Guidelines for Section 2 Administrators

When completing the Form I-9 please adhere to the following guidelines:

1. DO advise employees on the I-9 process, particularly that they will receive two emails from the I-9 Service Center to access the Form I-9.
2. DO communicate to employees that Section 1 of the Form I-9 must be completed on or before their date of hire, except foreign nationals whose work authorization effective start date is the same as the date of hire.
3. DO tell employees that they will need to meet in person in order to present their original documents to complete Section 2.
4. DO NOT allow employees to work prior to the date of hire, which is the first day of employment for pay. This includes trainings, if they are being paid.
5. DO NOT request specific documents from an employee in order to complete Section 2 of the Form I-9. Always refer employees to the [List of Acceptable Documents](#) on the USCIS website.
6. IF contacted by a government agency or third party who is requesting Form I-9 documentation, please contact the I-9 Coordinator. The I-9 Coordinator will work with the Office of the General Counsel to review the request.

I-9 Process: Federal Contracts and KRI, LLC Employees

Federal Acquisition Regulation (FAR) E-Verify Clause – As of September 8, 2009 federal contractors with contracts containing the FAR E-Verify clause must use E-Verify as a condition of their contract.

Process at Northeastern

- When KRI, LLC (a wholly owned subsidiary of Northeastern) employees are hired, Research and Administration flags that to HRM and forwards the hiring paperwork.
- KRI, LLC employees are entered into Banner and complete Section 1 of the I-9 in the I-9 Service Center and Section 2 of the I-9 is completed in the I-9 Service Center by the Section 2 Administrator (similar to all Northeastern employees).
- On Section 2 under the “Employer’s Business or Organization Name” there will be a dropdown with 2 different options:
 - For KRI, LLC Employees, select “KRI, LLC at Northeastern University”
- As with all employees, KRI, LLC employees are automatically entered into E-Verify through the I-9 Service Center.
- Subcontractors that are working on federal contracts, enter their own information into E-Verify and certify on the contract that they have done so.

Processing Section 2 and Section 3 for Common Nonimmigrant Visa Status

Employees holding a nonimmigrant visa status must have Section 2 and Section 3 of their Form I-9 complete by either the Office of the General Counsel (H-1B, TN, O-1, or other H-4 EAD) or the Office of Global Services (F and J).

H-1B (Foreign Passport + Form I-94/I-94A indicating H-1B status)

Employees on H-1B status may present their Foreign Passport and I-94 to evidence work authorization. Note: The I-94 must have been issued for Northeastern as the employer. If the I-94 was issued for a previous employer, please see ***H-1B Portability*** below. For the Section 3 Reverification, employees only need to present the Form I-94/I-94A since the Foreign Passport is already on file.

List A Document

Document Title: Foreign Passport with Form I-94/I-94A

Issuing Authority: Country of Passport

Document #: Passport Number

Expiration Date: Passport Expiration Date

Visa Type:

Document #: I-94 Card Number

Expiration Date: I-94 Expiration Date

Was the employee's I-94 card issued for a previous employer.

☐ Yes ☒ No

[< PREVIOUS STEP](#) [CONTINUE >](#)

H-1B Portability (Foreign Passport + Form I-94/I-94A indicating H-1B status+ Evidence of timely filed I-129 Petition)

An employee who is changing employers may begin employment as soon as the employer files a Form I-129 petition on behalf of the employee. For I-9 purposes, an employee on H-1B status may present an I-94 from a previous employer so long as they are able to provide evidence of the filing of the change of employer petition (such as a FedEx tracking receipt, I-797 Receipt Notice, etc.).

In the I-9 Service Center, employers will be prompted to indicate whether the I-94 is issued for a previous employer.

- Selecting “Yes”, the I-94 was issued for the previous employer, will allow the employer to enter the employee’s documentation evidencing the I-129 filing for a change of employers.
- The employer will be required to include the document number from either the receipt or FedEx tracking number, as well as the date USCIS received the Change of Employer petition (see example below).

List A Document

Document Title: Foreign Passport with Form I-94/I-94A

Issuing Authority: Country of Passport

Document #:
Passport Number

Expiration Date:
Passport Expiration Date

Visa Type:

Document #:
I-94 Card Number

Expiration Date:
I-94 Expiration Date

Was the employee's I-94 card issued for a previous employer?
☒ Yes ☐ No

If H-1B portability provisions are applicable, please provide a Document Receipt # or Courier Tracking # below.

Type:

Document #:

Date USCIS received H-1B Change of Employer Petition: example: mm/dd/yyyy

[< PREVIOUS STEP](#) [CONTINUE >](#)

- In the Additional Information field in Section 2, write “AC-21” and enter the date Form I-129 was submitted to USCIS.

Identity and Employment Authorization	Identity	Employment
Document Title:	Document Title:	Document Title:
Foreign Passport with Form I-94/I-94A	N/A	N/A
Issuing Authority:	Issuing Authority:	Issuing Authority:
Iran	N/A	N/A
Document Number:	Document Number:	Document Number:
[REDACTED]	N/A	N/A
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
[REDACTED]	N/A	N/A
Document Title:	<div style="border: 1px solid black; padding: 5px;"> <p>Additional information </p> <p>AC-21; Form I-129 submitted 10/1/07</p> </div>	
(J-1) Form I-94		
Issuing Authority:		
DHS		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
[REDACTED]		
Document Title:		
DS-2019		
Issuing Authority:		
U.S. Department of State		
Document Number:		
[REDACTED]		
Expiration Date (if any)(mm/dd/yyyy):		
[REDACTED]		

H-1B Reverification

Employees who are on H-1B status typically will present an updated Form I-94/I-94A indicating H-1B status for reverification.

Alternatively, employees who are filling for an extension of their current H-1B status may provide an I-797 Receipt Notice for reverification. Upon submitting a timely filed I-129 petition for an extension of H-1B status, the employee is authorized to continue employment for an additional 240 days as the extension is processed by USCIS.

- In the Additional Information field in Section 2, write **“240-Day Ext.”** and enter the **date you submitted Form I-129 to USCIS.**

Identity and Employment Authorization	Identity	E
Document Title: Foreign Passport with Form I-94/I-	Document Title: N/A	Document Ti N/A
Issuing Authority: Iran	Issuing Authority: N/A	Issuing Auth N/A
Document Number: [REDACTED]	Document Number: N/A	Document Ni N/A
Expiration Date (if any)(mm/dd/yyyy): [REDACTED]	Expiration Date (if any)(mm/dd/yyyy): N/A	Expiration De N/A
Document Title: (J-1) Form I-94		
Issuing Authority: DHS		
Document Number: [REDACTED]		
Expiration Date (if any)(mm/dd/yyyy): [REDACTED]		
Document Title: DS-2019		
Issuing Authority: U.S. Department of State		
Document Number: [REDACTED]		
Expiration Date (if any)(mm/dd/yyyy): [REDACTED]		

Additional information

240-day Ext; Form I-129 submitted on 12/19/17

- Note: The I-9 Service Center will automatically calculate the expiration date as 240 days from the employee's previously recorded work authorization expiration date (see below)

Section 3 Document

Document Title: I-797 Receipt Notice for NIW Petition

Document #:

Expiration Date: Apr 29 2018

This date was pre-calculated for your convenience by adding 240 days to this employee's previous Work Authorization Expiration date of 9/1/2017.

[< PREVIOUS STEP](#)

[CONTINUE >](#)

Cap-Gap

To verify employment authorization in Section 2 or conduct reverification in Section 3 during the cap-gap period, the employer should write **"CAP-GAP"** in the Additional Information field.

[TN \(Foreign Passport + Form I-94/I-94A indicating TN status\)](#)

Employees on TN status may present their Foreign Passport and Form I-94/I-94A reflecting TN status to evidence work authorization. Note: The I-94 must have been issued for Northeastern as the employer.

The screenshot shows a web form titled "List A Document". It contains the following fields and labels:

- Document Title: Foreign Passport with Form I-94/I-94A
- Issuing Authority: [select one] (dropdown menu) with the label "Country of Passport" below it.
- Document #: [text input field] with the label "Passport Number" below it.
- Expiration Date: [---] [--] [yyyy] (date picker) with the label "Passport Expiration Date" below it.
- Visa Type: TN (dropdown menu)
- Document #: [text input field] with the label "I-94 Card Number" below it.
- Expiration Date: [---] [--] [yyyy] (date picker) with the label "I-94 Expiration Date" below it.

At the bottom of the form, there are two buttons: "< PREVIOUS STEP" on the left and "CONTINUE >" on the right.

[TN Reverification](#)

Employees who are on TN status typically will present an updated Form I-94/I-94A indicating TN status for reverification.

Employees who are filling for an extension of their current TN status may provide an I-797 Receipt Notice for reverification. Upon submitting a timely filed I-129 petition for an extension of TN status, the employee is authorized to continue employment for an additional 240 days as the extension is processed by USCIS.

- In the Additional Information box in Section 2, write **"240-day Ext."** and the date Form I-129 was submitted to USCIS.
- The I-9 Service Center will automatically calculate the expiration date as 240 days from the employee's previously recorded work authorization expiration date.

F-1 CPT Reverification

Employees on F-1 CPT status will typically need to present an updated I-20 endorsed for CPT. In the I-9 Service Center, this is entered as the document title “unexpired, endorsed I-20”.

F-1 OPT (Employment Authorization Card, Form I-766)

While students on F-1 Optional Practical Training (OPT) are issued an I-20, students on OPT must present an Employment Authorization Card (EAD Card) to evidence work authorization.

The screenshot shows a web form titled "List A Document". It contains the following fields and instructions:

- Document Title:** Employment Authorization Document w/ Photo (I-766)
- Issuing Authority:** U.S. Citizenship and Immigration Service
- Document #:** A text input field with a yellow question mark icon. Below it, red text reads: "Card number must be exactly 3 alphabetic characters [A-Z] followed by 10 digits [0-9]. Note, the document # is not the A #".
- Expiration Date:** A date picker with dropdown menus for month and year, followed by a text input for the year (labeled "yyyy").
- USCIS # / A#:** A text input field with a yellow question mark icon.

At the bottom of the form, there are two buttons: "< PREVIOUS STEP" on the left and "CONTINUE >" on the right.

F-1 STEM OPT extension (Employment Authorization Card, Form I-766 + I-20 reflecting requested STEM OPT)

If the employee has filed for the STEM OPT extension, the employee may receive an additional 180 days of work authorization as they await their new EAD card.

This may be entered in the I-9 Service Center as followed:

- Select the document title “Employment Authorization Document w/ Photo (I-766)
- The document number may be entered as the current EAD card number
- The expiration date will need to be calculated as the expiration date indicated on the current, expiring card + an additional 180 days.

If the employee presents an expired EAD and an endorsed Form I-20 recommending a STEM extension, the employer should enter **“180-day ext.” in the Additional Information field**

Identity and Employment Authorization	Identity	E
Document Title:	Document Title:	Document Tit
Foreign Passport with Form I-94/I-	N/A	N/A
Issuing Authority:	Issuing Authority:	Issuing Authc
Iran	N/A	N/A
Document Number:	Document Number:	Document Nu
	N/A	N/A
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):	Expiration Da
	N/A	N/A
Document Title:	<div style="border: 1px solid red; padding: 5px;"> Additional information 180-day Ext </div>	
(J-1) Form I-94		
Issuing Authority:		
DHS		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
Document Title:		
DS-2019		
Issuing Authority:		
U.S. Department of State		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		

J-1 Exchange Visitors *(Unexpired Foreign Passport + Form I-94/I-94A indicating J-1 status + DS-2019 with responsible officer's endorsement OR List B and List C documents)*

USCIS does not issue EADs (Employment Authorization Documents, Forms I-766) to J-1 exchange visitors. However, they are issued several other documents that, in combination are List A documents and are evidence of employment authorization for J-1 exchange visitors who are not students:

- Foreign Passport
- I-94/I-94A indicating J-1 status
- DS-2019 with responsible officer's endorsement

List A Document

Document Title: Foreign Passport with Form I-94/I-94A

Issuing Authority: [select one]
 Country of Passport

Document #:
 Passport Number

Expiration Date: --- -- yyyy
 Passport Expiration Date

Visa Type: J-1

Document #:
 I-94 Card Number

DS-2019 Doc#:
 This employee must provide a Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, endorsed for employment with (future employment authorization commencement dates are not acceptable). The employment authorization must be currently valid.

DS-2019...: [select one]

Expiration Date: --- -- yyyy
 DS-2019 support document expiration.

☐ Check here if Duration of Status (D/S) is specified on the I-94 card.

The above should also be followed employees holding a J-2 nonimmigrant visa status.

J-1 Reverification

Individuals on J-1 status may present a DS-2019 with a responsible officer's endorsement.

Other Nonimmigrant Categories

If an employee is holding a nonimmigrant visa status not listed above, Section 2 of the Form I-9 should be completed by the division's Section 2 Administrator. The employee should present a EAD card and Section 2 should be complete appropriately.

These employees are authorized to continue working while their petitions are being processed for a period not to exceed 240 days, or until USCIS denies the petition, whichever comes first. **On these employees' Form I-9, write "240-day Ext." and the date Form I-129 was submitted to USCIS in the Additional Information box in Section 2.**

Other categories include: CW-1 H-1B, H-1B1, H-2A, H-2B, H-3, L-1, O-1, O-2, P-1, P-2, P-3, R-1, TN, A3, E-1, E-2, E-3, G-5, and I. Note that individuals in the E-1 and E-2 categories are employers.

Common Inquiries

How do I know if an employee needs to complete the Form I-9?

To determine if an employee is required to complete the Form I-9, please see the below scenarios:

Type	Form I-9?
Brand new to the university, has not ever worked at Northeastern	Yes
Has an NUID, but no Banner record (PEAEMPL)	Yes
Terminated PEAEMPL	Yes
Active PEAEMPL with a non-student job (A7/A8/CP/CT/FA/FB/FP/O7/O8/PA/PS/TP)	No
Active PEAEMPL with a student job (CO/SG/SP/ST/WS)	Yes

How do I process the Form I-9 for an employee working remotely?

When you are hiring an employee that is going to be working remotely please send an email with the employee's name, date of hire, zip code and e-mail address to the I-9 Coordinator or to I9Help@northeastern.edu.

How do I resend an employee the links to complete Section 1 of the Form I-9?

When an employee contacts you stating they have not yet received the emails from the I-9 Service Center with instructions to access and complete the Form I-9, please use the following instructions:

1. Access the employees detail page
2. Under the "Basic Information" box confirm the employee's email address. If needed enter the correct email address and click, Save Basic Info
3. Click on the "Reset this employee's password" link

The screenshot shows a web form titled "Basic Info" with a red header. It contains several input fields for employee information: Fragomen ID, Employee ID, First Name, Middle Name, Last Name, Email Address (highlighted in yellow), WAE, Manager Name, Manager Email, and Username. Below these fields are sections for "Leave Of Absence" with "Start:" and "End:" labels, and a checkbox labeled "This employee account is disabled." At the bottom, there is a yellow button labeled "Reset this employee's password."

4. This will open a new window, click “Send”

Reset this employee's password.

Please adjust the details of the email that will be sent to the employee informing him/her of the new password.

From Name:

From Email:

To Name:

To Email:

Subject:

Message:

Welcome to the I-9 Service Center. You will find your username below.

Username:

Website:

How do I know when the employee has completed Section 1 of the Form I-9?

When the employee has completed Section 1 of Form I-9, their information will be populated on your home screen under the “Awaiting Section 2” box. If the employee is not listed here you can search to confirm whether the employee has completed Section 1.

To confirm whether an employee has completed Section 1 of the Form I-9, click on the Employee tab. Select “Employee Search”. Enter information about the employee into the search criteria and click “Search”.

Only the most recent 50 employees will be displayed that match the search criteria. When searching for an employee it may be best to enter the employee's NUID number into the "Employee ID" field.

[How do I change an employee's date of hire after the hire paperwork has been processed by HRM operations?](#)

To change an employee's date of hire after the hiring paperwork has been processed, please send an email with the employee's name, NUID, and the new date of hire to hrmops@northeastern.edu.

[How do I upload a copy of an employee's documents via the employee details page?](#)

To upload a copy of an employee's documents after the E-Verify process has been completed or if you are not prompted to upload the document after completed Section 2, please follow the below steps:

1. Access the employees detail page
2. Under the Scanned Documents box
 - a. Use the drop down for I-9 ID and select the ID number that corresponds to the Form I-9 that you completed
 - b. Use the drop down for Document Type, select the document provided by the employee used to completed Section 2 of the Form I-9

Scanned Documents Help

No document(s) have been uploaded.

Upload a New Document...

I-9 ID:
[select one] ▼

Document Type:
[Select One] ▼

3. Click “Select File” to attach the document from your desktop

Scanned Documents Help

No document(s) have been uploaded.

Upload a New Document...

I-9 ID:
▼

Document Type:
Canadian Driver's License ▼

Drop files here

Select File

4. Select the “Upload”

Scanned Documents Help

No document(s) have been uploaded.

Upload a New Document...

I-9 ID:
▼

Document Type:
Canadian Driver's License ▼

[Redacted Document Name] () - (ps) Remove

Upload

The document is now attached to the employee's record

How do I update the Form I-9 after it has been audited?

If you notice an error on the Form I-9, please contact the I-9 Coordinator to audit the form, so that the error can be corrected. After the I-9 Coordinator has audited the form you will receive an email stating that the Form I-9 requires attention. To correct an error after the Form I-9 has been audited, please see the following steps:

1. Access the I-9 Service Center
2. Click on the “Audit” tab
3. Click on “Audit List”; the employee’s Form I-9 will be listed

4. Click on “Perform Audit”; this will open the Form I-9
5. Locate the pink highlighted field; this indicates the information that needs to be corrected
6. Click on “Select” next to “List A”


List A	OR
Identity and Employment Authorization	
Document Title:	Docum
Receipt For: Employment Authoriza	
Issuing Authority:	Issuing
U.S. Citizenship and Immigration :	
Document Number:	Docum
Expiration Date (if any)(mm/dd/yyyy):	Expirati
10/10/2016	
Document Title:	
Issuing Authority:	

7. Enter the correct information
8. Follow prompts to sign and submit the Form I-9 to the E-Verify system.

How do I manually submit the Form I-9 to E-Verify?

To manually submit the Form I-9 to the E-Verify system please use the following steps:

1. Access the employee's detail page
2. In the "I-9 Information" box, click on the "E" icon. This will submit the Form to E-Verify

I-9 Information					
I-9 ID	Date Created	Online Status	I-9 DOB	Version	Action (Key)
Live/Active (Current) I9s					
	11/4/2015	Completed (Current)	6/5/1990	Current Version (REV030813)	
Incomplete I9s					
No I-9s of this type currently exist for this employee.					
Audits in Progress					
No I-9s of this type currently exist for this employee.					
Old/Archived I9s					
No I-9s of this type currently exist for this employee.					

3. Follow the prompts to complete the E-Verify process

What does "Photo Match" mean?

When completing the E-Verify case for an employee you may be asked to complete a Photo Match. A "Photo Match" is a confirmation that the photo provided by the employee matches the employee's photo in the E-Verify system. This is typically required when employees provide documentation from List A.

To complete a Photo Match, you can access the employee's detail page. Under the "E-Verify Employment Verification" box you will click on the "Photo Match" link.

- Define leave of absence dates.

Case Number	Case Status	Process Status	Verify Logs
	Photo Matching Required	Awaiting Client Action	View Log Photo Match

Other Information

A new window will open. Here you will confirm whether the photo provided by the employee matches the information in the E-Verify system.

Home
Companies
Users
Employees
E-Verify
Audit
Reports
Configuration
Help
UserGuide
Logout

View an Employee
Add an Employee
Employee Rapid Entry
Future Employees
Create an Employee

E-Verify Photo Matching
Is the E-Verify photo displayed on the left side of the computer screen reasonably identical to the photo on the Permanent Resident Card (I-551) provided by the employee?
Note: For your convenience, if you have already scanned a copy of the document into the I-9 Service Center, you may view the document on the right side of the computer screen.

E-Verify

Copy of supporting document

☐ **Yes:** the E-Verify photo displayed on the left side of the computer screen is identical to the photo on the employee's Permanent Resident Card (I-551). Also select this button ('yes') if 'No Photo on this Document' appears in place of a photo above.

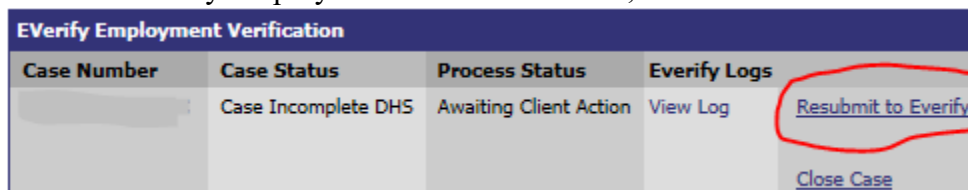
☐ **No:** the E-Verify photo displayed on the displayed on the left side of the computer screen is NOT identical to the photo on the employee's Permanent Resident Card (I-551).

Click continue. The employee’s information will be automatically submitted to the E-Verify system. The case result will display shortly after.

What do I do if I receive a “Case Incomplete” for an employee?

If you receive a “Case Incomplete”, you will need to review the information with the employee to make sure it is accurate and then resubmit the case to E-Verify if the information is accurate using the following steps

1. Access the employee’s detail page
2. Under the “E-Verify Employment Verification” box, click on “Resubmit to E-Verify”



EVerify Employment Verification			
Case Number	Case Status	Process Status	Everify Logs
[Redacted]	Case Incomplete DHS	Awaiting Client Action	View Log Resubmit to Everify Close Case

This will submit the case to E-Verify to confirm that the information pertaining to the employee’s visa information is correct.

How do I know if an employee requires re-verification?

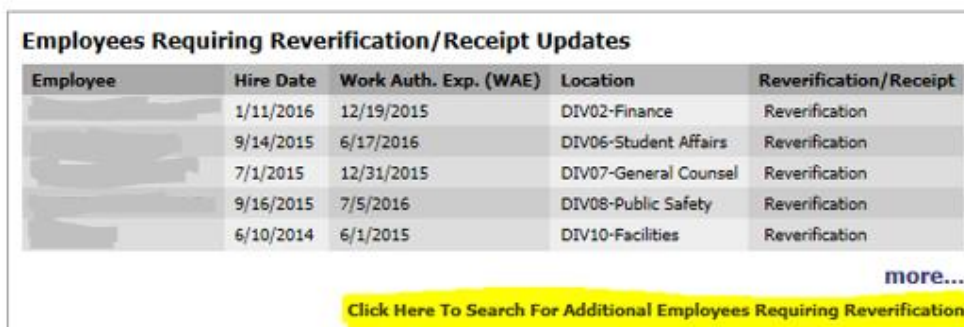
Employees that hold a nonimmigrant visa status with a future expiration date are required to present updated or new work authorization documentation prior to the expiration date on the current I-9.

Please notes: if the employee will not work beyond the expiration date of their documents, reverification is not required.

How do I re-verify an employee’s work authorization?

If you have an employee that requires re-verification, please use the following steps to complete the re-verification.

1. From your home screen, under the “Employees Requiring Reverification/Receipt Updates” box, select “Click Here to Search for Additional Employees Requiring Re-verification”



Employee	Hire Date	Work Auth. Exp. (WAE)	Location	Reverification/Receipt
[Redacted]	1/11/2016	12/19/2015	DIV02-Finance	Reverification
[Redacted]	9/14/2015	6/17/2016	DIV06-Student Affairs	Reverification
[Redacted]	7/1/2015	12/31/2015	DIV07-General Counsel	Reverification
[Redacted]	9/16/2015	7/5/2016	DIV08-Public Safety	Reverification
[Redacted]	6/10/2014	6/1/2015	DIV10-Facilities	Reverification

[more...](#)

[Click Here To Search For Additional Employees Requiring Reverification](#)

2. Using the search option enter the employees Last Name, First Name and or Employee ID (which is their NU ID number)

Enter Your Search Criteria

Location:

Last Name: First Name: Fragomen ID: I-9 ID: Employee ID:

I-9 Status: WAE: Eligibility:

Date Of Birth: DOH (Min): DOH (Max):

Verify Case Number:

☐ Include Terminated Employees

Search Clear Criteria

- Click on the employee information listed under the Status/Elig./I-9 DOB. This will open the employees completed Form I-9

Select a page within these results: of 1

Frag. ID	Employee	Company	DOB	DOH	Emp. ID	WAE	Status / Elig. / I-9 DOB
		DIV02-Finance		5/18/2015		12/19/2015 12:00:00 AM	Completed / AA /

- From the list of options listed above the completed Form I-9, select “Start a re-verification for this I-9”

(I-9 ID:) (Audit) (Current)

[Go back to employee details page](#)
[Open a PDF file containing this employee's Form I-9 information](#)
[Start a re-verification for this I-9](#)
[Audit this I-9](#)
[Perform an Administrative Audit on this I-9](#)
[Delete this I-9](#)



Employee
 Depart
 U.S. Citiz

- Complete Section 3 of the Form I-9 by entering the employee’s updated document information. Please note that you do not need to enter a rehire date.

Contact Information

If you have any questions or require assistance, please feel free contact the HRM office.

Human Resources Management Office
Phone: 617-373-2230
Email: I-9Help@northeastern.edu

Steve Swick
Human Resources Management
Phone: 617-373-3740
Email: s.swick@northeastern.edu

Melissa Morgan
Human Resources Management
Phone: 617-373-7535
Email: m.morgan@northeastern.edu

Mary Jane (MJ) Troy
Human Resources Management
Phone: 617-373-2603
Email: m.troy@northeastern.edu

**For employees on F or J visa status, please
Contact the Office of Global Services (OGS)**

Sima Kalmens
Office of Global Services
Phone: 617-373-2310
Email: s.kalmens@northeastern.edu

Jennifer Braga
Office of Global Services
Phone: 617-373-2310
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**For employees on an employer-
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**For all student employees, please
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