I-9 Student Query Process

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Process for pulling I-9 Student Query
1. Log in to the Human Resources tab in Peoplesoft

![PeopleSoft Login](image)

2. Click on Reporting Tools

![Reporting Tools Menu](image)

3. Under Query, click on Query Viewer

![Query Viewer](image)

4. Type in the Query begins with: UV_STUDENT_I9_LOOKUP and click search
5. The Query will appear (Favorite the Query for future use!). Open the HTML or Excel for easier sorting functionality.

6. To search by student:
   a. Enter % into the Dept ID field.
   b. Enter the seven digit employee ID or search for the employee ID by last name. To search by last name:
      i. Select the magnifying glass next to the employee ID field.
      ii. Use the drop down menu to change selection from search by: employee ID to search by: last name.
      iii. Enter last name and select “Look Up.”
      iv. Select the employee ID for the employee.
   c. Select view results.

7. To search by student:
   a. Enter % into the EmplID field.
b. Enter the five digit department ID or search for the department ID by last name. To search by description:
   i. Select the magnifying glass next to the department ID field.
   ii. Use the drop down menu to change selection from search by: department ID to search by: description.
   iii. Enter the department name and select “Look Up.”
   iv. Select the department ID for the department.

c. Select view results.

The US Work Eligibility, field US Wk Elig, indicates the I-9 Status. I-9 Status will appear with a ‘Y’ if the employees has a valid I9 on file, and ‘N’ they do not and **must not work until they have completed their I9 and the status shows yes.**

HR Status ‘I’ means that the employee is currently inactive. HR Status ‘A’ means the employee has an active record in PeopleSoft.
Request access to the I-9 Student Query

If you are unable to access the I-9 student query per the process indicated above submit a Help Desk Ticket via the footprint system.

1. Go to the PeopleSoft login screen.
2. On the right hand side of the screen select “Submit a help desk ticket.”