

# Supervisor I-9 Report Mini-Manual

Last Updated: August 2018

## Contents

Purpose .....	1
How to run the Supervisor I-9 Report.....	1
Understanding Report Output .....	4
Request access to the I-9 Student Query.....	5

## Purpose

The supervisor I-9 report is a tool for supervisors for the purpose of identifying which employees have an I-9 on file with Human Resources and are therefore eligible to work in the United States. For additional information regarding I-9 Procedures and Policies or for assistance with running this report, please contact Human Resource Services at the University of Vermont.

## How to run the Supervisor I-9 Report

1. Log into PeopleSoft – Human Resources (<https://www.uvm.edu/~erp/portal/>)



2. Navigate to the Supervisor Employee I-9 Report.
  - a. Main Menu, then UVM Reports, then Supervisor Reports, then Employee I-9 reports.



**PLEASE NOTE:** If you do not see the Employee I-9 report then you do not have access to it. All employees that have access to Manager Time and Labor for the purposes of approving employee time should have access to this report. If you do not have access, please submit a Help Desk footprint to request it. Click [HERE](#) for details on how to submit a footprint.

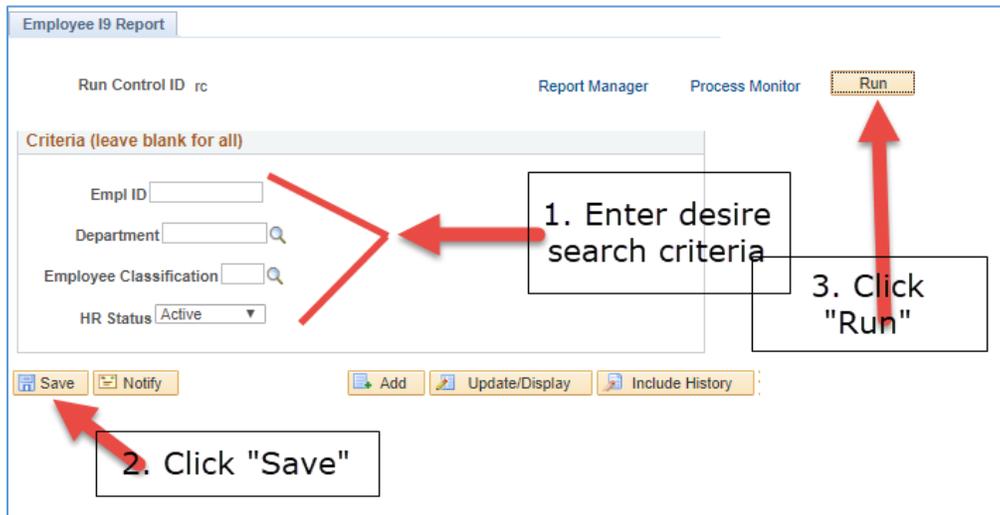
3. **FIRST TIME USERS ONLY:** If you are running a report in PeopleSoft you will need to Add a run control ID.
- a. Click on the “add new value” links.

- b. Type in a simple run control ID. This does not have to be a unique combination, it can be as simple as your initials.
- c. Click “Add”

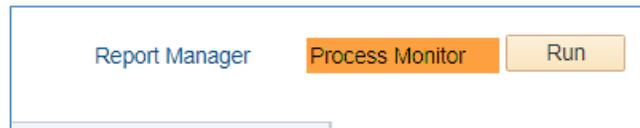
4. **Returning Users:** Enter your run control ID then click search.

5. Enter desired search criteria.
- a. If a field is left blank, then results will not be limited by that criteria.

- b. Those running the query will be able to view employees that have a PeopleSoft record in a department that they have Job Data or Time and Labor Access to view.
- c. **Please note:** HR Status defaults to Active. This field indicates that the most recent up to date status for the employee, indicates that the employee is working for the university. Future dated hires that have been entered into the system prior to their start date will be included as “Active Employees.”
- d. Employee Classification: enter STU for students or click the magnifying glass for a different classification.



- 6. After step “3” above, click OK to advance to the Process Monitor screen
- 7. Click Process Monitor



- 8. Click on the “Refresh” button until the status’ equal “Success” and “Posted.” **Please note:** This may take a few minutes if you are pulling a report that includes many employee. Contact HR if it takes more than 10 minutes.
- 9. Click on the “Details link.”
- 10. Click “View Log/Trace.”

Date/Time	Actions
<b>Request Created On</b> 08/06/2018 11:07:48AM EDT	Parameters      Transfer
<b>Run Anytime After</b> 08/06/2018 11:07:46AM EDT	Message Log
<b>Began Process At</b> 08/06/2018 11:07:57AM EDT	Batch Timings
<b>Ended Process At</b> 08/06/2018 11:08:10AM EDT	<b>View Log/Trace</b>

- 11. Click the file that has “.csv” at the end. The report will download into a CSV file in Excel. **Please note:** Pop-up blockers may need to be disabled.

**View Log/Trace**

**Report**

Report ID 1401393      Process Instance 1724514      [Message Log](#)

Name UVSUPRPT      Process Type SQR Report

Run Status Success

UVSUPRPT

**Distribution Details**

Distribution Node PSPREP      Expiration Date 11/04/2018

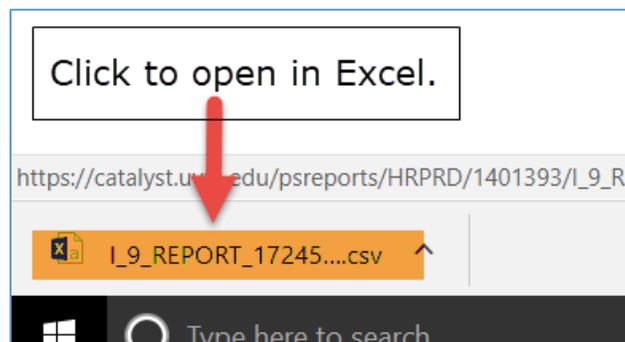
**File List**

Name	File Size (bytes)	Datetime Created
I_9_REPORT_1724514.csv	528	08/06/2018 11:08:10.932110AM EDT
SQR_UVSUPRPT_1724514.log	1,834	08/06/2018 11:08:10.932110AM EDT
uvsuprpt_1724514.PDF	4,363	08/06/2018 11:08:10.932110AM EDT
uvsuprpt_1724514.out	383	08/06/2018 11:08:10.932110AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	

[Return](#)



## Understanding Report Output

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Department Descr	Deptid	Last Name	First Name	Emplid	EmplRcd	HR Status	Paygroup	EmplClass	Union CD	Service Dt	Last Check	Work Elig Date	Work Elig Flag	Business Email	Supervisor Name	
HRS	11305	Cat	Ralley	000001	1	A	SM1	125	NU	9/8/2015	7/30/2018	11/2/2015	Y	<a href="mailto:ralleycat@uvm.edu">ralleycat@uvm.edu</a>	John Smith	
HRS	11305	Amount	Cat	000002	0	A	BW1	TMP	NU	7/30/2018				<a href="mailto:catamount@uvm.edu">catamount@uvm.edu</a>	John Smith	
HRS	11305	Lion	Mountain	000003	2	A	SM1	STU	NU	9/1/2018	5/30/2016	6/1/2018	N	<a href="mailto:MountainLion@uvm.edu">MountainLion@uvm.edu</a>	John Smith	

### Work Elig Flag:

- "Y" indicates the employee is eligible to work and has a valid I-9 on file.
- "N" indicates that the employee had an I-9 on file previous but currently needs an updated I-9. This employee is not eligible to work after 3 days from rehire date.
- Blank indicates that the employee has never had a valid I-9 on file. This employee is not eligible to work or be present in the work place after 3 days from the hire date.

Once HR receives a valid I-9, they will update the work eligibility field to "Y" and the employee will be eligible to work immediately.

**Work Elig Date:** This is the most recent date that the work elig field was updated.

**Service Date:** Is the employee's benefit service date. For temporary and student employee's this date may not be the most recent date they were hired into their primary job.

## 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."

