PART 1: BEFORE YOU BEGIN THE RE-VERIFICATION PROCESS

Determine When a Form I-9 Must be Re-Verified

Step 1: Review the I-9 & E-Verify Compliance Manual to determine if employee’s work authorization needs to be re-verified. This Manual is located here.

Important points to remember:
- I-9 preparer is responsible for ensuring that all employees within his/her area of oversight have valid work authorization; employees who do not possess valid work authorization cannot be employed by the University.
- I-9 preparers are expected to closely monitor expiring work authorizations to ensure that employee Forms I-9 are re-verified when appropriate.
- I-9 preparers are strongly encouraged to remind employees to re-apply for work authorization at least 6 months in advance of current work authorization expiration date.
- Departments with employees working on UNC employment based petitions and applications (including H-1B, TN, O-1, and J-1) must submit extension and change of status requests to International Student and Scholar Services (ISSS) with sufficient lead time to allow for continued employment authorization. Student employees with I-20 (F-1) or DS-2019 (J-1, J-2) forms issued by UNC-Chapel Hill should contact ISSS regarding extensions.
- Employees whose employment authorization is not based on a UNC petition or application (including most individuals presenting an Employment Authorization Document or EAD card) must present evidence of renewed work authorization to ISSS so that Payroll’s international taxation software (Windstar) can be updated.
- Employees must present renewed work authorization document(s) to the I-9 preparer PRIOR TO expiration of the current work authorization; otherwise, the employee cannot continue to be employed by the University.
- I-9 preparer must complete Section 3 of the Form I-9 ON OR BEFORE the work authorization expiration date; otherwise, the employee cannot continue to be employed by the University.

PART 2: MONITORING TEMPORARY WORK AUTHORIZATIONS

Monitor Expiring Work Authorizations

Step 1: Launch LawLogix Guardian system
- Log into ConnectCarolina at: connectcarolina.unc.edu
- Sign in with UNC’s Single Sign-On system by entering your ONYEN and password
- Click on the LawLogix link displayed under the HR/Payroll dropdown

Step 2: Monitor Pending Re-Verifications on the LawLogix Dashboard (Daily Activity)
- To monitor expiring work authorizations, select “Top Pending Re-Verifications” from the “View” menu on the Dashboard.
- This view provides the employees name, expiration date and number of days left before expiration.
- Click “Analyze” to see a full listing of employees with expiring work authorizations.

Note: An employee cannot remain on payroll following expiration of his/her work authorization.
HOW TO RE-VERIFY AN EXPIRING WORK AUTHORIZATION

Step 3: Create a Work Authorization Report
- To create a report of expiring work authorizations, select “Report” (1) from the left toolbar on the Dashboard
- Select “Pending Re-verification” (2) from the list of report types
- Click “New” (3) in the reports box
- Select the report parameters in “Report Details & Settings” (4) box
- Click “Update Settings” (5) to save parameters
- Click “Run Report Now” (6) to generate the report (it may take a few seconds to a few minutes depending on the report size)

PART 3: RE-VERIFYING AN EXPIRING WORK AUTHORIZATION ON THE FORM I-9

Complete Form I-9 Section 3 Re-Verification

Step 1: Launch LawLogix Guardian system
- Log into ConnectCarolina at: connectcarolina.unc.edu
- Sign in with UNC’s Single Sign-On system by entering your ONYEN and password
- Click on the LawLogix link displayed under the HR/Payroll dropdown

Step 2. Search for Employee
- Click on the “Employees” tab on the left toolbar to search for the employee

Step 3. Enter Employee Name
- Enter the employee’s name in the search box
- Click “Do Search” to locate the employee record
HOW TO RE-VERIFY AN EXPIRING WORK AUTHORIZATION

Step 4. Select Employee’s Form I-9
- Click on the “I-9 Number” to access the employee’s current Form I-9

Step 5. Add Section 3 Update to Employee’s Form I-9
- Navigate to the Section 3 section on the “Details” tab
- Select “Add” to initiate the re-verification of work authorization

Step 6. Select Reason for Form I-9 Update
- Select “Re-Verification” as the reason for the Section 3 update (this reason is only to be used when re-verify ing an employee’s work authorization)

Note: There are five employee statuses that are used for different types of Form I-9 updates: None, Re-Verification, Name Change Only, Re-Hire, and Re-Hire & Re-Verification. Be sure to select the correct status type for the action you are completing (see USCIS Handbook for Employers, M-274 for more information)

Step 7. Add Section 3 Entry
- Click “Add Section 3 Entry” to continue with the re-verification process
Step 8: Complete Section 3
- If there is a name change on the new work authorization, enter the necessary data in Block A.
- If an employee’s current employment authorization is expiring, you must re-verify employment authorization in Block C.

To re-verify, complete the following information from the documents provided by the employee:
  - Select the “Document Title” from the dropdown menu
  - Enter the “Document Number”
  - Enter the “Expiration Date”

Step 9: Securely Scan & Upload Supporting Document(s)
- Examine the original document(s) presented by the employee.
- Scan and save document(s).
- Click the “Upload Document” button.
- Once the documents have been uploaded, check the box to confirm the appropriate documents has been scanned and uploaded.

Note: The scanner must be configured to a secure network drive that is not mobile and the files cleared regularly to maintain security of personal information. Some departmental copiers have the ability to scan. If you are planning on using the copier as a scanner, please have the copier configured to deliver scans to a secure network drive and do not use email delivery to your desktop. Using email may compromise your employee’s personal information. Form I-9s submitted without the supporting documents will not be accepted.

Step 10: Upload Document to OnDocs
- Click “Browse” button to search for the scanned copies of the identification and work authorization document(s).
- Click “Send This File” to upload.
- Verify that all documents were properly loaded and legible.
**HOW TO RE-VERIFY AN EXPIRING WORK AUTHORIZATION**

**Step 11: Electronically Sign Section 3**
- Enter your “ONYEN” in the “Login” field to attest that all appropriate fields have been properly completed and supporting documents have been uploaded.

Note: Unapproved Section 3 entries will appear on the I-9 in the Issues tab. Once the I-9 unit verifies work authorization and approves the Section 3 re-verification, the employee can continue working for the University while his/her work authorization remains valid.

**ADDITIONAL NOTES ABOUT LAWLOGIX AND THE RE-VERIFICATION PROCESS**
- The employee’s department I-9 preparer(s) receive reminders for expiring work authorization at the following intervals: 180, 90, 30, 7 days as well as 1 day prior to expiration.
- Each time Section 3 is completed on a Form I-9, Section 3 appears as an addendum to the current I-9 record (clicking the “View I-9” under the Print Center section of the employee details tab displays all pages of the Form I-9).
- There is no limit to the number of times that a Section 3 re-verification can be added for each Form I-9 (i.e. an employee may have multiple work authorization re-verifications over the lifetime of their employment with the University).
- It is critical that an employee’s temporary work authorization is re-verified ON OR BEFORE expiration; otherwise, under federal law, the employee cannot continue working for the University.

Questions?

If you require further assistance, please contact the OHR/I-9 Unit via the I-9 Hotline at (919) 962-0985 or via email at eevquestions@listserv.unc.edu.