How to Initiate a Form I-9 in LawLogix

Before You Begin

Before you begin the process of initiating a Form I-9, you must determine if a Form I-9 is required.

Determine if a Form I-9 is Required

- Complete a Form I-9 for all newly hired and rehired University employees.
- Complete Section 1 of the Form I-9 on or before an employee’s date of hire, and Section 2 of the form must be completed within three business days of the date of hire.
- Review the University’s Form I-9 & E-Verify Compliance Manual for detailed information on when a Form I-9 is required. If you are not sure if a Form I-9 is required, contact the OHR I-9 unit at (919) 962-0985 or eevquestions@listserv.unc.edu for assistance.

Determine if a Remote Form I-9 is Needed

- A remote hire is any employee who will work entirely from a remote location within the United States and 35 miles or more from the main campus. In the case of a remote hire, the OHR I-9 unit manages the remote I-9 process.
  - If the employee is a remote hire, follow the instructions outlined in the How to Initiate a Form I-9 for a Remote Hire reference card (located in the HR Community Toolkit).
  - If the employee is not a remote hire, proceed to the steps below to initiate the Form I-9.

Determine if the hire action ePAR will execute in advance of the hire date

- If the hire action ePAR will be executed in advance of the hire, the employee’s profile will be created in LawLogix or automatically updated once the ePAR executes. Once the new information has fed to LawLogix, proceed with Option A to send the employee an invitation to complete Section 1 prior to their hire date.
- If the hire ePAR will not be executed in advance of the hire, manual creation or updating of the employee’s profile will be required. Proceed with Option B to manually create or update the employee’s profile and send an invitation to complete Section 1 prior to their hire date.

Options for Initiating a New Form I-9

There are two options for creating a new Form I-9. Option A must be used when the employee already has an existing profile in the LawLogix system to avoid duplicating the employee record and Forms I-9. Option B must be used when the employee does not have an existing profile in the LawLogix system.

Option A: Creating a Form I-9 on an existing employee profile in LawLogix

Launch LawLogix Guardian system

1. Navigate to ConnectCarolina.
2. Sign in to ConnectCarolina by entering your ONYEN and password. If you are accessing this system off-campus, you must first connect to the UNC VPN.
3. In Self Service, click on the LawLogix link under Useful Links.
Locate the Employee in LawLogix

4. Click on the **Employee** tab at the top of the landing page and choose **Search Employees** from the drop-down menu.
5. Enter the employee’s name (Last Name, First Name) in the search box or click **Options** to open the full list of other available search fields.
6. Click on the employee’s name to navigate to their employee profile.
7. Alternatively, the employee will appear on the “Top New Hires and Re-Hires without I-9 or Section 3” dashboard panel.
8. Click on their name from the dashboard panel to navigate directly to the employee profile, rather than using the search function.

Send the Section 1 invitation

9. Click the **Login Info** tab at the top of the employee profile page.
10. Enter the employee’s email address.
11. Click **Create Login**.

12. Check to be sure that the correct email address is displayed for the employee and make any corrections, if needed.
13. Customize the standard email template as needed (e.g. include your signature and title).
14. Click **Send Email**. The employee will receive one email with a login link and a username as well as a second email with a temporary password.
15. Once the invitation has been sent, you will be automatically returned to the employee profile.

Create the Form I-9

16. Click the **I-9 Forms** tab at the top of the employee profile page.

17. Click the red button labeled **Add I-9**.
18. Click **Create New I-9** button.

![Create New I-9 button](image)

19. Click the **Go Back** button if you intend to have the employee complete Section 1 remotely through the Form I-9 email invitation you just sent to them. Once a Form I-9 has been added to the employee’s profile, you should regularly monitor its progress via the “Top Pending I-9s dashboard panel.

20. Alternatively, click the **Launch Employee Workflow** button if the employee is present and is ready to complete Section 1 in-person.

![Launch Employee Workflow button](image)

**Employee Completes Section 1**

21. The employee completes all applicable fields in Section 1. For any optional fields that the employee chooses not to complete, the employee must check the **N/A** box.

22. The employee clicks the **Continue** button and then completes the electronic signature. The employee has the option to provide their email address and request an electronic receipt of their signature to be emailed to them.

![Electronic Signature](image)
Employee Document Capture

23. After the employee completes Section 1, LawLogix gives them the option to upload their own supporting identity and employment authorization document(s). If the employee chooses not to upload copies of their document(s), the I-9 preparer will be required to upload copies of their document(s) after certifying Section 2.

I-9 Preparer Completes Section 2

24. Examine the original identity and employment authorization document(s) that are presented by the employee in-person.
25. Select the document type from the Document Type drop-down menu.
26. Enter the document information in the appropriate fields.
27. Click the Employee Information from Section 1 link at the top of the page to review Section 1 to determine if there are any errors and then work with the employee to resolve the errors.
28. Enter the employee’s hire date manually or click Use this date if the hire date listed is correct, then click Continue.

I-9 Preparer Electronically Signs Section 2

29. Review the certification statement.
30. Check the signature box and enter your ONYEN in the password box.
31. Click Electronically Sign.
Document Retention

32. If the employee did not upload copies of their supporting document(s) themselves, make clear scans of the document(s) presented by the employee.

33. Use a consistent file naming convention that does not contain punctuation or special characters for the document(s) and save the document(s) temporarily on a secure UNC drive.

34. Click the camera icon under the appropriate document title and select the document to upload each document.

35. Click Continue.

Mark the I-9 Complete

36. Click the confirmation box under the document images to confirm the documents are attached.
37. Click **Mark Complete**.

38. As a reminder, if the employee requests a copy of the electronic Form I-9, you must provide them with a copy. To print a copy, click on the **View I-9** link to print a PDF copy.

39. Permanently delete the employee’s document(s) that you temporarily saved on a secure UNC drive. **Note: The employee’s document(s) must not be saved anywhere other than the LawLogix system.**

**Option B: Manually creating an employee profile and Form I-9**

**Launch LawLogix Guardian system**

1. Navigate to **ConnectCarolina**.
2. Sign in to ConnectCarolina by entering your ONYEN and password.
3. In Self Service, click on the LawLogix link under **Useful Links**.

**Search for the Employee in LawLogix**

4. Click on the **Employees** tab at the top of the page and choose **Search Employees** from the drop-down menu.

5. Enter the employee’s name (Last Name, First Name) in the search box or click **Options** to open the full list of other search fields.

6. If the employee does not already have an employee profile, proceed with creating a new employee profile by clicking the red **Add** button at the top right of the screen.
Create Employee Profile

7. Enter the employee’s Social Security Number and click Create Employee. The employee’s Social Security Number is required if the employee has one. If the employee is a newly arrived foreign national who is awaiting issuance of their Social Security Number, click Create Employee without SSN.

8. Complete applicable fields with the employee’s information and choose the Login Required login type (this will automatically generate a Section 1 invitation). Click the Create Employee button at the bottom of the screen.

Send Email Invitation to the Employee

9. LawLogix automatically generates a Section 1 invitation email template, which will be sent to the employee.
10. Click the Send Email button. The employee will receive one email with a link and a username, and one email with a password.
Create the Form I-9

11. Click the **I-9 Forms** tab at the top of the employee profile page.

![Employee Access Menu](image1)

12. Click the red **Add I-9** button.

![Add I-9 Options](image2)

13. Click the **Create New I-9** button.

![Create New I-9 Option](image3)

14. Click the **Go Back** button if you intend to have the employee complete Section 1 remotely through the Form I-9 email invitation you just sent to them. Once a Form I-9 has been added to the employee’s profile, you should regularly monitor its progress via the “Top Pending I-9s dashboard panel.”

![Go Back Button](image4)
Employee Completes Section 1

15. The employee completes all applicable fields in Section 1. For any fields left empty, the employee will need to check “N/A.”

16. The employee clicks the Continue button and then completes the electronic signature. They have an option to enter their email address to have a receipt of their signature sent to them.

Employee Document Capture

17. After the employee completes Section 1, LawLogix will prompt them to upload their own I-9 supporting documentation. If the employee chooses not to upload copies of their documents, the I-9 preparer will be required to upload copies of employee’s document(s) after signing Section 2.

I-9 Preparer Completes Section 2

18. Examine the original document(s) presented by the employee in-person.

19. Select the document type from the Document Type drop-down menu.

20. Enter the document information in the appropriate fields.

21. Click the Employee Information from Section 1 link at the top of the page to check for errors in Section 1.

22. Enter the employee’s hire date manually or click Use this date link if the hire date in LawLogix is accurate.

23. Click the Continue button.
I-9 Preparer Electronically Signs Section 2

24. Check the signature box and enter your ONYEN in the password box.

25. Click Electronically Sign.

Document Retention

26. If the employee did not upload copies of their supporting document(s) themselves, make clear scans of the document(s) presented by the employee.

27. Use a consistent file naming convention that does not contain punctuation or special characters for the document(s) and save the document(s) temporarily on a secure UNC drive.

28. Click the camera icon under the appropriate document title and select the copied document to upload.

29. Click Continue.

30. Employee’s document copies should not be saved anywhere other than within the LawLogix system.
Marking the I-9 Complete

31. Click the confirmation box under the document images to confirm the documents are attached.

32. Click the **Mark Complete** button.
33. As a reminder, if the employee requests a copy of the electronic Form I-9, you must provide them with a copy. To print a copy, click on the View I-9 link to print a PDF copy.

34. Permanently delete the employee’s document(s) that you temporarily saved on a secure UNC drive. Note: The employee’s document(s) must not be saved anywhere other than the LawLogix system.

**OHR I-9 Unit Reviews and Approves Form I-9, and complete E-Verify Submission**

35. The I-9 Unit will review all Forms I-9 for accuracy before submitting them to E-Verify.

36. Respond timely to all requests for corrections or other correspondence from the I-9 unit regarding Forms I-9.

37. The I-9 unit manages any follow up action items resulting from E-Verify case results and will keep the department informed as appropriate.

**Important Reminders**

- Once the Section 1 invitation has been sent, follow up with the employee to ensure that Section 1 is completed on or before the employee’s hire date.
- It is important to schedule an appointment with the employee on their first day of work in order to complete Section 2 and resolve any issues before the Section 1 and Section 2 due dates.
- Monitoring the LawLogix dashboards is the best way to ensure Form I-9s are completed on-time.

**Questions?**

If you have questions regarding this process, please contact the OHR/I-9 Unit via the I-9 Hotline at (919) 962-0985 or eevquestions@listserv.unc.edu.