

## **I-9 Process**

As part of the on-boarding documentation for new employees, the University has implemented TALX I-9 Express, a web-based I-9 form process, which replaces the paper I-9 form. A full tutorial is available at [www.newi9.com](http://www.newi9.com). A completed I-9 is still required for the minimum record to be approved in PennWorks.

### ***Instructions for TALX I-9 Express Process***

1. Employee is to go to [www.newi9.com](http://www.newi9.com), enter the University of Pennsylvania's Employer Code (10476) and complete Part 1 of the I-9 form.
2. Employee is to present appropriate documentation to the Administrator
3. Once employee completes Part 1 and presents documentation, the Administrator can log in to <http://www.hr.upenn.edu/HRI9eXpress> and complete Part 2. Administrator is to make copies of necessary documentation, which is to be delivered to HR/Records.

### ***For employees who do not yet have a Social Security Number:***

- Employee is to apply for a Social Security number at the Social Security Administration Office and bring receipt of application to Administrator
- Administrator is to log in to <http://www.hr.upenn.edu/HRI9eXpress>, click on New I-9, complete Part 1 and click "SSN applied for" button
- Administrator is to obtain a temporary Social Security number (999-) from HR/Records which is to be entered into TALX
- Once received, employee is to bring the issued Social Security card to the Administrator. Administrator will log in to <http://www.hr.upenn.edu/HRI9eXpress>, select the employee, complete Part 3 of the I-9 and notify HR/Records to perform a key change in the system.
- HR/Records will verify that Part 3 is complete

### ***Other Information:***

- Copies of appropriate documentation are to be hand delivered to HR/Records in a confidential envelope. Do NOT include a copy of the Social Security card in the envelope. This pertains to both US citizens and Foreign National employees. HR/Records will verify the I-9 form and documentation is complete and will then key in the necessary information in PennWorks. HR/Records will forward all Foreign National documentation to the Corporate Tax Office for review.
- A feature of the TALX I-9 Express process is re-verification. When Foreign National employee's documents are within 60 days of expiration, the Administrator will receive an email with notification of the expiration date. Once Administrator receives updated documentation, Administrator is to log in to <http://www.hr.upenn.edu/HRI9eXpress>, click link for re-verification, select the employee and complete Part 3.