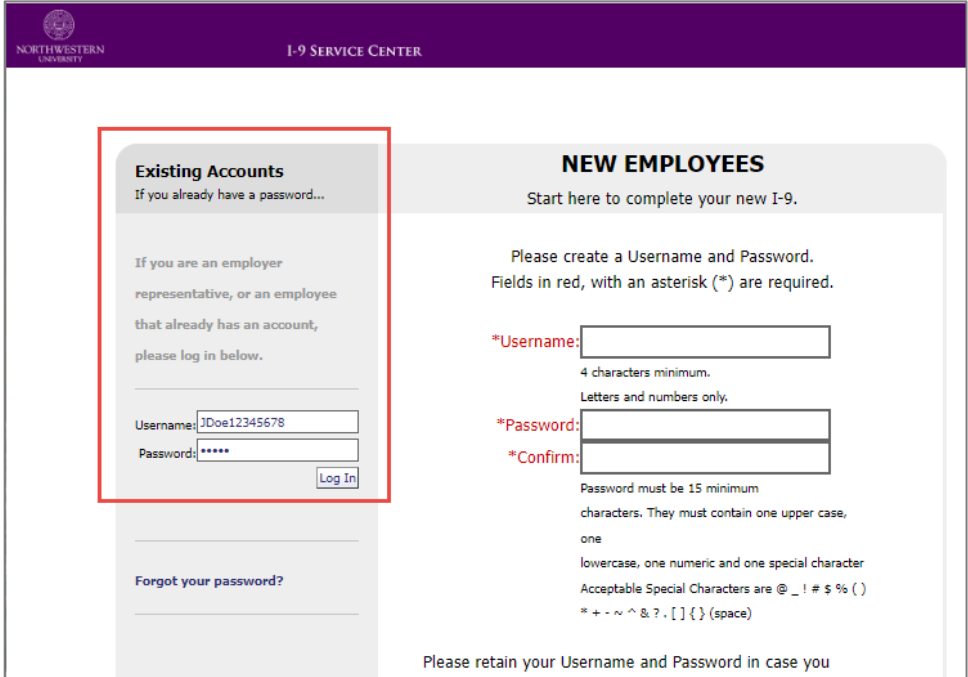
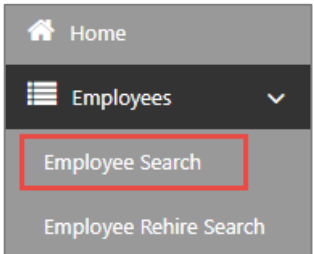


If you need help with completing the I-9 form, contact askHR at askHR@northwestern.edu or call 847-491-4700.

This document explains how to complete an I-9 Section 3 Rehire (Supplement B Rehire) for US citizens and permanent residents who has a terminated I-9 record.

Determine if Section 3 Rehire is Appropriate	
1.	Go to the log in page for the I-9 Service Center: https://northwestern.i9servicecenter.com/
2.	<p>You will need to log in on the left under Existing Accounts. Do not log in under New Employees.</p> 
3.	<p>Log in using the credentials you received from the I-9 Service Center after you completed your I-9 training and your security request form was submitted.</p> <ol style="list-style-type: none"> a. The username and password are specific to this website. The password is not your NetID password. b. If you need your password reset, email askHR@northwestern.edu.
4.	<p>Click on the Employees menu on the left and click on Employee Search submenu.</p> 

- 5. Search for the employee by name and birthdate.
 - a. Type in the first 3 letters of the **Last Name**, the first 3 letters of the **First Name**, and the **Date of Birth**.
 - b. Some I-9s are not connected to myHR employee ID numbers, so searching by Employee ID often doesn't work.
 - c. Check the **Include Terminated Employees** checkbox.
 - d. Click **Search**.

Enter Your Search Criteria

Location			
<input type="text" value="Select Location"/>			
Last Name	First Name	Email Address	Social Security Number
<input type="text" value="Last Name
Tes"/>	<input type="text" value="First Name
Tes"/>	<input type="text" value="Email Address"/>	<input type="text" value="Social Security Number"/>
Fragomen ID	I-9 ID	Employee ID	
<input type="text" value="Fragomen ID"/>	<input type="text" value="I-9 ID"/>	<input type="text" value="Employee ID"/>	
I-9 Status	WAE	Eligibility	
<input type="text" value="Select I-9 Status"/>	<input type="text" value="Select WAE"/>	<input type="text" value="Select Eligibility"/>	
Birthdate	Hire Date	E-Verify Case Number	
<input type="text" value="Birthdate
01/01/1991"/>	<input type="text" value="Start date"/> → <input type="text" value="End date"/>	<input type="text" value="E-Verify Case Number"/>	
<input checked="" type="checkbox"/> Include Terminated Employees			
<input type="button" value="Clear Criteria"/>		<input type="button" value="Search"/>	

6. Review the results to determine next steps.


- a. If the employee has a search result that **does not have the red termination indicator** next to it and it has a **Completed** status, then the person has a current active I-9 and **there is no action required**.

(If you believe that the person’s I-9 should have been terminated, email askHR@northwestern.edu.)

This is what an **active** record looks like:

Fragomen ID	Employee Name	Location Name	Birthdate	Hire Date
30391249	Test, Test	Central Administration - ...	1/1/1991	7/24/2024

This is what a **terminated** record looks like, it has a red termination marker after the name:

Fragomen ID	Employee Name	Location Name	Birthdate	Hire Date
30391249	Test, Test 	Central Administration - ...	1/1/1991	7/24/2024

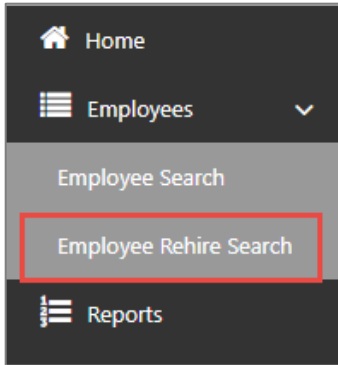
- b. If the person only has a terminated I-9 and the person is a **foreign national** (not US citizen or permanent resident), then the person will need to complete a **new I-9 Section 1 and Section 2**.
- c. A person is considered a **seasonal employee** if they are returning to the same job (same job code) and the same department (same department ID) with a gap in employment that is less than 12 months. If someone is a seasonal employee and have a terminated I-9 record with the red termination icon next to their name, you can submit the hire paperwork to HR Operations. Put a comment in the submission to note it is a seasonal employee and you are **requesting that HR Operations un-terminate the I-9 record**. Only US citizen and permanent resident I-9s can be un-terminated.
- d. A person has a terminated I-9 but is not a seasonal employee. Open the terminated I-9 and review Section 2. If **Section 2 was completed more than 3 years ago** or any of the documents that were used on the original I-9 have **expired**, then the person will need to complete a **new I-9 Section 1 and Section 2**.
- e. If the old I-9 is **terminated and** it was completed as a **US citizen or permanent resident and** Section 2 was **completed in the last 3 years and** the documents have **not yet expired**, then you can complete the **Section 3 Rehire process** described in this job aid.

Fragomen ID	Employee Name	Location Name	Birthdate	Hire Date	Employee ID	WAE	Status / Eligibility / I-9 DOB
30391249	Test, Test 	Central Administration - ...	1/1/1991	7/24/2024			(30026787  [01/01/1991])

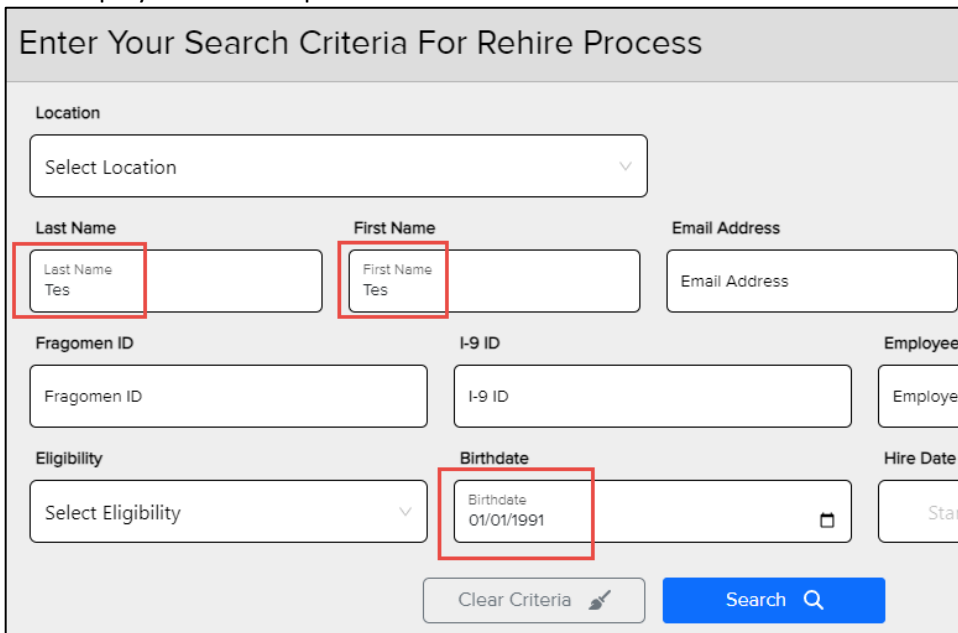
Complete Section 3 Rehire

1. The employee does not need to show documents and does not need to meet with you in person. The Section 3 rehire process is completed by an authorized user in the I-9 Service Center.

2. Find the employee record in the **Employee Rehire Search**.
- a. On the left, click the **Employees** menu.
 - b. Click on the **Employee Rehire Search** submenu.



3. Search for the employee by **Name** and **Date of Birth**.
- a. If you saw the terminated I-9 in Employee Search and it's less than 3 years old, but it doesn't come up in Employee Rehire Search, then the I-9 is not eligible for Section 3 rehire and the employee must complete a new I-9 Section 1 and Section 2.

A screenshot of a web form titled "Enter Your Search Criteria For Rehire Process". The form contains several input fields: a "Location" dropdown menu with "Select Location" text; "Last Name" and "First Name" text boxes, both containing the text "Tes" and highlighted with red boxes; an "Email Address" text box with "Email Address" text; "Fragomen ID" and "I-9 ID" text boxes with "Fragomen ID" and "I-9 ID" text respectively; an "Eligibility" dropdown menu with "Select Eligibility" text; a "Birthdate" text box with a calendar icon, containing "01/01/1991" and highlighted with a red box; and a "Hire Date" text box with "Start" text. At the bottom, there is a "Clear Criteria" button with a trash icon and a blue "Search" button with a magnifying glass icon.

4. Click on the **Completed I-9 link on the right** in the search results to open the record.

Fragomen ID	Employee Name	Location Name	Birthdate	Hire Date	Employee ID	WAE	Status / Eligibility / I-9 DOB
30391249	Test, Test	Central Administration - ...	1/1/1991	7/24/2024			(30026787) Completed / USC / (01/01/1991)

- Do not click the name, that will open the regular personal details page and you won't be able to start a rehire.
- If the person's I-9 shows up in the search results, but the name is in black and is not a blue clickable hyperlink, then you don't have security access to the department that was used when the person originally completed the I-9. In that case, email askHR@northwestern.edu with the person's name, employee ID number, and the rehire date (the start date of the new job) and askHR will complete the I-9 Section 3 Rehire process for you.

5. When the I-9 opens, **review the old completed I-9 form.**

- Confirm that it is the right person and that the person completed the form as a US citizen or permanent resident.
- Confirm that **the I-9 Section 2 documents haven't expired yet** and the Section 2 signature is within the last 3 years.

6. If the person is eligible for the Section 3 rehire, scroll down and click the **Do Rehire** button at the bottom of the page.

Please Choose From One Of The Options Below

[Log Out](#) I have inspected the previously completed Form I-9(s) and have determined the employee's information or work eligibility has changed. The employee must complete a new I-9

OR

[Do Rehire](#) I have inspected the previously completed Form I-9(s) and determined the information relates to the rehire individual and that the employee is still eligible to work in the United States. Employee will not be resubmitted to E-Verify because they already have an employment authorized case result. Continue to Section 3.

7. On the **Completing Form I-9, Section 3 Rehire** page:

- Check the checkbox** for "I confirm the I-9 relates to the employee identified above/below."
- Check the checkbox** for "I confirm I have reviewed the employee's original document(s) showing continued work authorization."
- Note: you are not attesting that you reviewed the original version of an employee's document. You are attesting that you reviewed the information on the old completed I-9 form and you confirmed that the documents used in Section 2 haven't expired yet.
- Click the **Next** button.

Completing Form I-9, Section 3 [Rehire](#)

I-9 for: [Angela Maher](#)

Federal law requires employers to update their employees' work authorization in the US.

I confirm the I-9 relates to the employee identified above/below.

I confirm I have reviewed the employee's original document(s) showing continued work authorization.

You can view the employee's previous I-9 information by selecting the button below. Otherwise, please select "Next."

[Next](#)

- 8. On the **Please select a work authorization document from the list Rehire** page:
 - a. **Check the checkbox for Rehire has no document update**
 - b. Do not search for or select a document in the drop-down menu. Just leave it blank.
 - c. Click the **Next** button

Please select a work authorization document from the list. **Rehire** ?

Please select a document.

Type to search

Show Samples

Rehire has no document update

Back Next

- 9. On the **Section 3 Date of Rehire** page, enter the start date of the person’s new job. Then click **Proceed**.

Section 3 Date of Rehire **Rehire**

02/01/2024 ✓

Back Proceed

- 10. On the **Review Employee's Uploaded Documents(s)** page, click **Confirm and Proceed**. You do not need to upload any documents.

Review Employee's Uploaded Documents(s)

Please upload images of the documents you identified on the prior screen.

Once you have confirmed that the uploaded images match the documents you examined, please select "Confirm and Proceed."

Please select a document type to upload.

Type to search

Back Confirm and Proceed

- 11. On the **Additional Information** page, leave the **checkbox unchecked** and click **Proceed**.

Additional Information ?

If you have been instructed to enter a note in the Additional Information field, please check the box.

Back Proceed

- 12.** There is a second **Additional Information** page. Again, leave the **checkbox unchecked** and click **Proceed**.
-
- 13.** On the **Electronic Signature** page
- Read the attestation
 - Check the checkbox**
 - Type in your **name**
 - Click **Sign and Continue**
-

- Get Electronic Signature Receipt and Log Out**
- At the end of the process, you will be provided with an **Electronic Signature Receipt**. You are not required to keep the receipt. If you'd like to keep the receipt, you can email it to yourself or print it.
 - Double-check that the rehire worked by searching the employee using the **Search Employees** submenu on the left. The rehire record should show up as a second I-9 associated with the same Fragomen ID record. The Date of Hire (DOH) column should show the rehire date.

Frag. ID	Employee ▲	Company	DOB	DOH	Employee ID	WAE	Status / Elig. / I-9 DOB
26594608	TEST, Test	Location Not Found	1/2/1999	10/31/2022			(27381119) Rehire / USC / (01/02/1999) (27240114) Completed / USC / (01/02/1999)
 - You can log out of the system by clicking your user initials on the top right corner and the click **Logout**. Confirm that you want to log out and then close the browser tab.