

UC San Diego

ONBOARDING Solution Quick Reference

In-Person Witness Using Preparers/Translators OTHER THAN the Dept. HR Representative

Your new hire has reported to work on their designated start date. They have brought with them translators to assist in the signing ceremony. You need to initiate the signing ceremony for the Oath and Patent and I-9 Form.

Log on to the ONBOARDING Solution environment: <https://crm.ucsd.edu/hr>

Choose “View Existing Onboardings” and find the name of the new hire. Click the “Signing Ceremony” button.

You are taken to a screen that asks if the new hire changed their start date after accepting the offer. This allows for the start date to be amended within the ONBOARDING Solution, rather than the paper Amended Offer Letter process, which was done outside the Solution.

UCSD Onboarding Center / In Person Signing

The start date for this person was recorded as 05/03/2017. Has the start date changed?

No

If the start date was not changed, simply click No, then Submit and the Signing Ceremony commences as before. If, however, the start date did change, clicking yes opens a screen that explains when and how you will update the new hire’s paperwork with the new start date (after the Oath & Patent).

UCSD Onboarding Center / In Person Signing

The start date for this person was recorded as 05/03/2017. Has the start date changed?

Yes

**You will complete an Amended Offer Letter for your New Hire after finishing the Oath and Patent
Please enter the updated New Hire Start Date.**



Click Submit. The following screen opens. Read the instructions on the screen and click “Begin Signing”.

The above screen is shown for demonstration purposes only. For this tutorial, we have selected No to the question about the start date change.

[UCSD Onboarding Center](#) / [In Person Signing](#)

Host an In-Person Signing

You will be the signing host for the official UC Oath and Patent agreement, followed by the official I-9 Form. The forms in this Signing Ceremony will be divided into two separate signing events; The Oath/Patent forms will be routed into iDocs upon completion, and you will then initiate the I-9 form

1. Pass control of the mouse and keyboard or mobile device to Daisy Flower.
2. Ask Daisy Flower to enter required form information.
3. Support Daisy Flower through the e-signing process.
4. Collect the mouse and keyboard or mobile device from Daisy Flower.
5. If you have a disability that requires accommodations please contact Central Human Resources at (858) 822-4112.



[UCSD Onboarding Center](#) / [In Person Signing](#)

Host an In-Person Signing

Please give Daisy Flower control of the keyboard and mouse to complete the Oath/Patent.

The new hire signs the form as prompted.

The HR Representative is then prompted to counter-sign as a witness to the Oath/Patent.

[UCSD Onboarding Center](#) / [In Person Signing](#)

Host an In-Person Signing

Barbara Angeletti please take back control of the keyboard and mouse to complete the Witness Signing ceremony for the Oath/Patent Agreement.

Once the HR Representative has signed the Oath/Patent, the following screen opens:

Host an In-Person Signing

The Oath/Patent portion of this Signing Ceremony are now complete. Please click "Take me to Form I-9" when you are ready to continue.

Take me to Form I-9



Host an In-Person Signing

Next you will be the signing host for the official I-9 Form. Please note that Section 1 MUST be completed on the New Hire's first day of work. Section 2 must be completed within 3 days of the first day of work.

1. Pass control of the mouse and keyboard or mobile device to Daisy Flower.
2. Ask Daisy Flower to enter required form information on the I-9.
3. Support Daisy Flower through the signing process.
4. Collect the mouse and keyboard or mobile device from Daisy Flower.

Begin Signing I9



Host an In-Person Signing

Barbara Angeletti please give Daisy Flower control of the keyboard and mouse.

Continue



Click Continue, and the I-9 entry screen opens.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

INSTRUCTIONS: As required by USCIS Form I-9, full electronic instructions are available at the following links:

English - [I-9 INSTRUCTIONS](#)

Español - [I-9 INSTRUCCIONES](#)

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

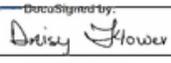
Last Name (Family Name) Flower	First Name (Given Name) Daisy	Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 1 Main Way	Apt. Number N/A	City or Town Anywhere	State CA ZIP Code 92300
Date of Birth (mm/dd/yyyy) 06/30/1985	U.S. Social Security Number 123-45-6789	Employee's E-mail Address N/A	Employee's Telephone Number 555-555-5555

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input checked="" type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

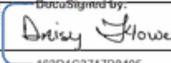
1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee: 	Today's Date (mm/dd/yyyy) 4/27/2017
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The new hire completes the necessary data entry and signs the forms as promoted by the tool. Please remember that all red fields are required fields.

If the Preparer/Translator is someone OTHER THAN the Department HR Representative (Initiator or Super User), the following process must be followed:

Signature of Employee: 	Today's Date (mm/dd/yyyy) 4/27/2017
Preparer and/or Translator Certification (check one):	
<input type="checkbox"/> I did not use a preparer or translator.	<input checked="" type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. 1
<i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>	
I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.	
Signature of Preparer or Translator	Today's Date (mm/dd/yyyy) 4/27/2017
Last Name (Family Name)	First Name (Given Name)

New hire chooses number of Translators

If multiple preparer/translators were used, the employee should select the correct number from the drop down selection above.

If the preparer/translator was someone OTHER THAN the Department HR Representative, the Department HR Representative will need to provide the preparer/translators with a *paper copy* of the [I-9 Supplement Form](#). Print the form and provide it to them to complete and sign.

Once this form is complete:

- The Department HR Representative should call Central Human Resources (534-0286) and request a Transaction ID.
- This ID number should be written on the Supplement Form
- The completed form is sent to Payroll for scanning, indexing & attaching to the new hire's electronic ONBOARDING record.

Once the new hire has completed their portion, the Initiator is prompted to take back the mouse and the rest of the Witness Ceremony proceeds as usual.

Host an In-Person Signing

Section 1 of the form I-9 is now complete. To proceed with section 2, please request from the New Hire documents in original form that show identity and employment authorization. Please remember that you must enter acceptable identification and employment authorization information in the verification fields (A, or B and C) in Section 2 of the I-9 form. Failure to do so will require the Witness Signing Ceremony completion using paper forms.

If the new employee does not have sufficient documentation to complete section 2, close out of the New Hire's record and notice the Status Update will read "In-Person I-9 Pending". You must return to this record within 3 days of the first day of work to complete section 2 of the I-9.

Continue



Please pay special attention to the instructions highlighted in yellow. Click the Continue button.

The forms open again, complete with the new hire's signature. You enter the data that is necessary (red fields), paying special attention to Section 2 of the I-9. Acceptable identification documents can be found [here](#). **You must complete Section 2.**

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Flower	First Name (Given Name) Daisy	M.I. N/A	Citizenship/Immigration Status ---
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List A OR **List B** AND **List C**
 Identity and Employment Authorization Identity Employment Authorization

Document Title	Document Title	Document Title
-- select --	-- select --	-- select --
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)

Please refer to employee selection (1-4) on previous page.

For Citizenship/Immigration Status, please see Employee selection (1-4) on previous page.

Once you have entered the necessary information, verified and witnessed the new hire's documentation and signatures, you will be notified that the ceremony is complete.

Host an In-Person Signing

Pre-boarding for Daisy Flower is now complete. Please begin your department-specific onboarding activities.

[Onboarding Details](#)

Both the new hire and the Initiator receive e-mail notifications that the In-Person Witness Ceremony is complete.