

UC San Diego

ONBOARDING Solution Quick Reference

Re-starting the I-9 Form After New Hire Completes Section 1

As the HR Representative for your department, you and the New Hire are completing the I-9 Form. The new hire has entered data into the required fields in Section 1. After the mouse has passed back to you, you open the form.

DocuSign Envelope ID: 9F6CFC41-F1A3-42EA-8A6C-07DBB5679F51

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U.S.C.I.S.
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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

► **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) Nowhere Street			Apt. Number N/A	City or Town Anywhere		State CA	ZIP Code 92131
Date of Birth (mm/dd/yyyy) 04/30/1978	U.S. Social Security Number 123-45-6789		Employee's E-mail Address dflower@gmail.com			Employee's Telephone Number 555-555-5555	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<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 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)

You notice an error on the form. **Editing the field is not an option. You must start the I-9 form over again and ask the New Hire to complete the fields once again.** To re-start the I-9, navigate to the upper right corner of the screen and click the Other Actions Tab.

the documents below.

NEXT

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FINISH OTHER ACTIONS ▾

- Finish Later
- Decline to Sign**
- Help & Support
- About DocuSign
- View History

Choose the Decline to Sign option. You will receive a notice that if you click the Continue button, the form will become inaccessible. Click Continue and a screen opens that asks for a reason for declining.

Decline to Sign

Please provide a reason for declining:

Data entry error

484 characters remaining

I withdraw my Electronic Record and Signature Disclosure consent for this and all subsequent envelopes from this sender's company. Checking this box effectively dissolves this electronic signing relationship.

DECLINE TO SIGN CANCEL

Once you've entered your reason (above it is data entry error), click Decline to Sign again. A screen opens that allows you to re-start the I-9.

UCSD Onboarding Center / In Person Signing

Host an In-Person Signing

You have declined the I-9 form. Restart signing ceremony for I-9 again.

Restart I-9 Ceremony


You may also initiate the I-9 ceremony by going into the Solution, searching for the employee's record, and clicking the Signing Ceremony Button. You will notice the Process Stage is identified as I-9 Declined by HR.

Home Actions

UCSD Onboarding Center / View Onboarding Record

View Onboarding

Process Stage	I-9 Declined by HR
Employee First Name	Daisy
Employee Middle Name	N/A
Employee Last Name	Flower



After clicking Signing Ceremony, the following screen appears:

UCSD Onboarding Center / In Person Signing

Host an In-Person Signing

You have declined the I-9 form. Restart signing ceremony for I-9 again.

UC San Diego, 0500 Gilman Dr., La Jolla, CA 92093

Click Restart I-9 Ceremony and the I-9 process begins fresh.