



# ACCESS REQUEST: ELECTRONIC I-9 PREPARER/E-VERIFY

Instructions: Please complete a separate form for each requestor. Completed and signed forms should be forwarded to University Human Resources, Administrative Services Building II, Cook Campus, 57 US Highway 1 South or faxed to UHR at 732-932-0046.

Please allow 5 days for processing of this request. Prior to access being granted you must read and accept the 'Agreement for Accessing University Information'. Please go to <http://identityservices.rutgers.edu/agreement> to read and accept this agreement.

## SECTION 1: APPLICANT INFORMATION

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Employee Class: \_\_\_\_\_ NetID: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Organization ID: \_\_\_\_\_ Unit/Department: \_\_\_\_\_

## SECTION 2: ACCESS REQUEST

New  Add To Current  Replace Existing  Remove All  Terminated

List all department identification codes (Dept ID#) for which the requestor will have access and authorized responsibility preparing and authorizing e-Verify of employee information. (Attach a separate list of department IDs if additional space is required)

Add	Delete	Dept ID#	Add	Delete	Dept ID#	Add	Delete	Dept ID#	Add	Delete	DeptID #
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

## SECTION 3: APPROVALS

**Applicant Review and Approval:** I have read and accepted the Agreement for Accessing University Information and the Basic Expectations for Electronic I-9/E-Verify Preparers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requests must be reviewed and approved by the applicant's Department Chair, Director or Associate/Instructional Dean and Business Manager, if applicable. Authority to access specific administrative data must also come from the appropriate Business Process owner(s) responsible for the data.

Business Manager NetID: \_\_\_\_\_ Email: \_\_\_\_\_

Business Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/Chair NetID: \_\_\_\_\_ Email: \_\_\_\_\_

Dean/Director/Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 02/14

UHR/I9 Implemented By: \_\_\_\_\_ Date: \_\_\_\_\_

## GRANTING AUTHORITY TO AND SETTING EXPECTATIONS FOR ELECTRONIC I-9 PREPARERS/E-VERIFY

Rutgers employees who are granted authority in the Guardian I-9 system have responsibility to ensure the propriety of all activity posted. This authority is a significant privilege and must be used according to the requirements that follow below. The approval of the use of university resources for any unlawful or improper purpose is prohibited.

Deans, Directors, and Department Heads, (or their designees) shall select Class 1 regularly appointed Rutgers employees as "preparers" in the Guardian I-9 system. Preparers will acquire access privileges to the system for the purpose of initiating input of I-9 activities. Preparers must ensure the accuracy of information that they input and provide the required audit trail for all transactions. The preparer role is a privilege and must be used according to the requirements that follow below. Preparing transactions in order to use University resources for any unlawful or improper purpose is prohibited. Preparers who knowingly initiate transactions for improper or illegal use are subject to disciplinary action up to and including discharge from University employment.

Student employees will not be granted authority as preparers. Also, Class 4 employees will not be granted authority as preparers.

### GRANTING AUTHORITY TO PREPARERS:

When granting authority to an individual to perform the role as preparer in the Guardian I-9 system, the unit represents that the individual is willing and capable of acquiring a working knowledge of the system.

### SETTING EXPECTATIONS FOR PREPARERS:

Preparers must:

- ensure that Section 1 of the I-9 form is completed no later than the day the employee begins work;
- complete Section 2 of the I-9 within three business days of their date of hire;
- verify the employee shows valid government-issued documentation establishing their identity and eligibility to work in the United States (<http://uhr.rutgers.edu/sites/default/files/userfiles/ListofAcceptableDocuments.pdf>);
- complete Section 3 if an employee's work authorization expires;
- attend training programs designed for the use of the Guardian I-9 system and other professional development activities sponsored by the University;
- adhere to the *Online University Access Agreement*. (<http://identityservices.rutgers.edu/agreement>).