Completing Your I-9 Verification

As part of the hiring process, all new employees must complete the Form I-9, Employment Eligibility Verification online. The Form I-9 is mandated by U.S. Citizenship and Immigration Services. The Form I-9 is used to verify an employee's identity and to establish an employee's eligibility to work in the U.S. The employee MUST complete the Form I-9 online by the end of their first day of employment. The employee then has 3 business days to present documents to verify their eligibility for employment.

There are two steps to completing the Form I-9 Verification:

1. Complete the online I-9 form through the MyUB Portal (instructions are below).
2. Present your supporting documentation/identification. A list of acceptable documents* can be found on the Office of Human Resources website.
   a. You must bring your documentation to HR during our normal business hours. HR is located on the 3rd floor of 1319 N. Charles Street (on the corner of Charles Street and Mt. Royal Ave.). If you cannot report to HR during the posted hours, please contact us at 410.837.5410 or hr@ubalt.edu to schedule another time.

*Please note that all documentation must be the originals; we cannot accept photocopies.

Completing the Online I-9

1. Login to the MyUB Portal using your netID and password.
2. In the Links to PeopleSoft box, click Human Resources (an Oracle page will appear).
Completing Your I-9 Verification

4. Click **Personal Information**.

5. Click **Complete and Submit I-9 Form**.

6. Complete the I-9 form (you may view the Form I-9 Instructions by clicking the link):
   - Verify your name, social security number, and date of birth
   - Verify your home address. To update it click the link. (This changes your address in PeopleSoft and does not trigger changes with any benefit providers.)
   - If needed, enter a Maiden name
   - Select one appropriate Citizenship and Employment option
     - If selecting either *lawful Permanent Resident* or *alien authorized to work*, complete the field(s) to the right
   - If appropriate, make a selection in Minor and Special Placement Details

7. When you are finished click the **Accept** button at the bottom. A confirmation message will display.

8. Click the **OK** button.

9. Present your document(s) to the Office of Human Resources within three (3) business days.