

I-9, E-Verify processing going digital March 13 ^[1]

February 28, 2017 by [Employee Services](#) ^[2]

The University of Colorado is making changes to digitize and streamline its I-9 and E-Verify processes.

In January, a new [Form I-9 was released and required for use](#) ^[3]. Currently, campuses are processing and completing paper I-9 forms. As a result, campuses are manually updating completion dates in HCM or submitting them to E-Verify by entering information in the Homeland Security E-Verify system (CU Denver/CU Anschutz only).

To make this process easier and more streamlined for all campuses, we are working to implement HireRight, so I-9 and E-Verify information can be completed electronically.

You campus HR and/or specific department users will access HireRight through the portal, using Single Sign-On (SSO) to initiate the I-9 employment eligibility process. An email notification will be triggered via HireRight and sent to the future employee's personal address, inviting them to log into HireRight to complete section one of the I-9 form. Section One must be completed before Section Two can be finalized.

New employees will still be required to present **original, unexpired documentation** showing proof of identity and employment authorization on or before their first day of work. It is the HR or department user's responsibility to ensure that any documentation the employee presents is on the [List of Acceptable Documents](#) ^[4] or is an acceptable receipt.

The person witnessing the original documents will then review the information entered by the new employee in Section One of the I-9 and complete Section Two. They will scan the supporting documentation for storage within HireRight. From there, they will electronically sign the document and submit it. Employee data will automatically be sent to the Department of Homeland Security (DHS) for verification via E-Verify. The following will occur:

- The DHS will respond with a unique case number and status.
- The DHS will (typically) provide a response within five minutes.
- A result of either **tentative non-confirmation** (requiring additional steps for verifying employee's authorization to work) or **authorized** will be provided. (This step will be handled by Human Resources for the CU Denver and CU Anschutz campuses.)

During phase two of this implementation, a nightly feed will populate completion dates into HCM's personal data pages.

[I-9](#) ^[5], [E-Verify](#) ^[6]

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