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HireRight [1]

Verify employees can work at CU through HireRight.

E-Verify is compares information from an employee's Form I-9 Employment Eligibility Verification to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

At the University of Colorado, I-9 and E-Verify information is completed electronically through HireRight's single sign-on (SSO) function. Electronic copying of verification information can be done through OnBase.

HireRight's I-9 Solution satisfies U.S. Citizenship and Immigration Services requirements related to the electronic creation, signature, retention and security of the Form I-9. This paperless process enables you to create, view, download, store and print the Form I-9, as well as run management reports on-demand. Built-in tools such as automated error checking help you complete forms accurately and promote compliance.

If you have questions about E-Verify and I-9 processes, please consult the handbook produced by U.S. Citizenship and Immigration Services: M-274 – Handbook for Employers, Guidance for Completing Form I-9 [2].

Required trainings

Step-by-step: Using HireRight for Form I-9 and E-Verify [3]

Step-by-step: HireRight: Correcting an Employment Eligibility Verification Form I-9 [4]

Step-by-step: HireRight: Creating a Form I-9 Link on a Kiosk Desktop [5]

Step-by-step: HireRight: Designating a Hiring Manager [6]

Step-by-step: HireRight: Reverify Employment Authorization [7]

Web Resource: HireRight: Customer Service [8]

Web Resource: List of Acceptable Documents [9]*

Training video: Learn how to fill out an I-9 Form [10]**

Web Resource: I-9 Guidance for CU Boulder [11]

*The List of Acceptable Documents must be downloaded before it can be viewed. Acceptable documents are found on page four of the download.

**Users must log in to the employee portal to view this video in SkillSoft.

Request access

1. Contact your campus HireRight campus access coordinator [12] and request a HireRight application account.
2. Log into CU Identity Manager [13] and request the **HIRERIGHT: CU I-9 E-Verify HireRight User** role. This request must be approved by your direct supervisors and by your campus HCM access coordinator.

Common Users

HireRight users include hiring managers and HR professionals reeponsible for onboarding new employees to CU.

Groups audience:
University Information Services
Right Sidebar:
UIS - Campus Access Coordinators

Source URL:https://www.cu.edu/uis/access-it-security/onboarding-employee-management/hireright

Links
[1] https://www.cu.edu/uis/access-it-security/onboarding-employee-management/hireright
[2] https://www.uscis.gov/i-9 [3] https://www.cu.edu/docs/sbs-using-hireright-form-i-9-and-e-verify
[4] https://www.cu.edu/docs/sbs-hireright-correct-i9 [5] https://www.cu.edu/docs/sbs-hireright-kiosk-i9
[6] https://www.cu.edu/docs/sbs-hireright-designate-hiring-manager [7] https://www.cu.edu/docs/sbs-hireright-reverify-employment-authorization [8] http://www.hireright.com/contact/customer-service/
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[11] https://www.colorado.edu/hr/policies-guidance/i-9-guidance [12] https://www.cu.edu/uis/access-it-security/campus-access-coordinators [13] https://www.cu.edu/uis/access-it-security/cu-identity-manager