


## IFAS-HR Work Authorization Reverification Procedure

With the implementation of the new [HRS I-9 Reverification process](#), all IFAS units will be responsible for entering the Form I-9, Section 3 reverifications for their foreign national employees. IFAS Human Resources, Diversity & Inclusion (IFAS-HRDI) will provide reports, reminders, and assistance to all IFAS units to ensure federal compliance is maintained at all times.

Beginning October 30, 2020, all foreign nationals will be hired using the GatorStart onboarding portal. As such, the need for paper versions of Form I-9 will be greatly diminished. However, the reverification of documents will continue to be completed on the paper Form I-9. IFAS units should, when possible, use the [smartform on the USCIS website](#) which can only be opened using Internet Explorer.

### HRS I-9 Reverification instructions

#### Completing the Form I-9:

Instructions		Start Over		Print		7
		<b>Employment Eligibility Verification</b> <b>Department of Homeland Security</b> U.S. Citizenship and Immigration Services			<b>USCIS</b> <b>Form I-9</b> OMB No. 1615-0047 Expires 10/31/2022	
Employee Name from Section 1		Last Name (Family Name) ? Gator	First Name (Given Name) ? Alli	Middle Initial ? N/A		
<b>Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)</b>						
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)			
2	Last Name (Family Name) ? N/A	First Name (Given Name) ? N/A	Middle Initial ? N/A	Date (mm/dd/yyyy) ? N/A	3	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.						
4	Document Title ?	Document Number ? *****	Expiration Date (if any) (mm/dd/yyyy) ? 08/15/2023			
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.						
8	Signature of Employer or Authorized Representative ?		Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ? Your name here		5
		6	Click to Finish			
<i>Section 3 completion in progress.</i>						

1. Place name as it appears in Job Data. If no middle initial place "n/a"
2. Place "n/a" in block A – these fields are only to be used for an official name change
3. Place "n/a" in block B – all rehires will go through GatorStart and therefore this field is not needed

4. From the dropdown arrow, choose the most appropriate options (most commonly used below), place the document number without spaces or hyphens, and the program end or expiration date
  - a. **Perm. Resident Card (Form I-551)** – newly acquired green cards
  - b. **Employment Auth Document (Form-766)** – EAD cards
  - c. **Social Security card (unrestricted)** – only to be used for those that present an SSC without a restriction stamped across the top. Commonly used by new Asylees, Refugees, and Permanent Residents
  - d. **Foreign passport with Form I-94, endorsement** – new H1B, O1, TN, etc visa holders with a new I-94 from recent reentry into the US.
  - e. **Employment auth. Document (DHS)** – DS-2019 or I-20 extensions. Use the SEVIS number as the document number
  - f. **“Receipt replacement ...”** – only to be used with a Form I-797 receipt/approval notice that clearly states it can be used as a work authorization. Call IFAS-HRDI for confirmation prior to using.
5. Type the name of the person who is signing the form
6. Once all fields in Section 3 are completed. Click on “Click to Finish”.
  - a. It will ask if you would like to continue, click YES
  - b. It will tell you print Section3, to sign and date it, click OK
7. Click “Print” button at top of page
  - a. This will open your printing window. You will only need to print page 2.
8. Sign and date in ink
9. Make a copy of the document being used for the reverification and save as pdf in the shared Dropbox folder provided by IFAS-HRDI.

#### Common Errors:

- Completing Section 2 – this section should be left blank
- Leaving fields blank – place “n/a” in all empty fields (blocks A & B and if there’s no middle initial)
- On handwritten paper forms
  - Forgetting to put employee’s name at the top of page 2
  - Writing the date incorrectly – mm/dd/yyyy format
  - Illegible handwriting
- J2 visa holders cannot use a DS-2019 for their work authorization. They must have an Employment Authorization card (EAD) to work in the US
- F1 OPT or F1 STEM OPT cannot use an I-20 for their work authorization. They must have an EAD card or an I-797 receipt notice that clearly states they can work in the US (STEM OPT only).

## Using the I-9 Reverification Portal

Access the portal by going to the [UFHR Reverification Portal](#) and login using your Gatorlink credentials.

1. Type in the employee's UFID and hit **Enter** or **Tab** to auto-populate the rest of the fields
2. HRS Representative Name
  - a. Type in your last name, first name (no spaces). DO NOT CLICK THE DOWN ARROW!! A dropdown automatically appears after you start typing so you can choose your name.
  - b. Your email and office number will auto-populate. You do not need to type in your Job Title to continue
3. Choose YES you would like to add an additional email.
  - a. Another field will open to put Katie Davison's email address [katie.davison@ufl.edu](mailto:katie.davison@ufl.edu)
  - b. Katie will get all communications from UFHR concerning the reverification so any issues can be resolved, and reports updated
4. Reverification Reason
  - a. Status Change – change of visa, newly acquired green card, or naturalized citizen
  - b. Work Authorization Expired – used for extensions on currently expired statuses
5. Add any helpful information for UFHR to know in the addition information box
6. Attach the completed Form I-9, Section 3 - \*Required
7. Attach the I-9 support document being updated
  - a. If the document is in the same pdf as the I-9, this attachment is not required
8. Click on Submit

An automatic email will be sent notifying the reverification was submitted and another notifying once the update has been completed.

The portal does not allow for multiple entries and you will need to load the page again if you have more than one reverification to enter. I suggest bookmarking the website if you intend to do all your reverifications at once.