

**Electronic I9 Process**

Form I-9 is a two-step process: Section 1, completed by the employee; Section 2, completed by the employer. Both steps must be completed on or prior to the employee's first day.

**Section One:** Completed by New Hire as part of the hiring process. Link also provided in BP Logix/PageUp when employee or student employee is hired and going through their onboarding paperwork.

Link:

<https://www.formi9.com/FormI9Verify/Integration/Section1LandingPage.aspx?id=SfDz0lZ5O59NYX7cYuxZcGvq3/XvEPgD&AspxAutoDetectCookieSupport=1>

1. Review instructions for completing Section One on the I-9 site above.
2. Click *Proceed*



**Welcome to University of Wisconsin, Oshkosh!**

We are excited to have you join us! As you prepare to start your new job with the University of Wisconsin, Oshkosh, the Human Resources team would like to support your onboarding process by providing instructions for completing your Form I-9.

The Form I-9, Employment Eligibility Verification (I-9) is required by federal immigration law. You must present the appropriate documentation verifying your identity and eligibility to work in the U.S. and complete Section 1 of the Form I-9 no later than your first day of employment.

**Step 1: Prior to first day with University of Wisconsin, Oshkosh**

Step 1 should be completed in advance of your first day of employment.

[Click here for full instructions on completing the Form I-9](#)

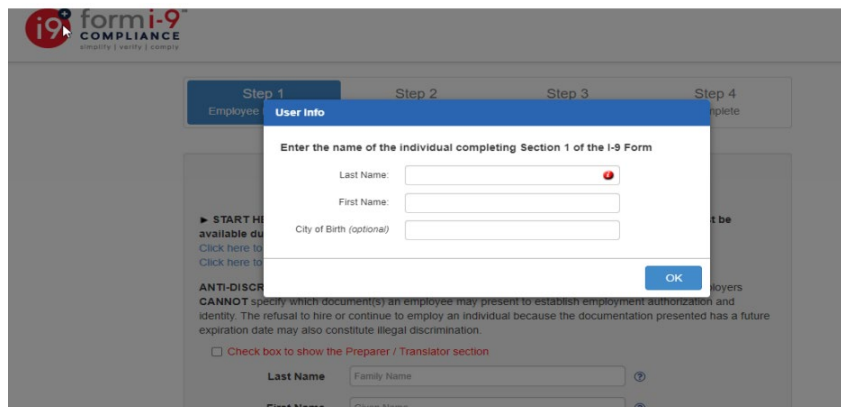
- Complete Section 1 of an Electronic Form I-9 by clicking the proceed button below.

Proceed

**Step 2: First day with University of Wisconsin, Oshkosh**

You will complete **Section 2** of the Electronic I-9 with Human Resources. You are required to bring with you an **original document** from either List A **OR** an **original document** from both List B **AND** List C.

3. Enter last and first name, Click *OK*



**Human Resources**

800 Algoma Blvd. | Oshkosh, WI 54901

PHONE (920) 424-1166 | FAX (920) 424-2021 | WEB uwosh.edu/hr

**Section Two:** Completed by your supervisor, Human Resources or an Authorized Representative of UWO (including any non-student UWO employee)

1. The Section 2 verifier will need to review your original identification documents and complete the section on or prior to your first day. For a list of acceptable documents to bring, please visit [this site](#).
2. **HR completion of section 2:** You can bring your original verification documents to the HR Office Monday-Friday, 7:45 a.m.-4:30 p.m., Dempsey Hall Room 328 and someone will be able to complete section 2.
3. **Authorized representative or supervisor completion of section 2:** In order to have Section 2 sent to an authorized representative outside of HR (supervisor, other UWO employee), HR needs to be contacted so that the invitation can be sent to the third party. Please contact the HR Front Desk at 920-424-1166 or [hroffice@uwosh.edu](mailto:hroffice@uwosh.edu) with the authorized representatives first name, last name, and email address. From there, section 2 will be sent to that person as soon as possible.
  - a. The authorized representative should complete section 2, and ensure that the date of hire is accurate
  - b. Please use 800 Algoma Blvd., Oshkosh, WI 54901 for the employer address

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