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:

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

3. Enter last and first name, Click OK
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 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