Implementation of Electronic I-9

Employment at UTC is contingent upon documentation of citizenship and/or work authorization, as required by the Immigration Reform and Control Act of 1986. Section 1 of Form I-9 must be completed by the new employee on or before their first day of work. The hiring department must verify the original and unexpired eligibility supporting documents and complete Section 2 of Form I-9 within 3 business days of the employee’s start date.

To increase compliance with Federal I-9 requirements and reduce the number of errors in completion of Form I-9, the UT System is implementing an electronic I-9 process through Equifax. Effective June 24, 2022, hiring departments will need to begin utilizing the new electronic process.

Requesting Access to Equifax System

All UTC employees that have responsibility for completing Section 2 of Form I-9 will need Equifax system access. Please request access HERE, and HR will facilitate granting access to the Equifax system.

Accessing Section 2 of Form I-9 (Equifax system access required – see above “Requesting Access to Equifax System”)

Hiring Departments, please go HERE to complete Section 2 of Form I-9, or copy/paste the following link: https://www.i9express.com/

1. Enter Employer Code: 17617
2. Login with User ID and Password (Equifax system access required – see above “Requesting Access to Equifax System”)
3. Click on “I-9 Pending Completion”
4. Search for Pending Employee
5. Location – Select “Default” (do not select UT Chattanooga)
6. Complete Section 2
7. Attach Documents and Sign Section 2

Updated New Hire Paperwork

The HR Forms webpage has been updated to include weblinks to the electronic I-9 and Direct Deposit forms. As a reminder, Duo two-factor authentication is required for Direct Deposit, so a weblink is also provided to enroll in Duo. New employees may complete the electronic forms by clicking on the weblinks; or as an alternative, QR codes for cell phone completion are provided in the “New Hire Packet – PRINT ALL FORMS.”

Electronic I-9 Q&A Sessions

Q&A sessions will be offered to walk through the electronic I-9 process and answer any questions. A recorded session will be available for those that are unable to attend a live session. Prior to attending a Q&A session, we ask that you view the short training videos below:

What is Form I-9? (3:32 minutes)
How to Complete Section 1 of Form I-9 (5:27 minutes)
How to Complete Section 2 of Form I-9 (3:37 minutes)
How to Securely Attach I-9 Documents using Your Cellphone (1:24 minutes)

Tuesday, June 21 at 2:00pm  https://tennessee.zoom.us/j/8988017488
Thursday, June 23 at 3:00pm  https://tennessee.zoom.us/j/8988017488
Friday, June 24 at 11:00am  https://tennessee.zoom.us/j/8988017488

If you have questions or need assistance with the electronic I-9 process, please contact Angela Wharton at angela-wharton@utc.edu. Thank you.