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 view and 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.