Equifax 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. UTC utilizes an electronic I-9 process through Equifax.

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.

Requesting Access to Equifax System

All UTC employees that have responsibility for completing Section 2 of Form I-9 will need Equifax system access. To request Equifax access, please e-mail UTCHumanResources@utc.edu and provide the following:

- Name
- UTCID
- Office Phone #

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

Hiring Departments, please log into Equifax using the Equifax button under "Employee Tools" on the HR Homepage or via the following link:

https://federationx.talx.com/ClaimsAwareHelper/?whr=https://idp.utk.edu/idp/shibboleth&wctx=i9eXpress

1. Click on **"Search for Employees"**
2. Enter employee Social Security Number (SSN) and click search
3. Location – Select **"UT Chattanooga"**
4. View and make copies of new employee's **original, unexpired** supporting documents
5. Complete and electronically sign Section 2
6. Attach new employee's supporting documents
7. Print I-9, supporting documents, and e-verify history page and attach to new hire paperwork for HR processing

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 Training Videos

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)

Common E-Verify Cases and Tentative Non-Confirmation

If you have questions or need assistance with the electronic I-9 process, please contact UTC Human Resources at (423) 425-4221.