Job Aid: Validating I-9 Completion in UCPath

Navigation

Step 1. Locate Employee Record

- Select “PeopleSoft Menu” from the left sidebar
  → Workforce Administration → Personal Information → Security Clearance

- Fill in the “Search Criteria” data fields.

- Click the “Search” button to continue.

- The employee record will open in a new page.
Step 2. Validate employee name

- Check the name and Empl ID for accuracy of the employee record.
Step 3. Determine I-9 Completion

- Check the “Security Clearance” section to look for code “U14” I-9 Completion.

- Check the “Clearance Information” section for information on:
  - effective date
  - * status (see below for more information on inactive status type)
  - clearance number
  - expiration date
  - sponsor (indicates “Tracker” if signed after 10/1/18; otherwise field is blank)

If all the above fields are blank, the I-9 process has not been completed.
* NOTE: If status is “Inactive”, follow the below steps to view all I-9 entries.

- Click on “Include History” button on the bottom right.

- Use the arrows in the “Clearance Information” section to view all entries until you see an “Active” status entry.
  - This is the actual date the previous I-9 was signed. If this date is greater than 3 years, contact BFS via a ServiceNow ticket.

EXAMPLE:
After clicking on the “Include History” button, this employee has 4 records on file; record 1 has a “Status” of “Inactive”.

After clicking through the 4 records using the arrows, record 4 has a “Status” of “Active”.