NEW FEATURE: I-9 Messages & HR Recycle Function for all Temp Appointment Forms (Faculty/Staff, Grad Asst., and Hourly Student)

I-9 Messages

Departments don’t always know whether an appointee needs to do a Form I-9 or not. Although it is the employee’s responsibility to get the I-9 completed, the department, as the hiring agent, does need to ensure that federal laws are being followed and the employee is made aware of the I-9 process.

To assist departments, all temporary appointment forms now have an I-9 check function.

Departments will no longer receive an email letting the initiator know a form has been authorized. Instead, after an appointment is entered to the database by HR, a message will be sent back to the Initiator of the form with the following information:

- If the appointee already has a valid I-9 on file with HR, the e-mail message will state:
  “The above form has been entered by Human Resources.”

  Therefore, NO action is needed from the department or the employee.

I-9 Messages (Continued)

- If the appointee DOES NOT have a valid I-9 on file with HR, the e-mail message will state:
  “The above form has been entered by Human Resources. Your new employee must complete the Form I-9. Please have the employee check his/her WMU e-mail (as soon as the e-mail address is established) for a message from hr-hris concerning I-9 instructions. Assignment start date: mm/dd/yyyy.”

  This message means, the department should make sure the employee checks his/her WMU e-mail and completes his/her I-9 at Human Resources within three days of the start date.

  IMPORTANT I-9 NOTE!

  Federal law requires new employees to complete the Form I-9 and prohibits the University from continuing to employ individuals without timely verification of proper documentation. Human Resources will continue to comply with this mandate by processing terminations as required.

New HR RECYCLE Function

The HR Staff who enter the temporary appointments to the database are now able to recycle forms to departments when the form is pending at the HR Process Associate Step.

Previously, the HR Staff could only cancel a form pending at their step if a correction was needed to the appointment form. Hopefully this recycle function will move the appointment along more efficiently.

Reminder: If the GL Combo Code needs to be changed, the form must be canceled or denied and a new form submitted with the correct number because the initial routing of the form is dependent on GL Combo Code.