

## Procedures - Create Packet & Complete I-9 Form

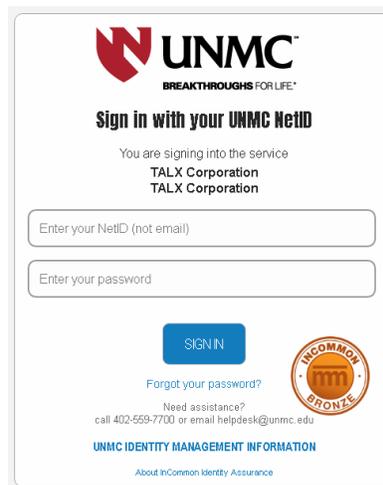
### Recommendation

Please review all documents regarding I-9 Management System located in [NU Values – I-9 Management System](#).

### I-9 Management System – Employer site (Equifax – Compliance Center)

The Employer or Web Manager site is a separate site for PA Coordinators and Administrators. This site allows the authorized user to create an I-9 Packet, complete Section 2, re-verify an employee's work authorization, and process E-Verify cases. Authorized users can also complete a new Form I-9, view and print Forms I-9, supporting documents, audit trails to respond to audits, and access reports. The functions available depend on the user's Role and Location access.

### Access



To Log In:

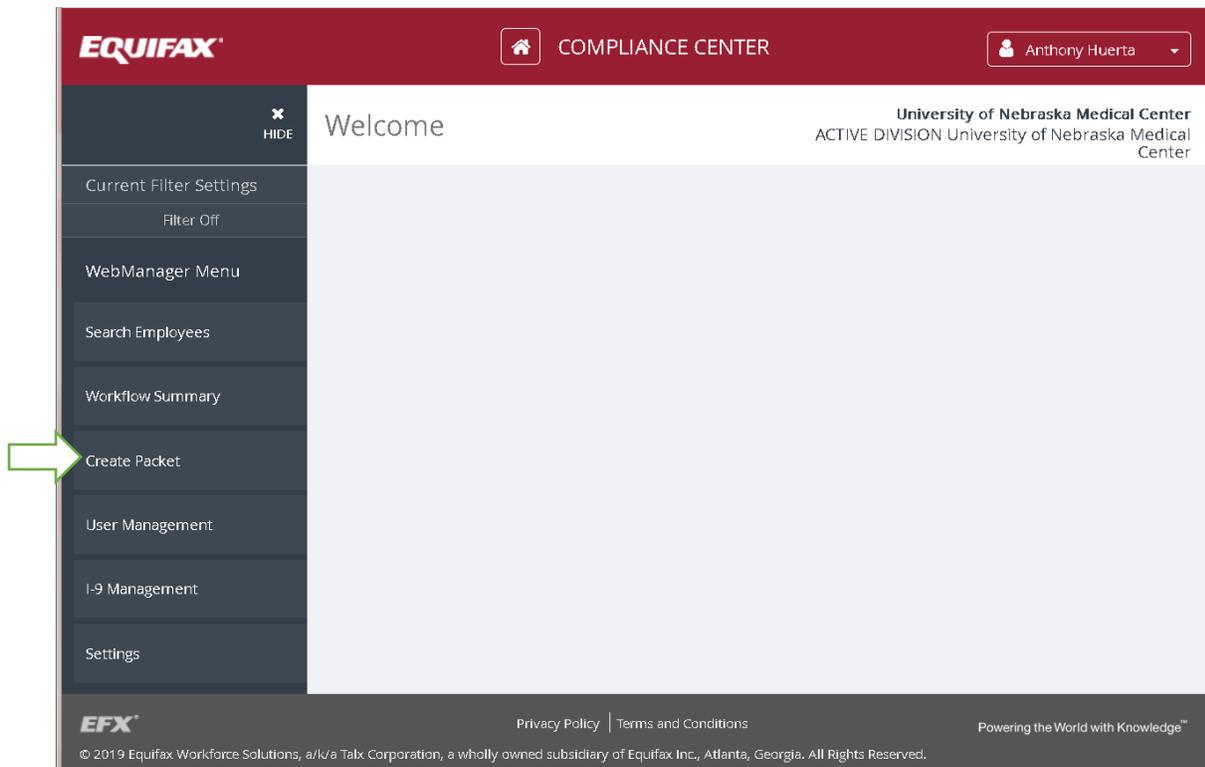
1. **Go** to the [I-9 Management System](#) web page. UNMC Single Sign On will appear.
  - a. **Enter** your UNMC Net ID into the Username field
  - b. **Enter** your UNMC Password

### Password Reset

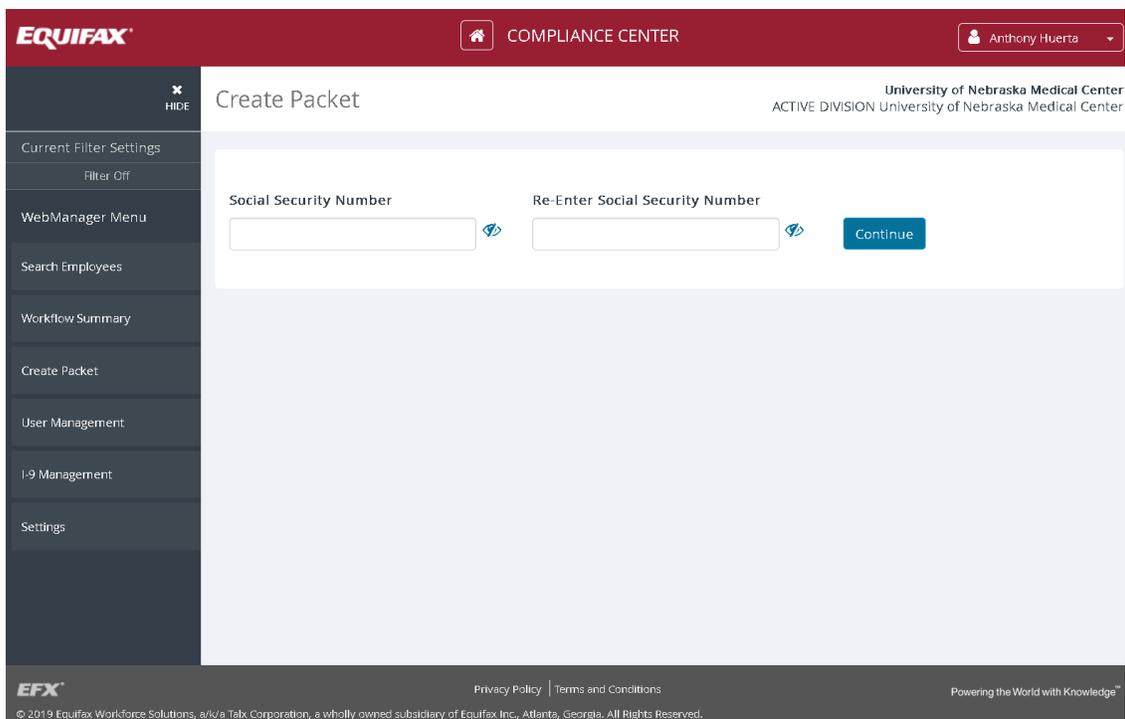
On the UNMC Single Sign on screen click the "Forgot your Password?" link located under the "Sign In" Button. Then follow the steps indicated.

# Main Menu

## 1. Click Create Packet



## 2. Leave Social Security number field's blank, press Continue.



3. Enter New Hire information:

- First Name
- Middle Initial (Optional)
- Last Name
- Telephone Number
- E-mail Address
- Confirm E-mail
- Start Date
- Location – Click the dropdown arrow  in the field and select the new hire organization unit.
- Position – Click the dropdown arrow  in the field and select the new hires employee subgroup.

All required fields are marked with an asterisk (\*). **Note: Do not enter Social Security number.**

University of Nebraska Medical Center  
ACTIVE DIVISION University of Nebraska Medical Center

Create Packet

\* = Required Field

Login ID \*  
Auto Generate

Personal Data

Social Security Number: XXX-XX-6342

First Name \* Middle Initial Last Name \* Street Address

Apt/Suite# Zip Code City State

Telephone Number \* E-mail Address \* Confirm E-mail \*

Job Data

Start Date \* Location \* Position \*

MM DD YYYY

Create Hire Packet

#### 4. Click Create Hire Packet

After the "Hire Packet" is created, the system will send an email to new hire and will ask new hire to complete and submit Section 1 of the I-9 Form.

Summary University of Nebraska Medical Center  
ACTIVE DIVISION University of Nebraska Medical Center

Donald, Jason K

Packet Information Documents Tasks Notes Workflow History Activities

Reference ID 1476661

Employee Info

Login ID jadonald2

Social Security Number XXX-XX-6341

Full Name Donald, Jason K

Street Address

Telephone Number (402) 871-3122

E-mail Address ajhuerta@unmc.edu

Location Academic Affairs

Position REG OTHER ACAD SAL

Start Date 8/1/2019

Packet Info

Creation Date 6/13/2019 10:27 PM

Created By Anthony Huerta

Creation Method Manual

Workflow State **Packet Created**

Tax Credit Eligibility

I-9 Status

Edit Hire Packet Resend Invitation Cancel Packet

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### E-mail Example

**From:** [donotreply@equifax.com](mailto:donotreply@equifax.com) <[donotreply@equifax.com](mailto:donotreply@equifax.com)>  
**Sent:** Thursday, June 6, 2019 10:05 AM  
**To:** Julia Johnson  
**Subject:** Welcome to the University of Nebraska (UNMC)

Dear Julia,

Welcome to the **University of Nebraska Medical Center**! Congratulations on your new position and best wishes as you launch your career with us.

To ensure your career gets off to a great start, you must complete your Form I-9, which may be accessed at the [Employment Center](#) or by copying and pasting the following URL into your browser:  
<https://hrxtest2.talx.com/HRX/EmploymentnmbCenter/default.aspx?divis>

Please configure your web browser to **allow Pop-ups** for this site. You may need to turn your Pop-up Blocker off.

Use the following Login ID and Password for authentication:

**Login ID:** XXXXXXXX

**Password:** Your 10-digit Phone Number (area code and number)

In preparation for completing the forms, please gather your I-9 documents.

Once logged in to Employment Center, your Form I-9 should take approximately 5-10 minutes to complete. **Please double check the data you enter as data accuracy is essential in your Form I-9.**

If you have any questions or difficulty accessing the site, please contact your hiring department Administrator or Coordinator.

Once again, we would like to extend a warm welcome to you as you join us!

Sincerely,  
**University of Nebraska Medical Center.**

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**You can monitor the status of the I-9 Packet** in real time to confirm that new hire has completed Section 1 prior to their 1<sup>st</sup> day of employment. The status can be monitored in the **I-9 Management** tab located in Main Menu.

Take Action !   Refresh All				
3 I-9 Pending Completion 1/16/2018 11:06:52 AM	12 Reverification Due 1/16/2018 11:07:02 AM	1 Receipt Due 5/11/2017 12:54:55 PM	0 SSN Applied For 5/11/2017 12:54:56 PM	5 E-Verify Issues 5/11/2017 12:55:12 PM

### How to Complete Section 1 (New Hire)

New Hire must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting the job offer.

Please review “Procedures for New hire – How to Complete Section 1 of I-9 Form”.

### How to Complete Section 2 (Administrators & PA Coordinators)

Section 2 may be completed any time after Section 1 is completed, **but must be completed no later than 3 business days after the employee’s first day of work.** You must physically examine the document(s) the new hire provides you with from List A OR a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents”.

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

1. **Go** to the [I-9 Management System](#) web page. UNMC Single Sign On will appear.
  - a. Enter your UNMC Net ID into the Username field
  - b. Enter your UNMC Password

# MAIN MENU

1. Click I-9 Management

The screenshot shows the Equifax Compliance Center interface. At the top, there is a red header with the Equifax logo on the left, a home icon and 'COMPLIANCE CENTER' text in the center, and a user profile dropdown for 'Anthony Huerta' on the right. Below the header is a dark sidebar menu with a 'HIDE' button at the top. The menu items are: 'Current Filter Settings' (with 'Filter Off' below it), 'WebManager Menu', 'Search Employees', 'Workflow Summary', 'Create Packet', 'User Management', 'I-9 Management' (highlighted with a green arrow), and 'Settings'. The main content area is light gray and contains a 'Welcome' message and the text 'University of Nebraska Medical Center ACTIVE DIVISION University of Nebraska Medical Center'. At the bottom, there is a footer with the EFX logo, 'Privacy Policy | Terms and Conditions', and the slogan 'Powering the World with Knowledge™'. Copyright information for 2019 Equifax Workforce Solutions is also present.

2. Click on I-9 Pending Completion.

The screenshot shows the Equifax I-9 Management dashboard. The top header is red with the Equifax logo on the left, 'I-9 MANAGEMENT' in the center, and a user profile dropdown for 'Anthony Huerta' on the right. A dark sidebar menu on the left has a 'HIDE' button and items: 'Back to Compliance Center', 'Home', 'Search For Employees', 'Reporting', 'Administration', 'Custom Dashboards', and 'Help' (highlighted with a green arrow). The main content area is light gray and features a 'Welcome to I-9' message and an 'E-Verify' logo. There are two main action cards: 'Start a new Form I-9' with an 'Upload Paper I-9' button, and 'Search For Employees' with a search instruction. Below these is a 'Take Action!' section with a 'Refresh All' button and five summary cards: 'I-9 Pending Completion' (3), 'Reverification Due' (0), 'Receipt Due' (0), 'SSN Applied For' (0), and 'E-Verify Issues' (2). Each card includes a 'REFRESH' button and a timestamp.

3. **Enter** New Hire First and Last Name
4. **Click** Search. Thereafter, (below the “Search” button) you will see search results.
5. **Click** on the new hire name you are looking for. The system will take you to Section 2 – Employer Review and Verification.

**Search For Employees**

Select one or more search criteria below to search for employees.

First Name:  Last Name:  SSN:  Type of I-9:

Group:  Location:

Date Range: (mm/dd/yyyy)

Start Date:  End Date:

Include:  Active Employees  Terminated Employees  Current Location Only

Search Results: Pending

Type:

E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, D=Receipt Due, M=Missing, I=Invalid, F=E-Verify w/o I-9 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
P	<a href="#">Doe, John</a>	Biochem and Molecular Biology	4419	07/01/2019	
P	<a href="#">Huerta, Anthony J</a>	CON-West Ne Division	2323	07/01/2019	
<b>P</b>	<a href="#">Huerta, Tony J</a>	HR Records & Information Technology	1234	06/13/2019	
<b>P</b>	<a href="#">One, Test</a>	Alumni Relations	3369	06/03/2019	

Showing 1-4 of 4

6. **Select** the appropriate radio button - based on the document(s) employee provided you: for List A OR a document for List B and a document for List C
7. **Select** the document that was provided by new hire in the drop down box. Repeat this step if more than one document was provided
8. **Click** Continue

## Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee. \* Required Field

The employee must provide a photo ID to prove their identity.

[Review/Change Section 1 Information](#) [View and Print or Email Employee Receipt](#)

**Employee:** Jason K Donald      **\* Employment Date:** 8/1/2019  [Auto-Fill](#)      **Location:** Academic Affairs

**\* Select the set of document(s) presented by the employee:**

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A  
List A proves identity AND work authorization:  Receipt (e.g., replacement) [What's This?](#)

List B and C  
List B proves identity:  Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:  Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

[Cancel](#) [Back](#) [Continue](#)

9. **Review** supporting document(s)

10. **Enter** supporting document(s) information. **Data entered must be accurate.**

**Note: University of Nebraska Medical Center (UNMC) participates in E-Verify:**

- a. **E-Verify** is a United States Department of Homeland Security (DHS) website that allows businesses to determine the eligibility of their employees, both U.S. and foreign citizens, to work in the United States.
- b. **E-Verify** compares information from an employee's Employment Eligibility Verification Form I-9 to data from U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility. The program is operated by the DHS in partnership with the Social Security Administration.

11. **Click** Continue

## Section 2 - Employer Review and Verification

**WARNING!** Only unrestricted Social Security Cards are acceptable List C Documents. A card that includes any of the following restrictive wording is NOT an acceptable List C Document:

- NOT VALID FOR EMPLOYMENT
- VALID FOR WORK ONLY WITH INS AUTHORIZATION
- VALID FOR WORK ONLY WITH DHS AUTHORIZATION

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

### List B document - Driver's License Issued by State or Possession with Photo

**Issuing Authority:**

Choose the State or Territory on the Driver: ▼

Sample Document

**Document #:**

**Expiration Date (mm/dd/yyyy):**

### List C document - Social Security Account Number Card Without Employment Restriction

**Issuing Authority:**

Social Security Administration

Sample Document

**Social Security Number (XXX-XX-XXXX):**

506-71-6341

The number on the document is the same

Cancel

Back

Continue

12. **Review** information on the “Employer Review” screen. This is the **last opportunity** to make any edits/corrections to the information listed
13. If edits/corrections are needed **click** “Change Information” button

## Employer Review

\* Required Field

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

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[C] Corrected field

<b>Name:</b> Jason K Donald	<b>Other Names Used:</b> xxxxxxxx3	<b>U.S. Social Security Number:</b> 506-71-6341	<b>Date of Birth:</b> 06/02/1981
<b>Address:</b> 8110 N 28th Ave	<b>City, State &amp; Zip:</b> Omaha, NE 68112	<b>E-mail Address:</b> ajhuerta@unmc.edu	<b>Telephone Number:</b> 4028713122
<b>Employment Date:</b> 08/01/2019			<b>Work Status:</b> A Citizen of the United States
<b>Alien Registration Number/USCIS Number:</b>	<b>I-94 #:</b>	<b>Receipt Due Date</b>	<b>Receipt Due Document</b>
<b>Alien Work Until Date:</b>	<b>Reverification Due Reason:</b>	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>			
<b>Group:</b> None	<b>Location:</b> Academic Affairs		

[Change Information](#)

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### Document Information Summary

<b>List B document:</b>	Driver's License Issued by State or Possession with Photo
<b>Issuing Authority:</b>	Nebraska
<b>Document #:</b>	H12384565
<b>Expiration Date (mm/dd/yyyy):</b>	06/01/2024
<b>List C document:</b>	Social Security Account Number Card Without Employment Restriction
<b>Issuing Authority:</b>	Social Security Administration
<b>Social Security Number (XXX-XX-XXXX):</b>	506-71-6341

14. **Review** “Employer Electronic Signature” Section (If no edits/corrections/changes are needed)

15. **Click** check box

16. **Enter** your UNMC password (same password you used for your UNMC Single Sign On)

17. **Click** Continue. Thereafter, you will be in the “Employee Detail” screen.

Employer Electronic Signature [\(English | Español\)](#)

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\*I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. **The employee's first day of employment (mm/dd/yyyy): 8/1/2019**

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

Enter PIN:

18. In “Employee Detail” screen **Scroll** down to the E-Verify section.

## E-Verify

**Origination Date:**

03/02/2020

**Reason for Delay:**

Initial query submitted on time.

**Current Status Date:**

03/02/2020

 **Current Status:**

Employment Authorized -Case - 2020062212937CE - Auto Closed

**Photo Matching Document:**

N/A

- **If Current Status is “Employment Authorized - Case - # - Auto Closed”** then the E-Verify verification is complete.
- **If Current Status is “Photo Matching”** you will address this status when you reach **step #25** unless the status changes to **“Employment Authorized - Case - # - Auto Closed”** after you completed the loading of the supporting document(s).
- **If Current Status is** any other statement it means that there are **E-Verify issues** and will be addressed when you reach **step #27**.

Please proceed to step 19 in regards to loading supporting document(s).

19. **Scroll** down on the “Employee Detail” page until you reach the I-9 History section and in the “Actions” column **click** the “Attach File” button. Supporting document(s) must be loaded as a **PDF** file.

**Reminder:** All supporting document(s) must be copied and loaded (PDF file) individually (by itself) and if there is anything on the back of a supporting document the back must be copied and loaded (PDF file) individually (by itself) too.

[i.e.: Driver’s License, Social Security card, Passport card only, etc.].

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
8/1/2019	<a href="#">Original I-9</a>	<a href="#">View History</a>	<a href="#">Attach File</a>

20. On the Attached Document screen **scroll** down to the File Information section and in the “Select Document” field **click** the drop down and **select** the name of the supporting document you are going to attach.

The drop-down section reference front or back of document.

File Information

Select document:

Receipt

21. **Click** the Choose file button to attach the supporting document and then **click upload**.

Image file to attach:

[Choose file](#) No file Chosen

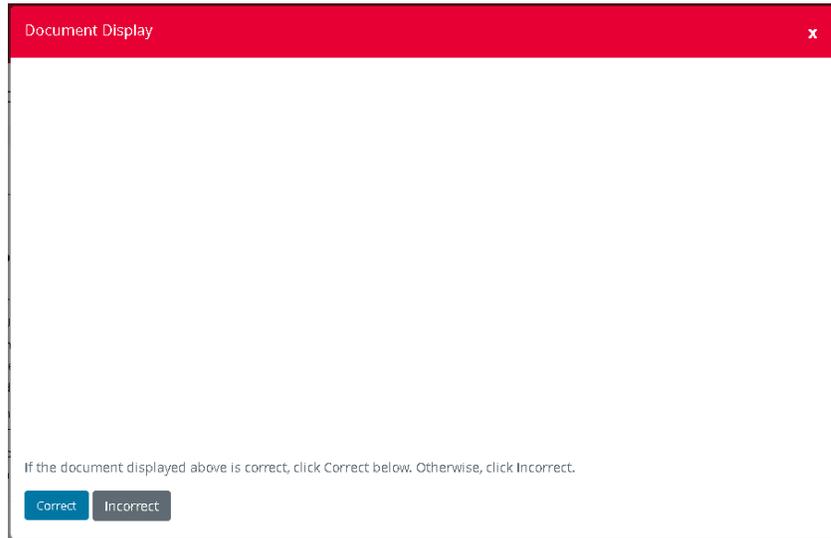
(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name: Jason Middle Initial: K Last Name: Donald SSN: XXX-XX-6341

[Upload](#) [Finished](#)

22. Next the supporting document will automatically open in PDF format and then in the Document Display pop-up box you will need to **click the correct** button to confirm the correct document is being loaded.



23. If you have more than one document to upload or to upload a copy of the back of a document then repeat step 19 – 22.

After you have loaded the document(s) the Uploaded Documents section, which is above the File Information section, will show a status update in the “Upload status” column to indicate if the supporting document has been loaded or not. The red  icon means the document has not been loaded and the green  icon means the document has been loaded.

### Uploaded Documents

Sl No.	Document Name	Upload Status
1	Driver's License Issued by State or Possession with Photo	
2	Social Security Account Number Card Without Employment Restriction	

24. Once all of the supporting document(s) have been uploaded then **click Finished**.

**File Information**

Select document:   Receipt

Image file to attach:  No file Chosen  
(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name: Jason      Middle Initial: K      Last Name: Donald      SSN: XXX-XX-6341

Now, on the “Employee Detail” page, scroll down to the E-Verify section:

- If Current Status is “**Employment Authorized - Case - # - Auto Closed**” then you have successfully completed the I-9 Packet along with the E-Verify Verification process. **Congratulations!**
- If Current Status is “**Photo Matching**”, please proceed to **step #25**.
- If Current Status is any other statement it means that there are E-Verify issues please proceed to **step #27**.

25. **Click** the “Photo Matching” button in the E-Verify section of the Employee Detail screen.

**Employee Detail**

E-Verify  
Current Status: Photo Matching  
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: [REDACTED]	Other Names Used:	U.S. Social Security Number: XXXXX [REDACTED] <a href="#">Click to Change SSN</a>	Date of Birth: 12/15/ [REDACTED]
Address: 2436 South 123rd Avenue	City, State & Zip: Omaha, NE 68144	E-mail Address: [REDACTED]	Telephone Number: [REDACTED]
Employment Date: 09/03/2019 <a href="#">Click to Change Employment Date</a>	TWN Hire Date	Termination Date:	Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:	I-94 #:	Receipt Due Date	Receipt Due Document
Reverification Due Date:	Reverification Due Reason:	Foreign Passport Number:	Country of Issuance:
Obtained I-94 from USCIS:	Current E-Verify Case Status: Photo Matching	Receipt Code: [REDACTED]	I9 Data Id: [REDACTED]
Group: None	Location: Information Technology <a href="#">Click to Change Location</a>	Previous Locations:	
Form I-129 Filing Date: <a href="#">Click to Change Extension Of Stay</a>	Audit Report: <a href="#">View/Download</a>		

**E-Verify**

Origination Date: 08/30/2019      Reason for Delay: Initial query submitted on time.

Current Status Date: 08/30/2019

Current Status: Photo Matching

Photo Matching Document: N/A

26. A copy of the photo that is on file with the SSA/DHS office for the photo match document will appear.

Click “Yes” or “No” to verify if the photo matches or not the photo presented to you by the employee.

Thereafter, scroll down to the E-Verify section and if the status is “**Employment Authorized -Case - # - Auto Closed**” then you have successfully completed the I-9 Packet along with the E-Verify Verification process. **Congratulations!**

27. E-Verify issues such as SSA Tentative Non-confirmation and DHS Tentative Non-confirmation **should be resolved within 10 government work days**. The first step in resolving an issue is to inform the employee in private that their Form I-9 data did not match government databases. The employee will likely take one of the following actions.
1. Work with you, SSA, and/or DHS to resolve the data mismatch (Contest), or
  2. Confirm that they are not eligible to work (Not Contest), or
  3. Leave and not return to work (Close Case).

**ACTION REQUIRED**

The employee received a Tentative Nonconfirmation (TNC) response from E-Verify. This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required. Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help. Additional information can be found on the USCIS web site: <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>.

To begin the TNC process click the **Continue** button below.  
If you created this case in error or no longer need to continue this verification, click the **Close Case** button below.

[History](#) [Continue](#) [Close Case](#)

**Contact Human Resources – Records for guidance prior to proceeding with any action**

If the employee wants to correct the mismatch, you have to refer the employee to SSA or DHS by clicking the **Continue** button in the E-Verify section of the Employee Detail page (above). Follow the instructions of the E-Verify wizard. You are required to print the Further Action Notice and the Referral Date Confirmation and give them to the employee. You have completed the process when you receive the message, “You have successfully referred this employee to SSA” or “You have successfully referred this employee to DHS.”

✓ Verify Information — ● Print Notice — ○ Close Case — ○ Complete  
○ Refer Employee — ○ Print Confirm — ○ Complete

### Print & Give to Employee

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.  
 *I have notified the employee and given them a printed copy of the signed SSA FAN.*
4. After printing the FAN, the employee should manually check the Contest or Not Contest checkbox, sign and date the form.
5. After these steps are complete, click **Contest** to refer the employee OR **Not Contest** to close the case.
6. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

Additional information can be found on the USCIS web site <http://www.uscis.gov/e-verify/publications/notices-and-letters/further-action-notices-and-referral-date-confirmations>

7. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.



[SSA Further Action Notice \(English\)](#)  
[SSA Further Action Notice \(Español\)](#)

The employee is required to make a decision to contest or not contest the E-Verify case within 10 business days of being notified by UNMC or UNMC may terminate the employee. **Contact Human Resources - Records at [hrecords@unmc.edu](mailto:hrecords@unmc.edu) for guidance prior to proceeding with any action.**