



State of Wisconsin

Department of Administration

I-9 Completion

Job Aid for Coordinators

Purpose

Job aid for I-9 Coordinators

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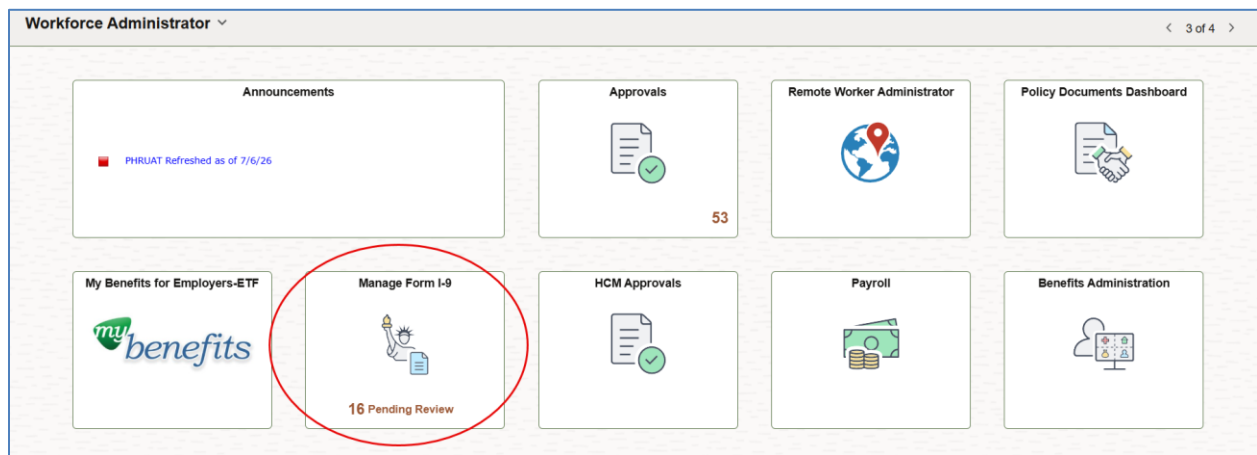
Overview

I-9 functionality has been activated in PeopleSoft/STAR, which allows new employees to complete Section 1 of the USCIS Federal Form I-9, with routing to State of Wisconsin employers to complete Section 2 of the form. PeopleSoft/STAR I-9 allows for either supervisors or designated DPM HR staff to complete Section 2.

Accessing the I-9 Dashboard

To view the dashboard of pending and completed I-9 forms:

1. log into [PeopleSoft](#)
2. select Workplace Administrator from the dropdown in the upper left corner
3. click the Manage Form I-9 tile from the home page



Dashboard Information

My Tasks Tab

This tab shows all I-9s that have Section 1 completed by the employee and are waiting for HR to review the employee's physical documents and complete Section 2. Forms that need Section 2 completed by HR will show as "Pending Approval" in the *I-9 Status* column.

If you support an agency that allows supervisors to complete Section 2, the completed I-9s will show in My Tasks for HR to make the final approval. The forms will show as "I9 Verified – Not Approved" in the *I-9 Status* column.

Click the arrow under the Actions column to open an employee's form.

Manage Form I-9

My Tasks Employee Tasks Completed I-9's

Filters

I-9 Submissions

Hire Date / Due In	Employee / Contact Information	Department	I-9 Status	Actions
12/08/1997 Overdue	FM Frederick Martin	Construction QC Northeast	I9 Verified- Not Approved	>
09/21/1998 Overdue	SK Shari Kaether	Bur Human Resources Info Sys	Pending Approval	>
09/19/2011 Overdue	AD Amanda Ditter	IT Investment Management	Pending Approval	>
02/17/2014	PC Pamela Capozziello	REG 1-Payroll & Benefits Sect	Pending Approval	>

If you need to complete Section 2, click the *View/Complete Section 2* link to enter the employee's document information. If you support an agency where supervisors complete Section 2, click the *View Form I-9* link to review. Clicking the *Attachments* section allows you to verify that the documents the employee uploaded are valid and readable.

Once you've verified all fields and attachments are complete and correct, click the Approve button. If you need the employee to make a correction to the form, or you notice an issue with attachments, click the Pushback button to send it back to them.

Note: you must verify the documents that are attached with the I-9 form are the same ones you are verifying in person for inspection on the first day of work.

Note: once Section 2 is completed and submitted, you cannot push it back if you find an error. A new form will need to be completed.

Form I9 Request

Frederick Martin
CONSTRUCTION REP-SEN

In Process

Request Summary

Submission Date 07/14/2026 Due by Date 12/11/1997 (Overdue)
Submission Type New Submission Department SE PDS Unit 6

Actions

View Form I-9 View/Complete Section 2

Attachments

Attachments >

Approver Comments

Approval Chain >

Approve Pushback

Employee Tasks Tab

This tab shows employees who have not completed Section 1 of their I-9 form, or who had their form

pushed back to them to make an update due to incorrect or missing information. There are filters that allow you to toggle back and forth between forms that are “Not Started” and “Pushed Back.”

Manage Form I-9

My Tasks **Employee Tasks** Completed I-9's

Filters

Displaying the first 101 rows by default. Use the filters to view additional rows.

I-9 Submissions

Sub Filters **Not Started** Pushed Back

Hire Date / Due In	Employee / Contact Information	Department	I-9 Status
07/05/1988 Overdue	AN Andrea Nelson	Injured Patients & Families	Not Started
01/06/1992 Overdue	AG Amy Groshek	UI BOB Adjudication Appln 3	Not Started
03/20/1995 Overdue	MG Michelle Gauger	Bur Policy, Plan & Budget CO	Not Started

Completed I-9s Tab

Completed and approved I-9s show in this section. If an I-9 has expired documentation that requires reverification, the Document Expiration status will show “Expired.”

Manage Form I-9

My Tasks Employee Tasks **Completed I-9's**

Filters

Print Form I-9

I-9 Submissions

42 rows

Employee / Contact Information	Department / Hire Date	E-Verify	Print I-9	Document Expiration	Actions
DS Dena Smith	Serveries 03/26/1990	Update Status	Print	None	>
MR Mary Rothenmaier	CF Outdoor Recreation Grants 09/19/1993	Update Status	Print	Expired	>
TB Theresa Barwell	B-5 AODA/Prerelease/ATR 04/04/1994	Update Status	Print	Expired	>
JS Justin Shemanski	Criminal Investigation Office 04/13/1998	Update Status	Print	None	>

Re-Verifying Documents

This section is pending clarification of items from STAR development.

Notifications

Due to volume, we have not enabled email notifications for supervisors and/or HR staff each time an I-9 goes through the submission process. HR staff can see pending I-9s in the My Tasks tab and in the bell icon in the top right corner of the page. I-9s show up in the Actions section under the bell icon.

PeopleSoft employee notifications are sent to work email addresses, so we do not have them enabled for I-9 purposes. If you need to contact a new employee quickly about an issue with their I-9, we encourage you to reach out to them directly via personal contact information.

The screenshot shows the 'Manage Form I-9' interface in a web browser. The browser's address bar is green and contains a search icon, a search bar with the text 'Search in Menu', and navigation icons (home, notifications, and a red circle around the notification bell icon). The main content area has a title bar 'Manage Form I-9' and three tabs: 'My Tasks' (highlighted with a red circle), 'Employee Tasks', and 'Completed I-9's'. Below the tabs is a 'Filters' button and a 'Print Form I-9' button.