



State of Wisconsin

Department of Administration

I-9 Completion

Job Aid for Managers

Purpose

Job aid for managers completing USCIS Federal Form I-9

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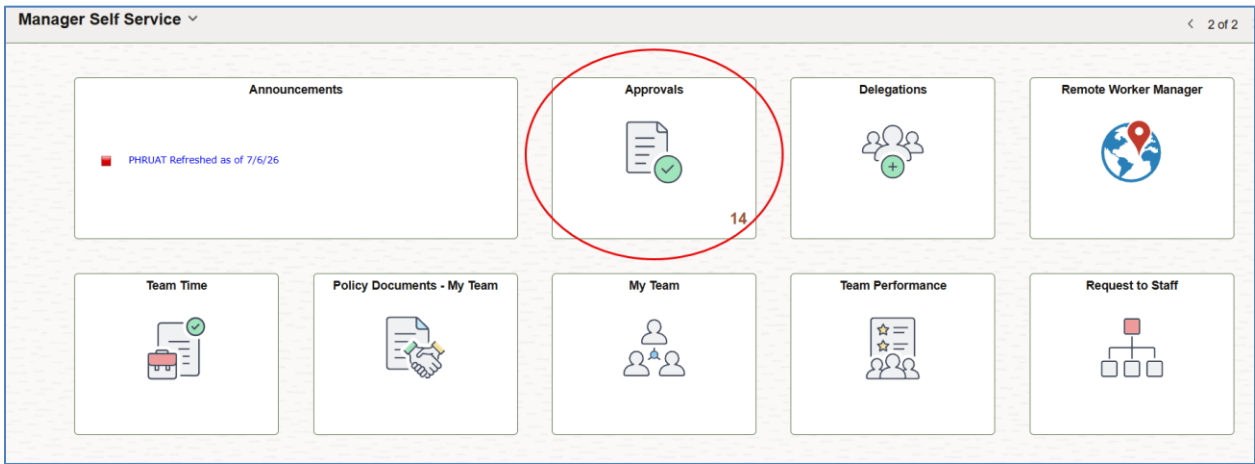
Overview

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 supervisors to complete Section 2 of the form.

Accessing I-9s for Completion

To view I-9s that are ready for you to complete Section 2:

1. log into [Employee Self Service \(ESS\)](#)
2. select Manager Self Service from the dropdown in the upper left corner
3. click the Approvals tile on your home page



Then click Form I9 Request in the left navigation bar. Select the employee's record that you are verifying and completing Section 2.

Pending Approvals

View By

Type

All

53

Form I9 Request

18

Payable Time

9

Performance

10

Remote Worker

16

Form I9 Request

Form I9 Request

Capozziello, Pamela K

REG 1-Payroll & Benefits Sect

Approve By 02/20/2014

Routed

07/14/2026

Form I9 Request

Martin, Frederick

SE PDS Unit 6

Approve By 12/11/1997

Routed

07/14/2026

Form I9 Request

Kaether, Shari L

HRIS

Approve By 09/24/1998

Routed

07/16/2026

Form I9 Request

Approve By

Routed

07/16/2026

Form I9 Request

Approve By

Routed

07/17/2026

Form I9 Request

Seichter, Jacklynne

Bureau of Equity & Inclusion

Approve By 07/02/2026

Routed

07/23/2026

18 rows

Completing I-9 Section 2

To complete Section 2, click the *View/Complete Section 2* link to enter the employee's document information.

Employment Eligibility Verification	
▼ Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box, see instructions.	
List A - Identity and Employment Authorization	
Document Title 1	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)(mm/dd/yyyy)	
Document Title 2 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)(mm/dd/yyyy)	
Document Title 3 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)(mm/dd/yyyy)	

Prior to submitting Section 2, click the *View Form I-9* link to review what the employee has filled out. 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 I-9 Request

Frederick Martin
CONSTRUCTION REP-SEN

 In Progress

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](#)

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. Supervisors can see pending I-9s in the Approvals tile 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.