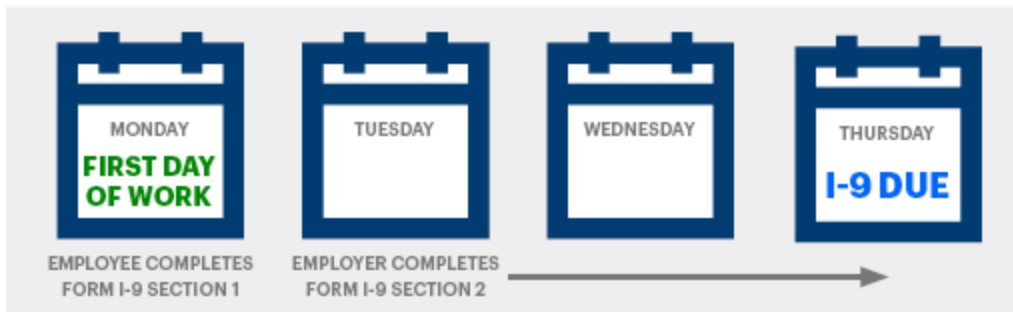


# Form I-9 Employment Eligibility Verification Global Self Service Reference Guide U.S. Employees

Employers must complete a Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and non-citizen) hired to work in the United States.

UnitedHealth Group utilizes an electronic Form I-9 for employees who are able to physically meet with a Form I-9 Authorized Representative. If an Authorized Representative/Approver (e.g., Trainer, Supervisor, Manager, other UnitedHealth Group Employee, etc.) is unable to review an employees work authorization document(s) in person, please review the [Form I-9 Instructions](#) or contact HRdirect at 800-561-0861.

Newly hired and rehired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. The identity and employment eligibility document(s) must be examined within three (3) business days of the date employment begins. For example, if an employee begins employment on Monday, the manager must complete Section 2 by Thursday of that week.



## Reference Guide Contents

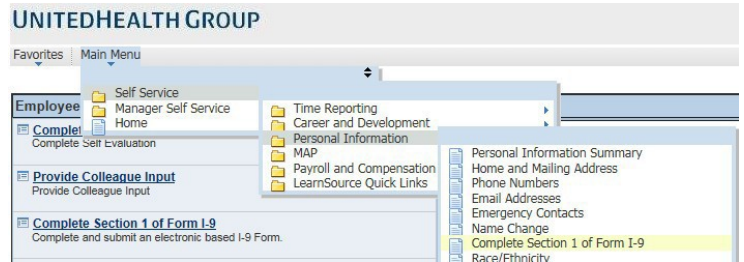
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## Access Global Self Service (GSS) via the following:

1. **Intranet:** <http://globalselfservice.uhg.com>
2. **Internet:** <https://globalselfservice.unitedhealthgroup.com>

## Section 1: Employee Completes Section 1 of Form I-9:

1. From the home page of GSS click on the 'Complete Section 1 of Form I-9' link or follow the path of  
*Main Menu > Self Service > Personal Information > Complete Section 1 of Form I-9.*
2. Employees will be required to re- enter their password due to the sensitive data on the following pages.
3. Review personal information listed on the I-9 Validation page. If any of the information is incorrect contact [HRdirect](#), and exit the form.
4. The Authorized Representative/Approver will default to the employee's manager.  
**Note:** If another Authorized Representative (e.g., Trainer, Supervisor, Other UHG Employee, etc.) will serve as the Approver follow directions listed on page 6.
5. If all information is correct, press "Confirm."
6. Review Section 1 and add any **Other Last Names Used**. E-mail and Phone Number are optional.
7. Attest to citizenship or immigration status by selecting the appropriate radio button.
8. Check the two attestation boxes. The electronic signature box will only appear once both attestation boxes are checked.



**Citizenship and Employment Authorization**

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States ?  
 A noncitizen national of the United States ?  
 A lawful Permanent Resident (Alien Registration Number/USCIS Number) ?  
 An alien authorized to work ?

until (expiration date, if applicable, mm/dd/yyyy): [ ] ? [ ] ?  N/A ?  D/S

I confirm that the Last Name, First Name, Date of Birth and Social Security Number are correct.

I attest under penalty of perjury that I am the individual specified named in Section 1, that the documents presented appear genuine to me, and that the act of typing my name below and clicking the Section 2 Signature of Employer or Authorized Representative is my own act.

9. Electronically sign the Form I-9 by typing your name exactly as it appears.

10. Select whether or not you used a Translator.

**Note:** If you need a translator you must submit a paper Form I-9. Stop the I-9 process and call [HRdirect](#) for assistance.

11. Ensure all information is accurate. The system will only allow one submission per day.

12. Select **'Click to Finish'** to complete Section 1.

13. Present a [List A, or a List B and List C document](#) to the Authorized Representative/Approver assigned. Documents must be unexpired.

14. If you submitted Section 1 with incorrect Information or need to make changes, follow the directions on Page 2.

**Note:** You can only submit Section 1 once per day.

Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted me.

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge and belief, the information furnished is true and correct.

Click to Finish

**Section 1. Employee Information and Attestation** (Employees must complete and e-sign this section before accepting a job offer.)

Last Name (Family Name) ?	First Name (Given Name) ?	
SHAH	TRISTAN	
Address (Street Number and Name) ?	Apt. Number ?	
123 STREET	N/A	
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?
01/01/1980	999-99-9999	N/A

**Resubmit** I have already completed and submitted an I-9 Form, but need to complete it again.

## Section 2: Authorized Representative/Approver Validates and Approves Form I-9:

Once an employee has successfully submitted Section 1 of Form I-9, the Authorized Representative/Approver needs to review the employment authorization document(s) and enter the appropriate information into GSS. The Authorized Representative/Approver will receive an e-mail containing a link to Complete Section 2 of the Form I-9. To begin Section 2, the Authorized Representative must physically meet with the employee to authorize the documentation presented.

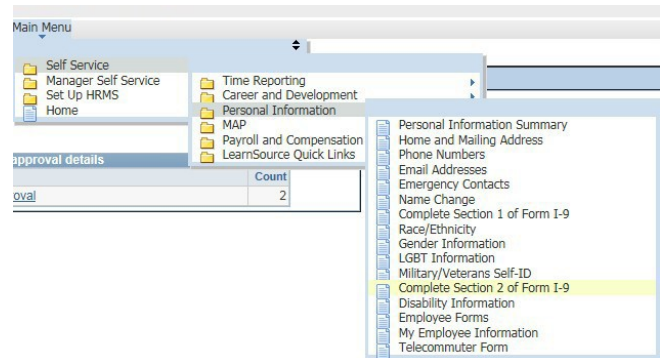
1. Authorized Representative/Approvers can click the link in the email received or log on to Global Self Service and follow the path: *Main Menu > Self Service > Personal Information > Complete Section 2 of Form I-9.*

**Note:** If an Authorized Representative/Approver feels they are not the appropriate person to approve the Form I-9 they may reject the form by clicking 'Reject'. This will notify the employee to submit a new form to a new approver.

2. Authorized Representative/Approver will be required to re- enter their password due to the sensitive data on the following pages.
3. Select the employee from the list of I-9s pending approval.
 

**Note:** If this page states "you do not have any pending I-9 forms to approve" please ensure the employee has successfully submitted Section 1 of Form I-9.

4. Scroll down to Section 2.
  - If the employee presents a List A document, select the radio button next to List A.
  - If the employee presents a List B and a List C document, select the radio button next to List B.
5. Select the appropriate **Document Title** from the drop down.
6. In some instances the **Issuing Authority** field will populate based on the document title selected.



**Employer Completes Next Page**

Section 2: Employer or Authorized Representative Review and Verification  
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document 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.")

Employee info from Section 1 ?	Last Name (Family Name) ?	First Name(Given Name) ?	M ?	Citizenship/Immigration Status ?
	SHAH	TRISTAN	G	1. Citizen

[Instructions](#) [Start Over](#) [Print](#)

Documentation required for the I-9 Form (New Hire Forms)

<input checked="" type="radio"/> List A Identity and Employment Authorization	OR	<input type="radio"/> List B Identity	AND	<input type="radio"/> List C Employment Authorization
Document Title ? Issuing Authority ? Document Number ? Expiration Date (if any) (mm/dd/yyyy) ? *Temporary Receipt (if Applicable): <input type="checkbox"/>		Document Title ? Issuing Authority ? State ? Document Number ? Expiration Date (if any)(mm/dd/yyyy) ? *Temporary Receipt (if Applicable): <input type="checkbox"/>		Document Title ? Issuing Authority ? Document Number ? Expiration Date (if any) (mm/dd/yyyy) ? *Temporary Receipt (if Applicable): <input type="checkbox"/>

\*Check the 'Temporary Receipt' box ONLY if the employee has presented an acceptable receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the document within 90 days from the date of hire.

7. Enter the **Document Number**.
8. Enter the **Expiration Date** (if applicable).  
**Note:** Please see section on **Receipt Documents** on page 7.
9. Confirm all document information is accurate.

10. If a List A document(s) is used, upload the List A document to the Upload Supporting List A Documents option  
**Note:** If the employee used a List B and List C document this option will not be available, and no documentation will be uploaded as it is not required.

**To Upload:**

1. Save List A document
2. Enter List A document information in Section 2
3. Click "Upload Supporting Documents" button
4. Upload Document and Return to Section 2

11. Check the Certification box.
12. The electronic signature will appear.
13. Electronically sign the Form I-9 by typing your name exactly as it appears, and clicking '**Electronically Sign**'.

**Certification**  
I attest under penalty of perjury that I am the individual specified in Section 2 of the I-9, that I have read the employee named in Section 1, that the documents presented appear genuine on their face and appear to be authorized to work in the U.S., and that the act of typing my name below and clicking the "Electronically Sign" in so doing attest as indicated on the Section 2 Signature of Employer or Authorized Representative line of

The employee's first day of employment (mm/dd/yyyy): 01/01/2017

Tran Doe

Signature of Employer: Tran Doe Please enter your name exactly as it appears above and then push the button below to your acknowledgement.

Employer's Business or Organization Address: 9900 BREN ROAD E City or Town: MINNETONKA

**Electronically Sign**

## Changing the Approver on Form I-9:

Employees can only change the Authorized Representative/Approver for their Form I-9. Employees should change the Authorized Representative/Approver from the Form I-9 Validation page prior to electronically signing Section 1 of the form. If an employee electronically signs the Form I-9 and needs to change the Authorized Representative/Approver they can change the approver at any time using the validation page.

1. Click on **'Change Approver.'**

JACKSONVILLE FL FL 32256

Approver

John Doe

Change Approver

**\*NOTE\*** Employees that require a preparer and/or translator to complete Section 1 of the Form I-9 should contact HRdirect at 1-800-561-0861, 7 a.m. - 7 p.m. CT, Monday - Friday and request a paper Form I-9 and Instructions.

If your address is incorrect or needs to be updated, please go to [Self Service](#) and update your personal information. If your Name, Date of Birth, or Social Security Number are incorrect, you must make this change through HRdirect. Call HRdirect at 800-561-0861, 7 a.m. - 7 p.m. CT, Monday - Friday.

*Do not proceed with confirming your data and completing your I-9 until all information has been corrected.*

Cancel

Confirm

I have reviewed the information above and confirm that it is accurate.

Approver ID:

begins with

Last Name:

begins with

Doe

First Name:

begins with

Tran

Display Name:

begins with

Business Segment Internal Desc:

begins with

Department:

begins with

Location Code:

begins with

2. Enter the Authorized Representative/Approver's Last and First name.

3. Click **'Look Up.'**

4. Search results will populate, click on the correct person.

5. The new Authorized Representative/Approver will populate.

Look Up

Clear

Cancel

[Basic Lookup](#)

Tran Doe

Change Approver

**\*NOTE\*** Employees that require a preparer and/or translator to complete Section 1 of the Form I-9 should contact HRdirect at 1-800-561-0861, 7 a.m. - 7 p.m. CT, Monday - Friday and request a paper Form I-9 and Instructions.

If your address is incorrect or needs to be updated, please go to [Self Service](#) and update your personal information. If your Name, Date of Birth, or Social Security Number are incorrect, you must make this change through HRdirect. Call HRdirect at 800-561-0861, 7 a.m. - 7 p.m. CT, Monday - Friday.

*Do not proceed with confirming your data and completing your I-9 until all information has been corrected.*

Cancel

Confirm

I have reviewed the information above and confirm that it is accurate.

6. Click **'Confirm.'**

## Receipts for Work Authorization Document(s)

Employees may present a "receipt" in place of a List A, List B, or List C document. [An acceptable receipt](#) is valid for a short period of time, the employee must present the actual document within 90 days from the date of hire. To document that a receipt on the Form I-9:

1. Review the receipt document provided by the employee.
2. Select the appropriate **Document Title**.
3. In some instances the **Issuing Authority** field will pre-populate based on the document title selected.
4. Enter the receipt **Document Number**.
5. Select the **Temporary Receipt** radial button.
6. The expiration date field will automatically populate to 90 days from the date of hire.
7. Once the employee receives the original document, a new Form I-9 must be completed:

**Note:** Approver will follow steps in **Section 2: Approver Validates and Approves Form I-9.**

List A Of

**Identity and Employment Authorization**

Document Title ?	US Passport
Issuing Authority ?	US Department of State
Document Number ?	123456789
Expiration Date (if any) ?	01/25/2024
<small>(mm/dd/yyyy)</small>	
<b>*Temporary Receipt (If Applicable):</b> <input checked="" type="checkbox"/>	
Document Title ?	