Completing and Submitting I-9 Form through Human Resources - Self Service

I. Sign In

Through HR Self Service, an employee may complete the new employee package, to include I-9, W-4, and Direct Deposit forms and review benefits enrollment and personal information (i.e. name, address, etc.).

1. To access the HR Self Service system, go to the **CWU Home Page** at [www.cwu.edu](http://www.cwu.edu) and click the **MyCWU** link in the upper right corner of the page.

2. Click Sign In
3. Enter your CWU network credentials and click Login.

II. Complete and Submit I-9 Form

Note: This process is the first in a two-step process. The completing and submitting of the electronic I-9 Form is only the first step. The second step is to locate the CWU HR office in order to present your documentation to verify citizenship and work authorization.

1. Navigate to Main Menu > Human Resources > Self Service > Personal Information > Complete and Submit I-9 Form
2. After you select Complete and Submit I-9 Form, the following screen appears.

Note: If instructions are needed, you can select the I-9 instructions link. The link (http://www.uscis.gov/files/form/m-274.pdf) will take the user to the USCIS website. This agency governs the forms and its requirements.

Maiden Name

Note: The Maiden Name has to be entered as: Last name, First name.

If this format is not adhered to, you will receive an error stating to type the name in accordance to the correct format.
If you receive this message, select ‘OK’ to go back to the previous screen in order to enter your Maiden Name in the correct format.

**Citizenship and Employment Authorization**

Please select the correct radio button to indicate citizenship and employment authorization.

- If the user is either ‘A citizen of the United States’ or ‘A noncitizen national of the United States’ the user selects the corresponding radio button.
- If the user is ‘A lawful Permanent Resident (Alien#) A’ then this employee enters the documentation number in the appropriate box.
- If the user is ‘An alien authorized to work’, then the employee enters the documentation number (A # or Admission #) and the expiration date thereof in the ‘until’ (expiration date, if applicable –month/day/year) blocks.

**Note:** If the radio button for ‘A lawful Permanent Resident (Alien#) A’ or ‘An alien authorized to work’ is selected and the documentation block is left blank, the system will generate a message, advising you that the Alien Number is required. Please select ‘OK’ in order to return to the previous screen.
Minor and Special Placement Details
If the user completing this form is a parent, legal guardian, or representative, he or she has the option to place a check mark in the appropriate box.

Submitting I-9 Form
1. When all information has been entered and/or selected, select ‘Accept’.

2. After selecting Accept, you will then receive a confirmation.

3. Once you select ‘OK’, the I-9 screen appears with a statement ‘Your information was submitted’.

Note: You can submit only **ONE** I-9 Form per day. If you attempt to enter a second I-9, the system will populate the following message:

Glacier Form
In the event you selected the fourth radio button on the I-9 Form, an automated email is sent to you with the GLACIER – New Employee Tax Compliance Notification Sheet attached.