

# I-9 Student Query Process

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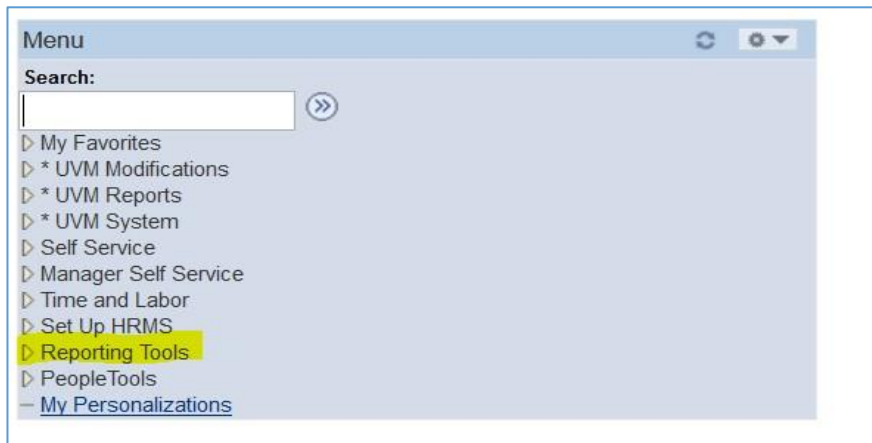
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## Process for pulling I-9 Student Query

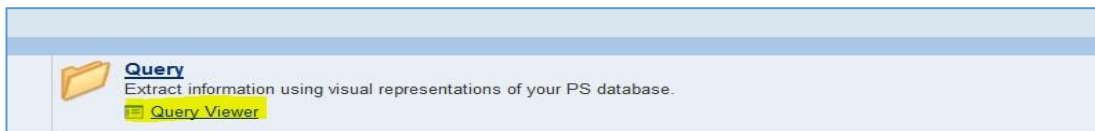
1. Log in to the Human Resources tab in Peoplesoft



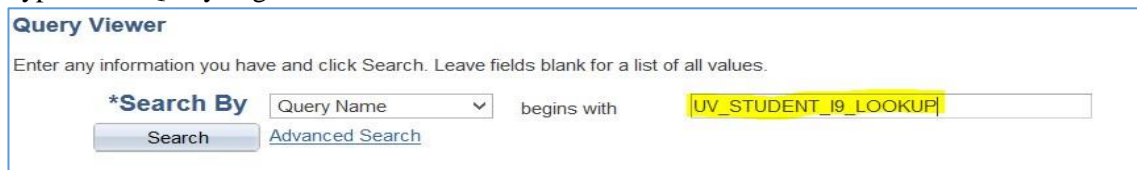
2. Click on Reporting Tools



3. Under Query, click on Query Viewer



4. Type in the Query begins with: UV\_STUDENT\_I9\_LOOKUP and click search



5. The Query will appear (Favorite the Query for future use!). Open the HTML or Excel for easier sorting functionality.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UV_STUDENT_I9_LOOKUP	Lookup I9 Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6. To search by student:
  - a. Enter % into the Dept ID field.
  - b. Enter the seven digit employee ID or search for the employee ID by last name. To search by last name:
    - i. Select the magnifying glass next to the employee ID field.
    - ii. Use the drop down menu to change selection from search by: employee ID to search by: last name.
    - iii. Enter last name and select "Look Up."
    - iv. Select the employee ID for the employee.
  - c. Select view results.

**UV\_STUDENT\_I9\_LOOKUP - Lookup I9 Information**

Emplid (% for all)

Dept ID (% for all)

ID	NETID	US Wk Elig	Name	Empl Record	Eff Date	Dept ID	HR Status
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**Query**

Search by:  begins with

- Empl ID
- Alternate Character Name
- Empl ID
- Last Name
- Name

**UV\_STUDENT\_I9\_LOOKUP - Lookup I9 Information**

Emplid (% for all)

Dept ID (% for all)

7. To search by student:
  - a. Enter % into the EmplID field.
  - b. Enter the five digit department ID or search for the department ID by last name. To search by description:
    - i. Select the magnifying glass next to the department ID field.
    - ii. Use the drop down menu to change selection from search by: department ID to search by: description.

- iii. Enter the department name and select “Look Up.”
- iv. Select the department ID for the department.
- c. Select view results.

UV\_STUDENT\_I9\_LOOKUP - Lookup I9 Information

Emplid (% for all)

Dept ID (% for all)

[View Results](#)

ID	NETID	US Wk Elig	Name	Empl Record	Eff Date	Dept ID	HR Status
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Query

Search by:  begins with

[Look Up](#)

- Department
- Department
- Description
- Short Description

ed Lookup

UV\_STUDENT\_I9\_LOOKUP - Lookup I9 Information

Emplid (% for all)

Dept ID (% for all)

[View Results](#)

ID	NETID	US Wk Elig
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The US Work Eligibility, field US Wk Elig, indicates the I-9 Status. I-9 Status will appear with a ‘Y’ if the employees has a valid I9 on file, and ‘N’ they do not and ***must not work until they have completed their I9 and the status shows yes.***

HR Status ‘I’ means that the employee is currently inactive. HR Status ‘A’ means the employee has an active record in PeopleSoft.

UV\_STUDENT\_I9\_LOOKUP - Lookup I9 Information

Emplid (% for all)

Dept ID (% for all)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-12 of 12 Last

ID	NETID	US Wk Elig	Name	Empl Record	Eff Date	Dept ID	HR Status
1	001234	RCat	Y	Rally Cat	2/12/2017	11340	I

## Request access to the I-9 Student Query

If you are unable to access the I-9 student query per the process indicated above submit a Help Desk Ticket via the footprint system.

1. Go to the PeopleSoft login screen.
2. On the right hand side of the screen select “Submit a help desk ticket.”

