I-9 Student Query Process

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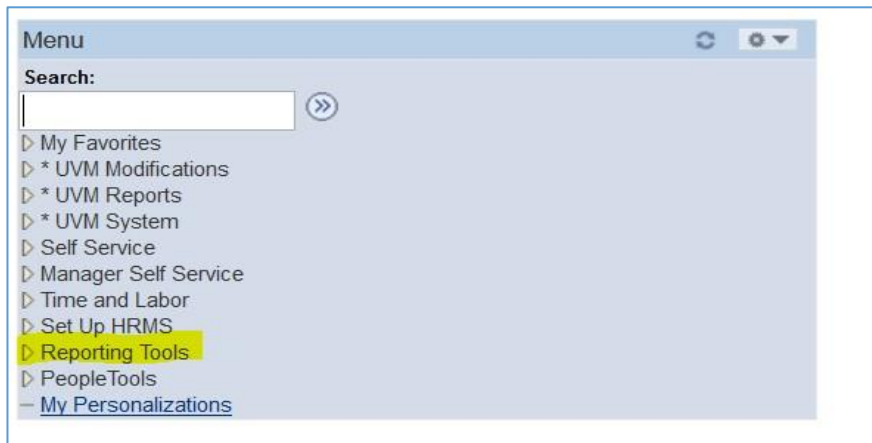
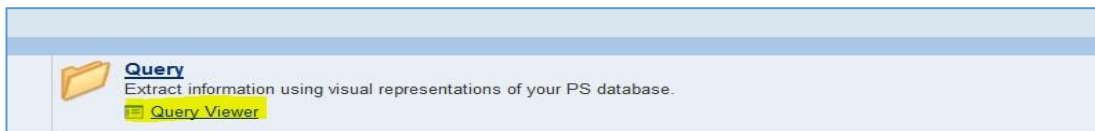## Process for pulling I-9 Student Query
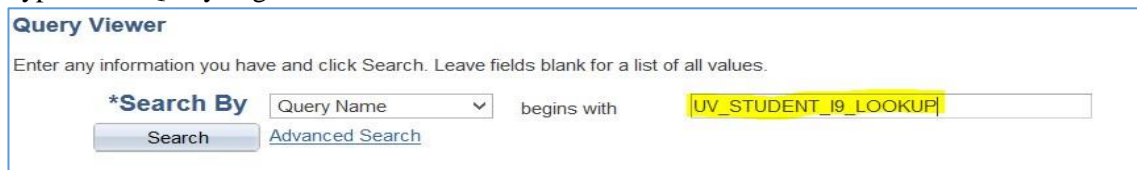
1. Log in to the Human Resources tab in Peoplesoft

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.

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.

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.

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.

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."

https://www.uvm.edu/~erp/portal/

Verified by: Internet2

The University of

:: **PeopleSoft**

UVM PeopleSoft Mini Manuals

Maintenance Calendar

Downtime Window Protocol

Submit a Help Desk Ticket
(Footprints)