OFFICE OF HUMAN RESOURCES AND INSTITUTIONAL EQUITY
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Demographic and I-9 Info Sheet for Hiring Departments

All new employees of the university must complete an electronic demographic sheet and Form I-9 before their job offer or non-student hourly request can be initiated by the department.

Demographic Sheet

The demographic sheet is online through our secure form portal located at the link below. Paper forms are not accepted.

https://docimage.csupueblo.edu/portal/809

The form itself is vital for building the employee's eAccount. This form alerts the Office of Human Resources (HR) that the employee's information needs to be entered into AIS, which in turn generates a PID (personal identification number). It also informs the IT department that an eAccount needs to be built or altered (if a former student or employee) for the incoming employee to grant them network access.

Paperwork

After the e-form is submitted by the employee, HR will send the new employee an email containing the appropriate New Hire Packet based on the employee type selected in the form. HR must receive and process the following information before a PID will be created:

- Fully completed new hire paperwork
- Physically verify employees selected I-9 identification/documents

Form I-9

Form I-9 can be found on the HR website here:

https://www.csupueblo.edu/human-resources/index.html

Form I-9 is a federal requirement from the Department of Homeland Security (DHS).
All employees must complete page one no later than the first day of employment and physically present their ID(s) to the Office of Human Resources. Form I-9, like the W-4, has expiration dates and is continuously renewed by U.S. Citizen and Immigration Services. As a result, requirements are subject to change in the future.

Failure to return the employee completed portion of the Form I-9 to CSU Pueblo within the time frame established by DHS could result in a minimum penalty of $237 to the employee, as well as the department, if such failure is discovered through an Immigration and Customs Enforcement (ICE) I-9 inspection. Additionally, every Form I-9 that is in violation after the first discovered

violation in the inspection could result in a per-form/violation fine up to a maximum of $23,607. If such fines are incurred, they will be billed to the employee's department.

It is also important to note that every uncorrected Form I-9 that has errors will be treated as 'continuing violations' by the agency, which means that ICE considers all of them when assessing the fine amount.

We highly encourage all departmental support staff to take the Form I-9 training sponsored by U.S. Citizenship and Immigration Services. The free employer training demonstrates and explains each portion of Form I-9, as well as has a discussion to answer any questions you may have about the completion process. Visit https://www.e-verify.gov/about-e-verify/e-verify-webinars.

PID Creation

After HR receives the completed New Hire Packet and the employee has brought in their selected I-9 IDs to be physically verified, the PID is created and the supervisor listed on the demographic sheet receives a notification email with the number, at which time the department can initiate the job offer or non-student hourly request. Once the PID creation step is complete, the e-form moves to the HR Review step.

NetID Creation

When all of the above has been processed by HR, the pay line is created and the e-form is sent to IT for review. After IT has completed their portion of the process, HR receives notification to confirm the NetID number in the system and approve the form to be sent by email to the employee for NetID activation. The employee receives an email auto-generated by the FileBound system with instructions on how to activate their NetID. The email sender address is hr@csupueblo.edu. Please note, it can take up to 24 hours from NetID activation for employees to gain access to email, computer login, etc.

Below is an example of the Net ID activation email the employee receives:

Hi [Employee Name]

Your data has been entered into our HR System and you now have a NetID. You must activate your NetID to activate your university email.

Your NetID is _____. Please follow the instructions here:

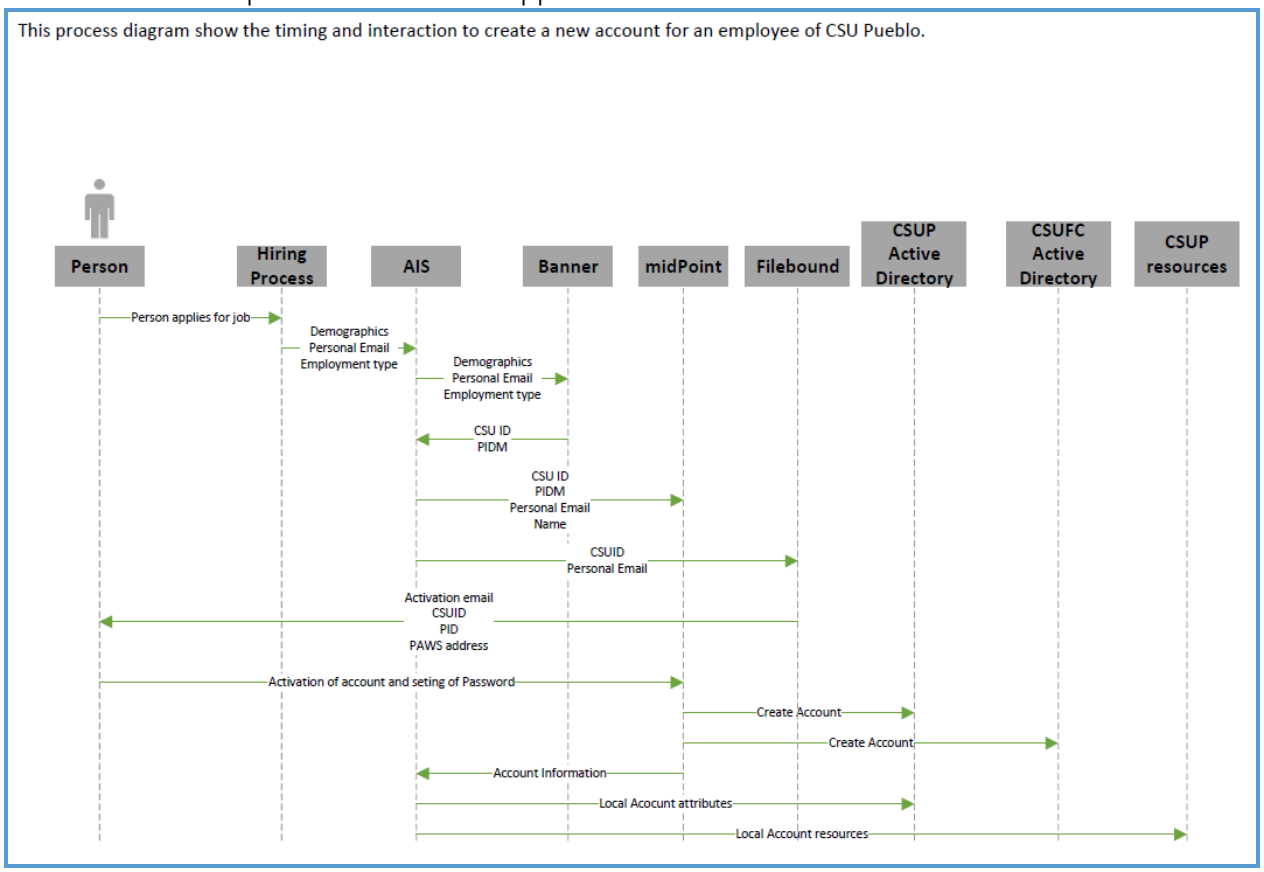
Go to https://www.csupueblo.edu/information-technology/help-desk/net-id-password-help.html. In the light blue box, click on New user? Click for more details and follow steps to activate NetID.

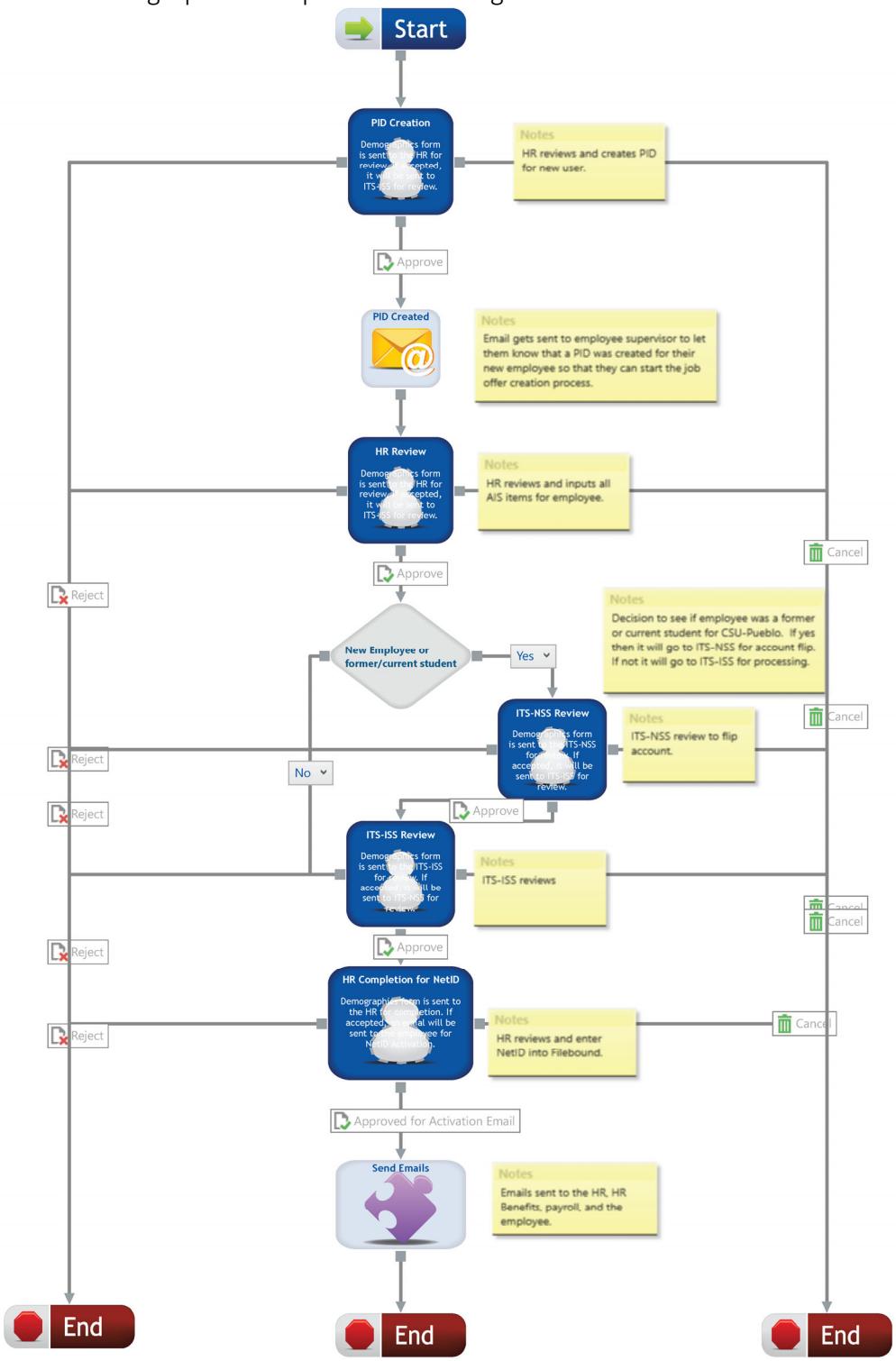
Thank You
CSU-Pueblo Human Resources & Institutional Equity

Additional Information

ULM Diagram

How an account is processed between applications:



Workflow

Workflow of demographic form process following submission: