



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 e-form is online through our secure form portal located at the link below. Paper forms are not accepted.

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

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

The employee will need to know their state date, who their supervisor is, what department they will be working in, and what type of employee they will be (i.e. Adjunct Faculty, Staff Contract, ect...).

Paperwork

After receiving the demographic sheet, HR will email the new employee the appropriate New Hire Packet based on the employee type selected in the e-form. HR must receive and process the following information before a PID can be created:

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

Form I-9

Form I-9 is sent by HR in the New Hire Packet, but 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.uscis.gov/i-9-central/form-i-9-resources/employment-eligibility-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 that time the department should initiate the Filebound job offer or non-student hourly request. Once the PID creation step is complete, the e-form moves to the HR Review step.

Job Offer and Background Check

After the job offer has been created and approved, it is sent to the employee for signature through DocuSign. This letter will also capture their consent to a background check which will then be sent by HR. A background check is required for all new employees, anyone with a break in service that is more than 12 months, or a new position that requires it.

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.

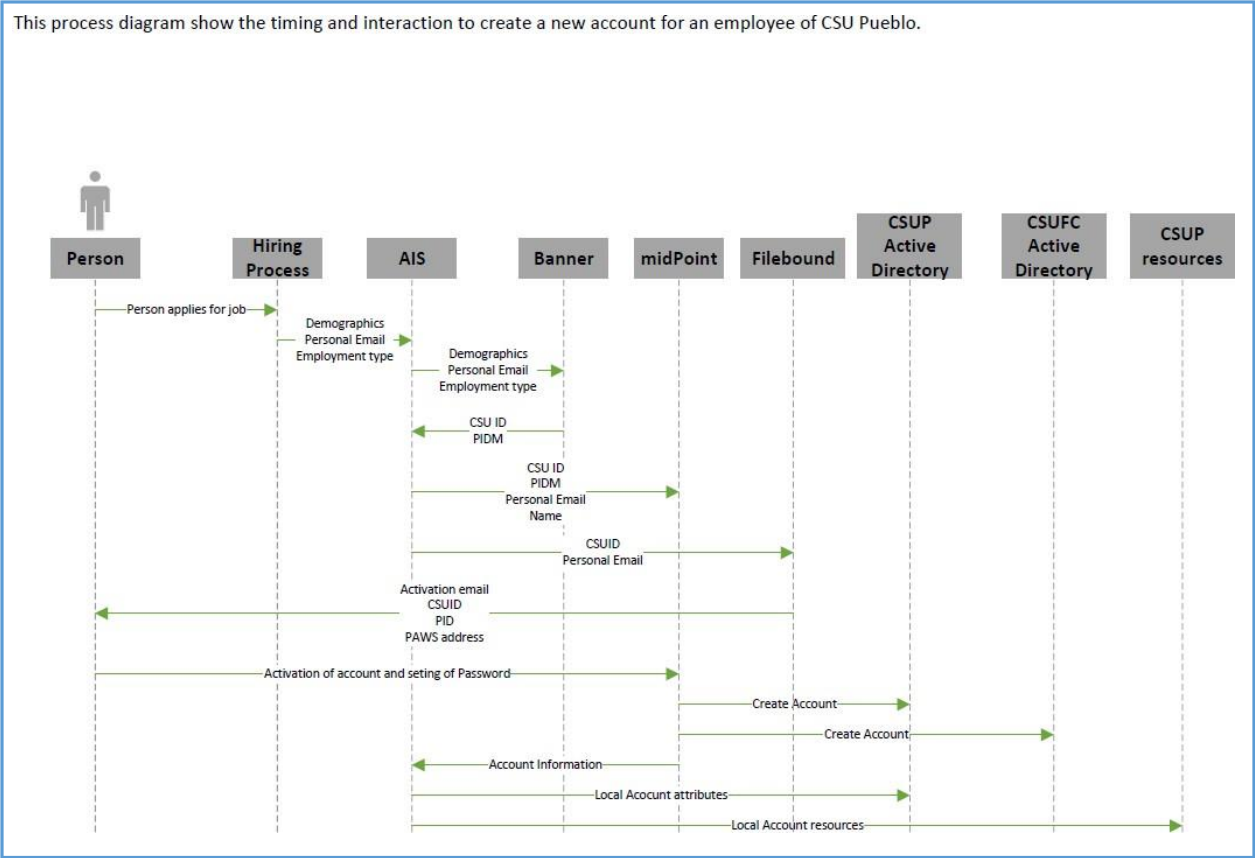
Thank You

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:

