

The I-9 Specialist may view the employees that need their social security numbers in the **Quick Search** box. Click **refresh all** to update the list. Click the **ssn applied for** box. This lists the employees' that need to have their social security numbers entered. You may also enter the employees name in the **Search for employees** area.

UNIVERSITY OF VIRGINIA I-9 MANAGEMENT

Home Privacy Policy Help Logout **Christine R. Langford**
University of Virginia

Main Menu

- New I-9
- Upload I-9
- Search For Employees**
- My Account
- Reports
- Administration
- Help

New I-9
Create a new I-9 online and sign it with electronic signatures.

Search For Employees
Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

My Account
View and update your personal information and security settings. Change your Password. [more](#)

Administration
[Users](#)
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Quick Search		Refresh
Pending	314	
Revised I-9	663	
SSN Applied For	89	
E-Verify Issues	4	

[Refresh All](#)

E-Verify

Status: **Currently Available**

[Outage Schedule](#)

Employee Detail

Name: ██████████

Other Names Used:

U.S. Social Security Number: Applied for

Date of Birth: ██████████

Address: ██████████
Charlottesville, VA 22903

E-mail Address:

Telephone Number:

Hire Date: 08/17/2012

Work Status: An alien authorized to work

Alien Registration Number/USCIS Number:

I-94 #: ██████████

Reverification Due Date: ██████████

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

Group: AS-College of Arts & Sciences

Location: 31875 AS-Physics

Previous Locations:

Visa Type: F-1

Audit Report: [View/Download](#)

[↕Change SSN](#)

[↕Change Hire Date](#)

[↕Change Location](#)

[↕Change Visa Type](#)

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[Receipt Update](#)

- **Employee Detail** screen will appear, click on **Change SSN**.

Change Social Security Number

Edit the employee's SSN or mark the employee's SSN as bad. Click Continue to save your changes. Click Cancel to return to the Employee Detail page.

Name: [REDACTED]
Address: [REDACTED]
Charlottesville, VA 22903
Birth Date: [REDACTED]

Social Security #:

Edit SSN
 Mark SSN as bad

- Check the "edit SSN" box and enter the social security number.
- Click continue.
- A copy of the SS card needs to be attached.

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
8/17/2012	SSN Applied For		 Attach File

Comments

Date	Short Description	Username
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- Click attach file.

File Information

Select document:

Receipt

Image file to attach:

 Browse...

(TIF, GIF, JPG, PDF)

Document Name:

First Name:

Middle Initial:

Last Name:

SSN:

Upload

Finished

- Select document from the drop down list.
- Select image to upload.
- Click upload, verify picture is correct.
- Click Finished.