

I-9 EMPLOYMENT VERIFICATION AND RESIDENCE STATUS



REPORT DESCRIPTION B0164 | WEB INTELLIGENCE

The purpose of this Report Description is to explain how to generate employee information for I-9 residence status in the Integrated HR-Payroll System.

REPORT DESCRIPTION

This report will provide employee information for I-9 Residence Status and Residence Status expirations and is associated with Two Reporting Views.

REPORT LOCATION

PA: Foreign Nationals

REPORT USES

- This report can be used to monitor when an employee's resident status will expire, to view visa numbers, work permit numbers, or other details related to a foreign employee work right status.
- This report is used to compare what is entered into SAP vs what is entered into the Foreign National Information System.

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How to generate this report

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vailable prompt variants	• 🖩 🖩 ×		
rompts Summary			
* Organizational Unit	Wandatory	奯 📔 🥊 🚍 Selected V	/alue(s)
Personnel Area(s) - (Optional) Job(s) - (Optional)			
Employee(s) PersNo (Optional)	Optional 3	st, click Refresh	
		111	OK will be grey until all
	Enter search pattern	(mandatory prompts are selected.
equired prompts			OK Cancel

Mandatory Prompts

Mandatory prompts have a red arrow indicator (\rightarrow) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (\checkmark).

- → *Organizational Unit: To select data for this prompt:
 - Make sure the "Organizational Unit" prompt is selected (1).
 - Click the "Refresh Values" icon to see the list of Organizational Units (2).
 - Navigate down to select the desired Organizational Unit (3).
 - Click the right arrow to add it to the selection box (4).

Available prompt variants	• 🔳 🔛 ×
Prompts Summary	🗐 Organizational Unit
* Organizational Unit Justice	2 🛪 🛛 🕫 🕞 Selected Value(s)
Personnel Area(s) - (Optional)	
Job(s) - (Optional)	ZHMMM_ORGUNIT Organizational plan\State of North Carolina\Cou
Employee(s) PersNo (Optional)	State of North Carolina State of North Carolina State of North Carolina State of North Carolina State State State State State Auditor State Auditor State Treasurer State Treasurer Ok will be grey until all Mandatory Prompts have be seledted.

Optional Prompts

Optional prompts are indicated with a green check mark (\checkmark) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- Personnel Area(s) (Optional): To select data for this prompt:
 - Make sure the "Personnel Area(s) (Optional)" prompt is selected (1).
 - Enter an asterisk (*) in the search box to view the list of values for Personnel Area (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Personnel Area.
 - Select the desired Personnel Area (5).
 - OR if the Personnel Area key or Personnel Area name are known, skip steps (2) through (5) and enter it directly in (6).
 - Click on the right arrow to add the Personnel Area to the selection box (7).

Prompts		? ×
Available prompt variants	▼ 🛄 🛃 ×	
Prompts Summary	Personnel Area(s) - (Optional)	
 * Organizational Unit State of North Carolina Personnel Area(s) - (Optional) State Trea 1 Job(s) - (Optional) Employee(s) PersNo (Optional) 	Type a value: 0701 6 Selec 7 /alue(s) State Treasurer Public Instruction State Treasurer (0701) Public Instruction (0801) Justice (0901) Justice (0901) Justice - SBI (0905) Agriculture Consumer Services (1001) Labor (1101) Insurance (1201) Administration (1301) March 8, 2016 5:20:16 PM GMT-05:00	
* Required prompts	* 2 (S) (G) - (Car	ncel

- ✓ **Job(s) (Optional):** To select data for this prompt:
 - Make sure the "Job(s) (Optional)" prompt is selected (1).
 - Enter an asterisk (*) in the search box to view the list of values for Jobs (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Job.
 - Select the desired Job (5).
 - **OR** if the Job number or Job title are known, skip steps (2) through (5) and enter it directly in (6).
 - Click the right arrow to add the Job to the selection box (7).

Prompts		? ×
Available prompt variants	• 📰 🛃 ×	
Prompts Summary	🔮 Job(s) - (Optional)	
 * Organizational Unit State of North Caro Personnel Area(s) - (Optional) State Tre Job(s) - (Optional) Driver License Heari. 1 Employee(s) PersNo (Optional) 	Type a value: 30000118 6 Selected Value(s) Driver License Hearings Officer Motor Vehicle Registration Field Supv (300001 Motor Vehicle Registration Asst Director (3000 Driver License District Supervisor (30000118) Driver License Regional Chief Examiner (30000127) Driver License Regional Chief Examiner (30000127) Driver License Regional Chief Examiner (30000127) March 8, 2016 5:36:15 PM GMT-05:00 * 2	
* Required prompts	ОК Са	incel

- Employee(s) PersNo. (Optional): To select data for this prompt:
 - Make sure the "Employee(s) PersNo. (Optional)" prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click the search icon drop down arrow and select "Search in key" (3).
 - Click the search icon (4).
 - Click the key icon (5) to see the employee number.
 - Select the desired Employee (6).
 - **OR** if the employee number is known, skip steps (2) through (6) and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8). Employee(s) PersNo. Optional Prompt for Report B0164.

Available prompt variants		
Prompts Summary	Employee(s) PersNo (Optional)	
 * Organizational Unit State of North Caro Personnel Area(s) - (Optional) State Tre Job(s) - (Optional) Driver License Heari Employee(s) PersNo (Optional) 1 	Type a value: 12345678 7 Selected Value 5 7 John Doe (12345678) 6	(s) oe (12345678)

NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, narrow your search by using the *wildcard with specific text strings when looking for an employee by name such as:

- John*Doe*
- *Doe

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Initial Layout

This report has two report tabs as well as the Report Info tab.

🖹 B0164 I-9 Employment Eligibility Verification & Residence Status 🖉 🖹 Residence Status

• B0164: I-9 Employment Eligibility Verification & Residence Status

This report tab displays the employee information for I-9 Residence Status expirations like ID and Work Permit.

B0164: I-9 Employment Eligibility Verification & Residence Status

Organizational Unit	Organizational Unit Desc	Effective From	Employee's Name	Employee	Position	Position Desc	I-9 Residence Status	ID Type	ID Issuing Authority	ID Number
20000000	DOT SECRETARY'S OFFICE	1/10/2009	ALICE, BOB	111111	12345678	Secretary Of Transportation	CITIZEN	10/Not assigned	#	
21111111	DOT HR RECRUITMENT & BENEFITS	1/1/2015	DOE, JAMES	2222222	999999999	Transportation Technician I	NON- RESIDENT ALIEN	Unexp. Temporary Res	#	#
22222222	DOT HR RECRUITMENT & BENEFITS	1/3/2015	DOE, JANE	3333333	98765432	65022450	RESIDENT	Foreign Passport w/e	Abcd	AB111111
23333333	DOT DOH GEO EASTERN DESIGN	4/5/2008	DOE, JOHN	444444	12121212	Transportation Engineer I	NON- RESIDENT ALIEN	Employment Authoriza	Efghijkl	CD666666
2444444	DOT DOH SIGNALS AND GEOM/TIP	3/22/2008	SMITH, JANE	5555555	,	Transportation Engineer I	RESIDENT	Alien Registration R	Mnopqrst	EE999999
25555555	DOT DOH PD&EA/HUMAN ENVIR/PUBLIC INVOLVE	3/29/2014	SMITH, JOHN	6666666	88888888	Transportation Engineer III	RESIDENT	Alien Registration R	Ukklukj	RR555555

Continued...

Execution Date : 3/31/16						
ID Issuing Date	ID Expiry Date	Work Permit Type	Work Permit Issuing Authority	Work Permit Number	Work Permit Issuing Date	Work Permit Expiry Date
		10/Not assigned	#	#		
		Unexp. employment auth. docum.	#	#		
	5/5/2020	Unexp. employment auth. docum.	#	#		
1/1/2008	12/31/2008	10/Not assigned	#	#		
12/3/2007		10/Not assigned	#	#		
7/10/2013	7/9/2015	Unexp. employment auth. docum.	ABCDE	A#11111111	7/10/2013	7/9/2015

Residence Status

This report tab displays the employee information for Residence Status expirations like Permission Number, Expiry date, Passport Number, Visa Type, Visa Subtype, Arrival and Departure Date, etc.

Residence Status									
Organizational Unit	Organizational Unit Desc	Effective From	Employee's Name	Employee	Position	Position Desc	I-9 Residence Status	Residence Status	Permission Number
20000000	DOT HR RECRUITMENT & BENEFITS	1/1/2015	ALICE, BOB	1111111	,	Transportation Technician I	NON- RESIDENT ALIEN	H - Temporary Employees	#
21111111	DOT HR RECRUITMENT & BENEFITS	1/5/2015	DOE, JAMES	2222222	88888888	, Tech Specialist	RESIDENT	I-94 Information (U.S.)	1111111111
22222222	DOT DOH GEO EASTERN DESIGN	1/1/2008	DOE, JANE	3333333	999999999	Transportation Engineer I	NON- RESIDENT ALIEN	I-94 Information (U.S.)	#
23333333	DOT DOH GEO EASTERN DESIGN	4/5/2008	DOE, JOHN	444444	12345678	Transportation Engineer I	NON- RESIDENT ALIEN	Visa Information (U.S.)	#
25555555	DOT DOH SIGNALS AND GEOM/TIP	3/22/2008	SMITH, JOHN	5555555	98765432	Transportation Engineer I	RESIDENT	(c)(1)-Dep of A- 1 or A-2 visa foreig gov	A022222222
2444444	DOT DOH PD&EA/HUMAN ENVIR/PUBLIC INVOLVE	3/29/2014	SMITH, ZOE	6666666	12121212	Transportation Engineer III	RESIDENT	E - Employment Author Doc	0888888888

Continued....

Execution	n Date : 3/31/16											
Expiration Date	Date of Issue	Issue By	Entry Date	Passport Number	Visa Record Type	Visa Record Type Desc	Visa Type	Visa Type Desc	Visa Subtype	Visa Subtype Desc	Arrival Date	Departure Date
		#		#			#	10/Not assigned	#	Not assigned		
		#		#	ABCD	I-94 Information (U.S.)	#	10/Not assigned	#	Not assigned	1/5/2015	12/31/9999
		#		#	EFGH	I-94 Information (U.S.)	#	10/Not assigned	#	Not assigned	1/1/2008	12/31/9999
12/31/2008	1/1/2008	#		#	IJKL	Visa Information (U.S.)	A-1B	Temp. work permit	#	Not assigned		
	12/2/2007	#		#			#	10/Not	#	Notassianed		
7/0/2015		#		#			#	10/Not	#	Not assigned		

• Report Info

This report tab displays the information about the prompts entered.

Report Info	
Prompt Input	
Organizational Unit	Transportation
Personnel Area(s)	
Job(s)	
Employee(s) PersNo.	

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

Available Objects -	«]	ø	Job	
	_			ø	Organizational Unit	
Type here to filter tree		E		ø.	Passport Number	
B0164: L9 Employment Elizibility Varification & Residence Status					🍂 Passport Number - Key	
Dete of Entry	Ê	i ș	• • •	ø.	Permission Number	
- Date of Entry - Key					🍂 Permission Number - Key	
Date of Issue		Ē	•	ø.	Personnel Area	
The Date of Issue - Key					🍂 Personnel Area - Key	
Effective From		Ē		ø	Personnel Subarea	
- Effective From - Key					🍂 Personnel Subarea - Key (Not Compounded)	
Effective To]	Ø.	Position	
Effective To - Key		E E]	1	Residence Status	
+ Employee					🗚 Residence Status - Key	
Employee's Name		Ē		Ø.	Supv Employee	
					🍂 Supv Employee - Key	
Employee Group		6	•	1	Supv Position	
🛃 Employee Group - Key	Ξ				🍂 Supv Position - Key	
🖃 🥖 Employee Subgroup		E E	•		Visa Subtype	
🚧 Employee Subgroup - Key					👫 Visa Subtype - Key	
🖃 📁 💋 Ethnic Origin		5	•		Visa Type	
🛶 🍫 Ethnic Origin - Key (Not Compounded)				i	未 Visa Type - Key (Not Compounded)	
🖃 🖉 Expiration Date		-	•		Work Permit Expiry Date	
🚧 Expiration Date - Key					🗚 Work Permit Expiry Date - Key	
🖃 🖉 Gender]		Work Permit Issuing Authority	
🛶 💏 Gender - Key				i	🗚 Work Permit Issuing Authority - Key	
🖻 - 📁 I-9 Residence Status		5]		Work Permit Issuing Date	
🚧 I-9 Residence Status - Key (Not Compounded)			_		🗚 Work Permit Issuing Date - Key	
ID Expiry Date				2	Work Permit Number	Ξ
🗛 ID Expiry Date - Key					🗚 Work Permit Number - Key	
ID Issuing Authority		-	•	2	Work Permit Type	
🛶 🍂 ID Issuing Authority - Key					Work Permit Type - Key (Not Compounded)	
ID Issuing Date		-	:]k	2	Variables	
🐂 ID Issuing Date - Key					Arrival Date	
D Number					Departure Date	
* D Number - Key					Effective To Filter for Residence Status	
ID Type ID Type Key (Net Compounded)					Prompt Response Employee Persivo	
Key (Not Compounded)					Prompt Response Organizational Unit	
- P motype					Prompt Response Organizational Unit	
En eeue By					Visa Decord Type	
- P ISSUE BY					Visa Record Type	
P* Issue by - Key				h	visa Record Type Desc	4

Special Report Considerations/Features

- Only active employees are included on this report.
- Contractor employee subgroups are excluded from this report.
- Below are the default filters applied to the Report:
 - "B0164: I-9 Employment Eligibility Verification & Residence Status" Tab
 - > "Infotype" Equal to I-9 Residence Status
 - > "Effective to" Equal to 12/31/9999

"Residence Status" Tab

- > "Infotype" Equal to Residence Status
- > "I-9 Residence Status" Equal to Resident Alien and Non-Resident Alien.
- "Effective to" Equal to 12/31/9999 for Residence Status other than US02 (I-94 Information (U.S.))

Please do <u>not</u> change these default Report Filters as the changes will affect the Report Results.

- To check the default filter on the first report tab:
 - > Hover mouse outside the crosstab table (1).
 - > Right-Mouse click to bring up the context menu; select *Filter* (2), then *Edit Filter* (3).

	X	Cut	Ctrl+X			
	D	Сору	Ctrl+C	E	mployee's ame	Employee
	1	Paste	Ctrl+V			
c		Paste Special	Ctrl+Alt+V			
		Insert	•			
¢	3	Refresh All	Ctrl+R			
		Show Structure	Ctrl+3			
1	~	Show Results	Ctrl+2			
¢	7	Start Drill	121427			
(7	Filter 2	•	7	Add Filter	
		Format Report		>	Edit Filter	3
ύσι	0007	BRDS&COMM	12/1707	*	Remove Filter	

> When the Edit screen pops up the default filters applied will be visible.

Report Filter	2 ×
Filter Map Pane 🛛 🔍	B0164 I-9 Employment Eligibility Verification & Residence Status 📍 Add filter 🤺 🔯
 B0164 I-9 Employment Eligibility Verification & Residence Status Vertical Table: Query Results 	And Infotype Effective To - Key Equal to Image: Selected Value(s) Image: Selected Value(s) Image: Image: Image: Selected Value(s) Image: Image: Image: Selected Value(s) Image: Image: Image: Image: Selected Value(s) Image: Image: Image: Image: Image: Image: Image: Selected Value(s) Image: I
	OK Cancel Apply

- \circ ~ To check the default filter on the Residence Status report tab:
 - > Hover mouse outside the crosstab table (1).
 - > Right-Mouse click to bring up the context menu; select *Filter* (2), then *Edit Filter* (3).

de la	Cut	Ctrl+X	E	mplovee's	
•	Сору	Ctrl+C	N	ame	Employee
13	Paste	Ctrl+V			
(Paste Special	Ctrl+Alt+V			
	Insert				
2	Refresh All	Ctrl+R			
	Show Structure	Ctrl+3			
\checkmark	Show Results	Ctrl+2			
7	Start Drill				
7	Filter 2	•	7	Add Filter	
	Format Report		>	Edit Filter	3
	GEOM/TIP	3/22/08	*	Remove Filter	1454725
	DOT DOH PD&EA/HUMAI	N		Filter by a New	w Input Control.

> When the Edit screen pops up, the default filters applied will be visible.

Report Filter	@ ×
Filter Map Pane 🛛 🛛 🛠	Residence Status 👎 Add filter 🍟 🔖
Residence Status	And Infotype Effective To Filter for Residence Status Infotype Infotype IP3 Residence Status Residence Status Residence Status INULL_VALUE] Enter search pattern
	OK Cancel Apply

Change Log

- Effective 9/2/2020
 - \circ $\;$ Screenshots modified. L. Lee
- Effective 9/3/2020
 - o Update format. C. Ennis
- Effective 9/21/2020
 - o Alt Text added. L. Lee
- Effective 12/14/2022
 - Removed Disability Code from Employee Attributes (expanded list) in Available Objects.
 T. Cooper
- Effective 1/24/2023
 - Updated screenshots, updated Alt Text. L. Williams