City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

Anna Kanwit, Director
1120 SW 5th Ave., Rm. 404
Portland, Oregon 97204-1912
(503) 823-3572
Fax (503) 823-4156

Office of Management and Finance   Jack D. Graham, Chief Administrative Officer

BHR SERVICES BULLETIN

Bulletin 08/29/13

The information below regarding the I-9 process was extracted from the BHR Services Bulletin of August 29, 2013. The Job Aid follows.

PA (Personnel Administration)

New I-9 process
Effective 08/29/13 a new Info type will present when processing hire or rehire transactions in SAP. The info type is IT0094 and is labeled "Residence Status." This info-type will be used to indicate at the time of hire/rehire whether or not a valid I-9 document has been completed for the employee.

Completing this info type will allow BHR to audit for employees that do not have completed I-9s on file within the federally required timeline of 3 days. Since HR and Payroll Services will be able to audit directly from the bureau entry in IT0094, there will no longer be a need to send a copy of an employee's I-9 to BHR. Bureaus are still required to maintain the original and to be able to produce it in the event of an audit.

Failure of a bureau to comply with I-9 Regulations can be costly, and fines are the financial reasonability of the bureau. Please see the work instructions for entering the residency status info-type attached to the end of this bulletin. Please contact Wayne Ferrell if you have any questions at 823-3512.

Charlie Hales, Mayor
We are an equal opportunity employer
Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any
City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

IT0094 Residence Status/I-9 Tracking by Bureaus

Overview: This document will provide instructions on how to maintain IT0094 Residence Status. The info type should be completed for newly hired and rehired employees indicating at the time of hire/rehire whether or not a valid I-9 document has been completed. Completing this info type will allow BHR Operations to audit for employees that have not completed their I-9 documentation in a timely manner.

Create Residence Status (0094)

Personnel No	11000012		Name	Freddy Fender	
EE group	1 Regular		Pers.area	1150 Police	
EE subgroup	01 FT Covered, Negative		Pers. subarea	3000 Non Rep	Stat Active
Start	08/27/2013 to 12/31/9999				

ID type

02 I-9 Not Completed
01 Valid I-9 Completed

Transaction: PA40 – Personnel Actions, Action: U0-New Hire or U6-Rehire
The IT0094 Residence Status has been added as the last infotype in both the New Hire and Rehire actions. Please complete the infotype indicating if the employee has a completed I-9 form at the time of hire/rehire.

Action Code	Action Text	Infotype	Infotype Text	Subtype	Action Code	Action Text	Infotype	Infotype Text	Subtype
U0	New Hire	0000	Actions		U6	Rehires	0000	Actions	
U0	New Hire	0001	Organizational Assignment		U6	Rehires	0001	Organizational Assignment	
U0	New Hire	0002	Personal Data		U6	Rehires	0002	Personal Data	
U0	New Hire	0105	Communication/System User Name	1	U6	Rehires	0105	Communication/System User Name	1
U0	New Hire	0006	Addresses	1	U6	Rehires	0006	Addresses	1
U0	New Hire	0207	Residence Tax Area		U6	Rehires	0207	Residence Tax Area	
U0	New Hire	0208	Work Tax Area		U6	Rehires	0208	Work Tax Area	
U0	New Hire	0210	Withholding Info W4/W5 US	FED	**U6**	**Rehires**	0210	Withholding Info W4/W5 US	FED
U0	New Hire	0210	Withholding Info W4/W5 US	OR	U6	Rehires	0210	Withholding Info W4/W5 US	OR
U0	New Hire	0007	Planned Working Time		U6	Rehires	0007	Planned Working Time	
U0	**New Hire**	**0008**	**Basic Pay**		U6	Rehires	0008	**Basic Pay**	
U0	New Hire	0009	Bank Details		U6	Rehires	0009	Bank Details	
U0	New Hire	0041	Date Specifications		U6	Rehires	0041	Date Specifications	
U0	New Hire	0077	Additional Personal Data		U6	Rehires	0077	Additional Personal Data	
U0	New Hire	0019	Monitoring of Tasks		U6	Rehires	0019	Monitoring of Tasks	
U0	New Hire	0185	Drivers Licence Info	DL	U6	Rehires	0185	Drivers Licence Info	DL
U0	New Hire	0040	Objects on Loan		U6	Rehires	0040	Objects on Loan	
U0	New Hire	0094	Residence Status		U6	Rehires	0094	Residence Status	

1. Execute PA40, choose either New Hire or Rehire action.
2. Once at IT0094 indicate either "01-Valid I-9 Completed" or "02 I-9 Not Completed".
3. Save infotype which ends the action.

Transaction: PA30 Maintain HR Master Data
If the employee does not have a valid I-9 at the time of New Hire or Rehire, but one was submitted at a later date, a new IT0094 Residence Status record showing the valid I-9 was completed should be created.

1. Execute PA30

1. Enter Personnel number
2. Enter or highlight IT0094 found under Basic Personnel Data tab.
3. Click "create".
4. Enter start date of new IT0094 record. This should be the date the I-9 is submitted to the Bureau by the employee. The end date should remain 12/31/9999.
5. Enter, save. Upon saving the new record, the previous record will be delimited.

Transaction: PA40 - Personnel Actions, Action: U5-Separation, U7-Retirement, and UB-Layoff

If an employee has an valid IT0094 Residence Status record at time of Separation, Layoff or Retirement, the info type will be delimited the day before the action effective date. This will occur automatically during any of the previously listed separation actions. Operating Bureau Personnel Administrators will not see this occur, but can verify that the infotype has been delimited via PA20.