

Procedure for Payroll Coordinators to Create Departmental End Users

Effective July, 2017 Boston University convert to an electronic I-9 process for student employees. The procedures for completing an electronic I-9 for a student employee are shown below.

There are three tiers of users for the electronic I-9.

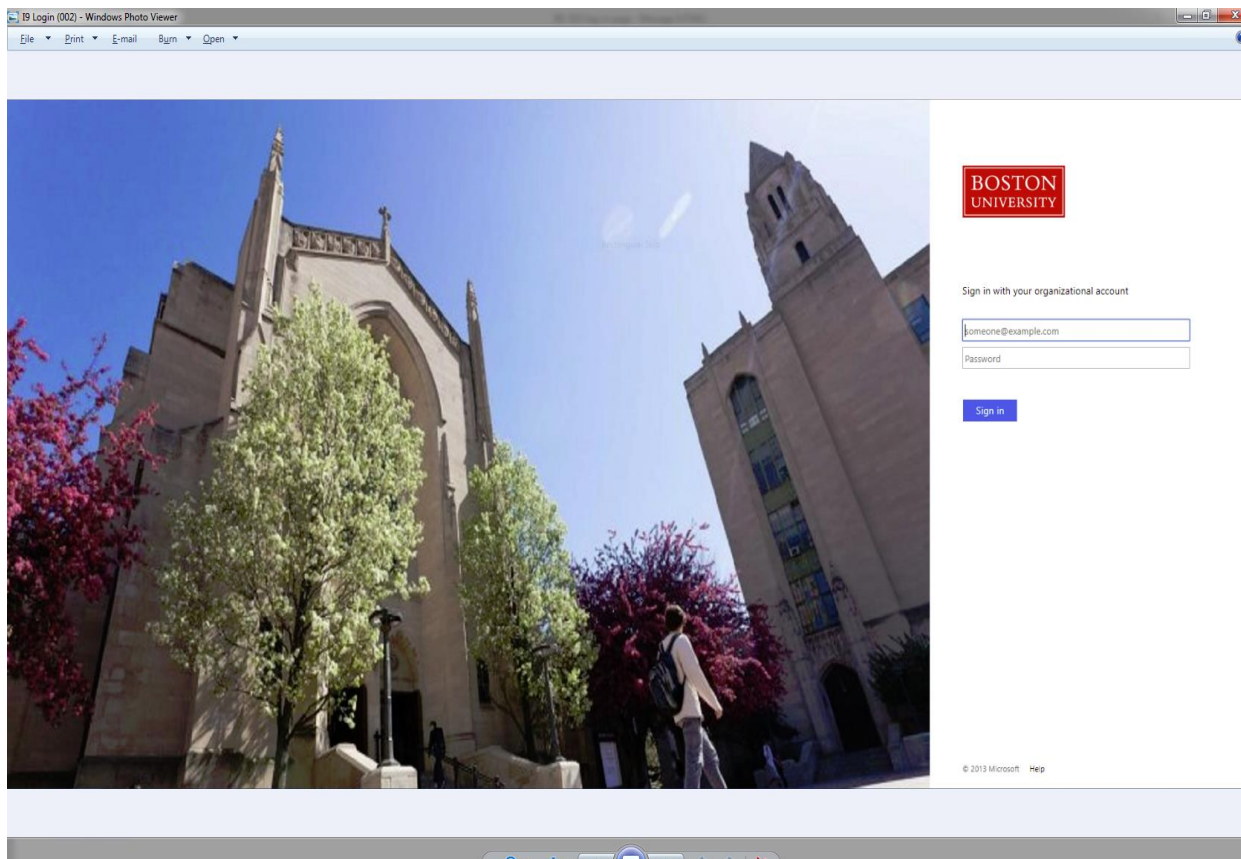
- Administrator – Student Employment Payroll and Enrollment Service Operations (internal use only).
- Payroll Coordinator – As identified/authorized by the Student Employment Payroll Office, the Payroll Coordinator will have the ability to create/edit “end-users” within their unit/departments and also act as an “end-user” as necessary.
- End-User – As identified/authorized by their department Payroll Coordinator, end-users will be able to complete Section 2 of eForm I-9 for their student employees.

IMPORTANT: Usage of the electronic form I-9 is covered under your university data security agreement and federal perjury laws. Misuse of the electronic form I-9 is subject to University and Federal penalties.

Below are the procedures which payroll coordinators should follow to create assigning “end users” within their departments.

Link to the [Form I-9 portal](#).

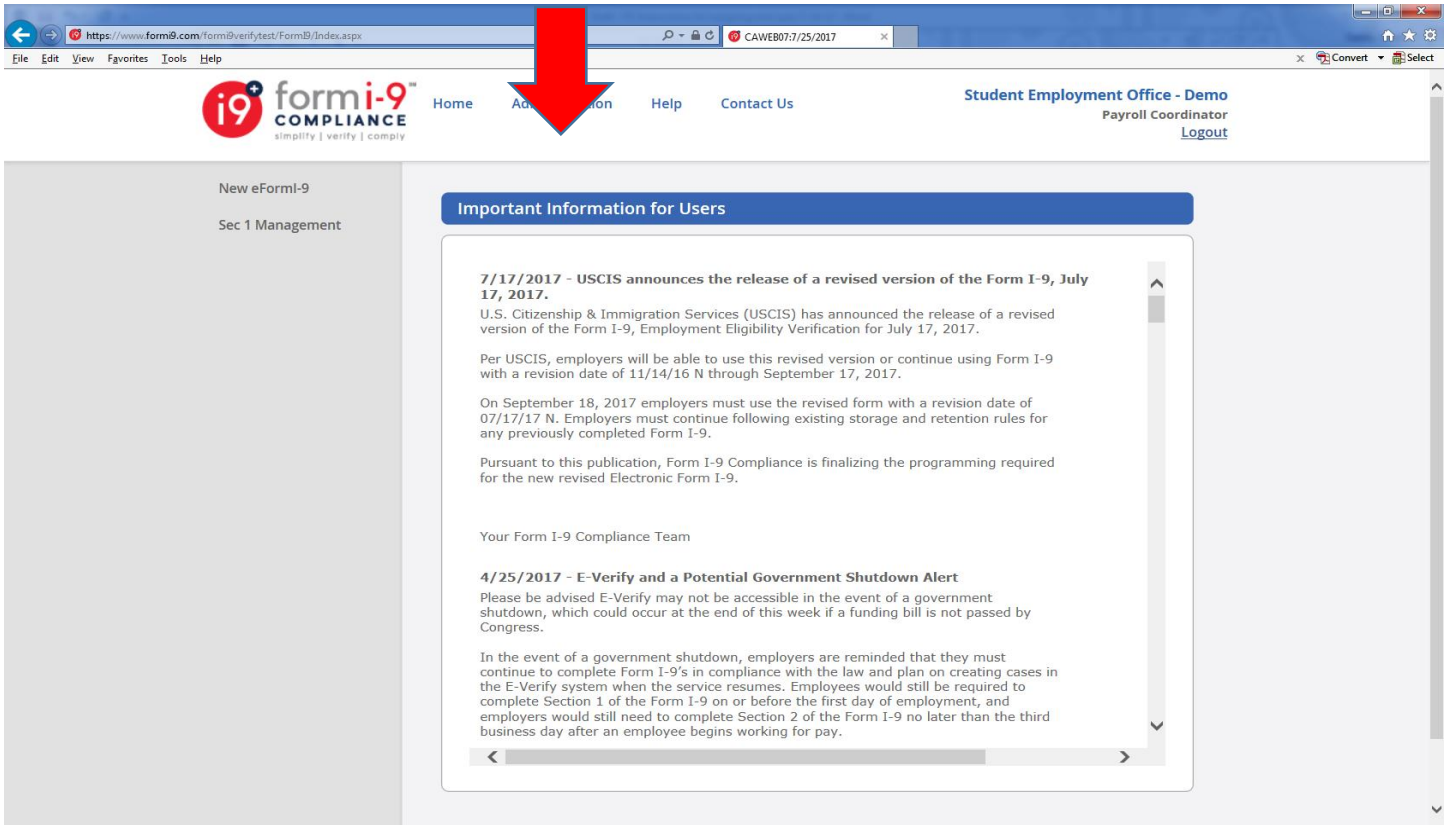
Enter your BU User Login i.e., [XXXX@bu.edu](#) and your Kerberos password.



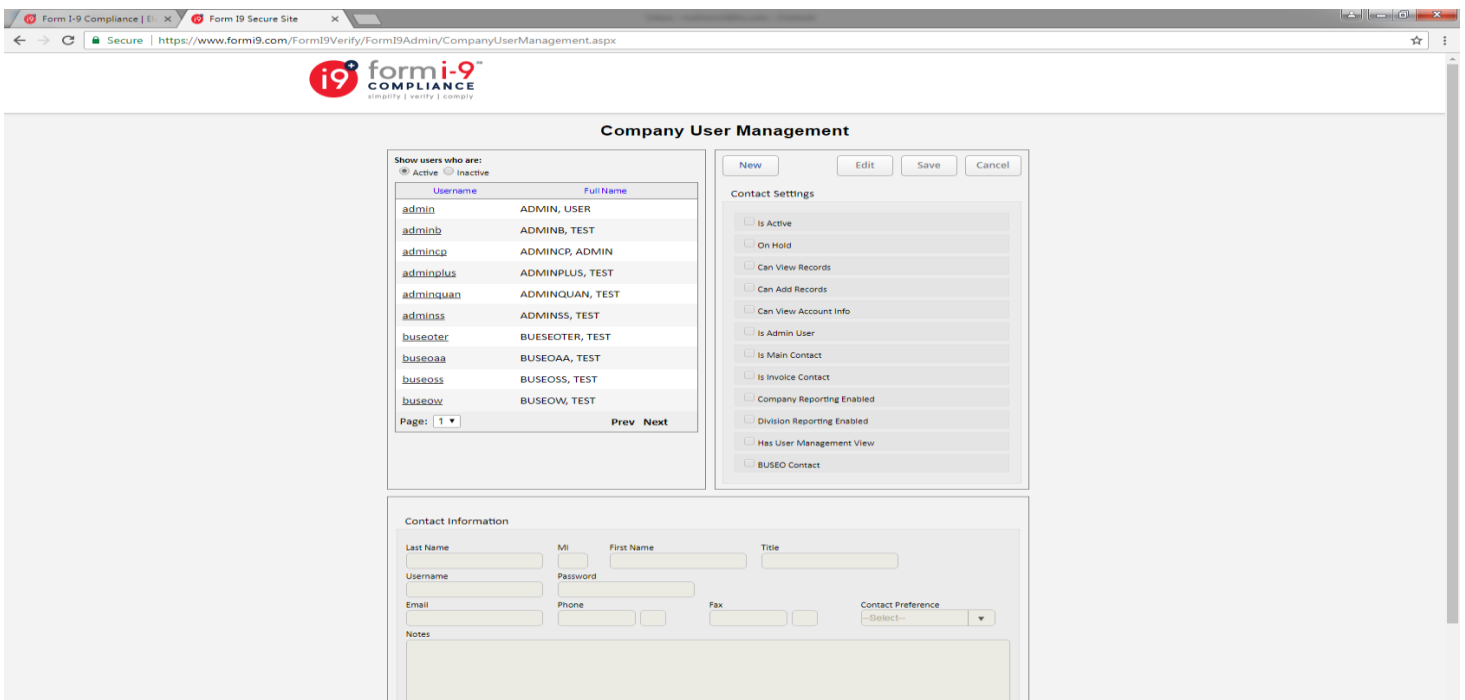
This will bring you into the Form I-9 Compliance main page (Dashboard).

Center notices are Form I-9 Compliance general information for users.

From the Menu Bar across the top of the screen, click on Administration and from the dropdown menu choose Customer Contacts.



This will take you to the User Management page where you can create and manage authorized users to complete I-9s within your department.



To set up a new user, Click on the “New” option found in the box to the right on this form. You will then begin to fill-in the Contact Information located in a box at the bottom of this form. Enter Last Name, First Name, Title, Username (should be BU email address, i.e., XXXX@bu.edu), **Password - use “BU + your department mail code”.** **Please note that the end-user will not need this password and therefore it does not need to be shared with the end-user. End-users will use their BU login and Keberos to access Form I-9.** Email address (should be the same as the Username, and Contact Preference. (These are required fields.)

Click on the Save button to authorize this new end user.

Note that all “end users” should have the same Contact Setting displayed in the box on the right of the form.

- Is Active
- Can Add Records
- BUSEO Contact

Once SAVED, the box on the left will display Username and Full Name of the authorized user.

The screenshot shows a web browser window with the URL <https://www.form9.com/FormB/VerifyTest/FormBAdmin/Company/UserManagement.aspx>. The interface is divided into several sections:

- Top Left:** A table titled "Show users who are:" with radio buttons for "Active" (selected) and "Inactive". Below it is a table with columns "Username" and "Full Name".
- Top Right:** A "Contact Settings" panel with a "New" button and "Edit", "Save", "Cancel" buttons. It contains a list of checkboxes for various permissions.
- Bottom:** A "Contact Information" form with fields for Last Name, MI, First Name, Title, Username, Password, Email, Phone, Fax, and Contact Preference.

Red arrows highlight the following elements:

- An arrow pointing to the "New" button in the Contact Settings panel.
- An arrow pointing to the "Save" button in the Contact Settings panel.
- An arrow pointing to the "Can Add Records" checkbox in the Contact Settings panel.
- An arrow pointing to the "BUSEO Contact" checkbox in the Contact Settings panel.
- An arrow pointing to the "Active" radio button in the "Show users who are:" section.
- An arrow pointing to the "Contact Information" form.

Username	Full Name
admin	ADMIN, USER
adminb	ADMINB, TEST
admincp	ADMINCP, ADMIN
adminplus	ADMINPLUS, TEST
adminquan	ADMINQUAN, TEST
adminss	ADMINSS, TEST
buseoter	BUSEOTER, TEST
buseoaa	BUSEOAA, TEST
buseoss	BUSEOSS, TEST
buseow	BUSEOW, TEST

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Contact Settings

- Is Active
- On Hold
- Can View Records
- Can Add Records
- Can View Account Info
- Is Admin User
- Is Main Contact
- Is Invoice Contact
- Company Reporting Enabled
- Division Reporting Enabled
- Has User Management View
- BUSEO Contact

Contact Information

Last Name: Klinger | MI: Q | First Name: Maxwell | Title: Company Clerk

Username: klinger@bu.edu | Password: BUSEM01

Email: klinger | Contact Preference: EMail

Note: To inactivate someone who you have assigned within your department to be authorized to complete Section 2 of the I-9, search for the user you want to inactive/remove in the box on the left. Click on the Username of the person you want to Inactivate. Click the Edit option found in the Contact Setting in the box to the right of the form. You can then uncheck the Is Active box. The user is now inactive and can no longer complete an electronic I-9.

The screenshot shows the 'Company User Management' interface. On the left, there is a table of users with columns for 'Username' and 'Full Name'. The user 'iseenothing' (SCHULTZ, HANS) is highlighted. On the right, the 'Contact Settings' panel is visible, with a red arrow pointing to the 'Edit' button. Below the 'Edit' button, the 'Is Active' checkbox is checked, and another red arrow points to it. Other settings include 'On Hold', 'Can View Records', 'Can Add Records', 'Can View Account Info', 'Is Admin User', 'Is Main Contact', 'Is Invoice Contact', 'Company Reporting Enabled', 'Division Reporting Enabled', 'Has User Management View', and 'BUSEO Contact' (checked).

Username	Full Name
payrolltom	PAYROLLTOM, TOM
payrolltest	PAYROLTEST, TEST
hawkeye@bu.e...	PIERCE, BENJAMIN
samepay	SAMEPAY, TEST
iseenothing	SCHULTZ, HANS
SectionOne	SECTION, ONE
mshulman@bu-...	SHULMAN, MICHAEL
mshulman@bu-...	SHULMAN, MICHAEL
standard	SMITH, STANDARD
mspin	SPIN, MICHAEL

Once an “end user” has been established the user can log in to the Form I-9 portal and begin completing section 2 for new students to be hired within your department.

To leave the User Manage function, click on the Back to Form I-9 Home button located at the bottom of the screen.

If you are having problems adding end-users, send an email to seo@bu.edu and in the Subject Line indicate I-9 Problem.