



I-9 EMPLOYMENT VERIFICATION AND RESIDENCE STATUS

REPORT DESCRIPTION B0164 | WEB INTELLIGENCE

BOBJ

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

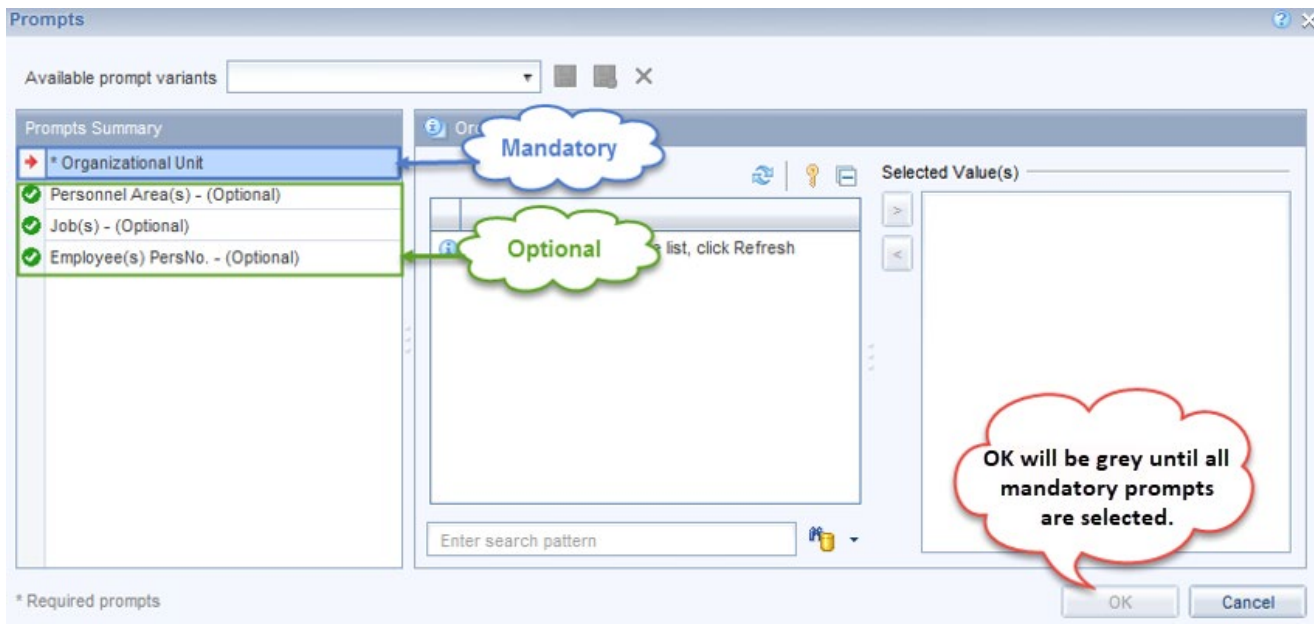
REPORT USES

- 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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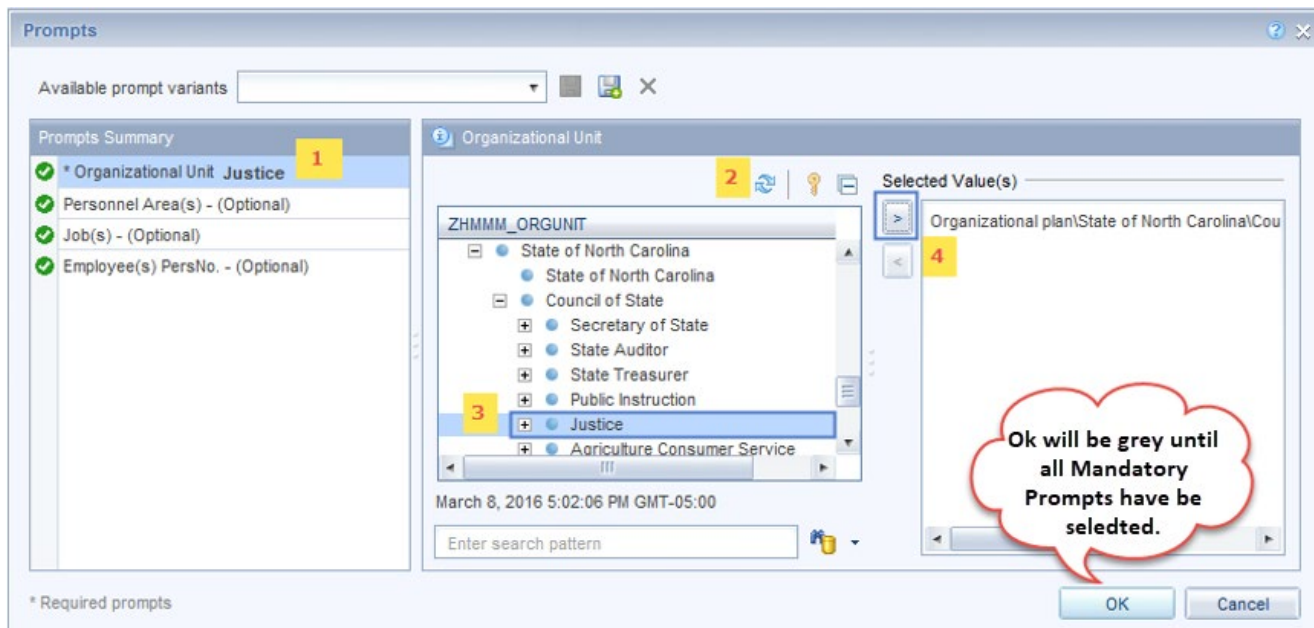
How to generate this report



Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) 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 (✓).

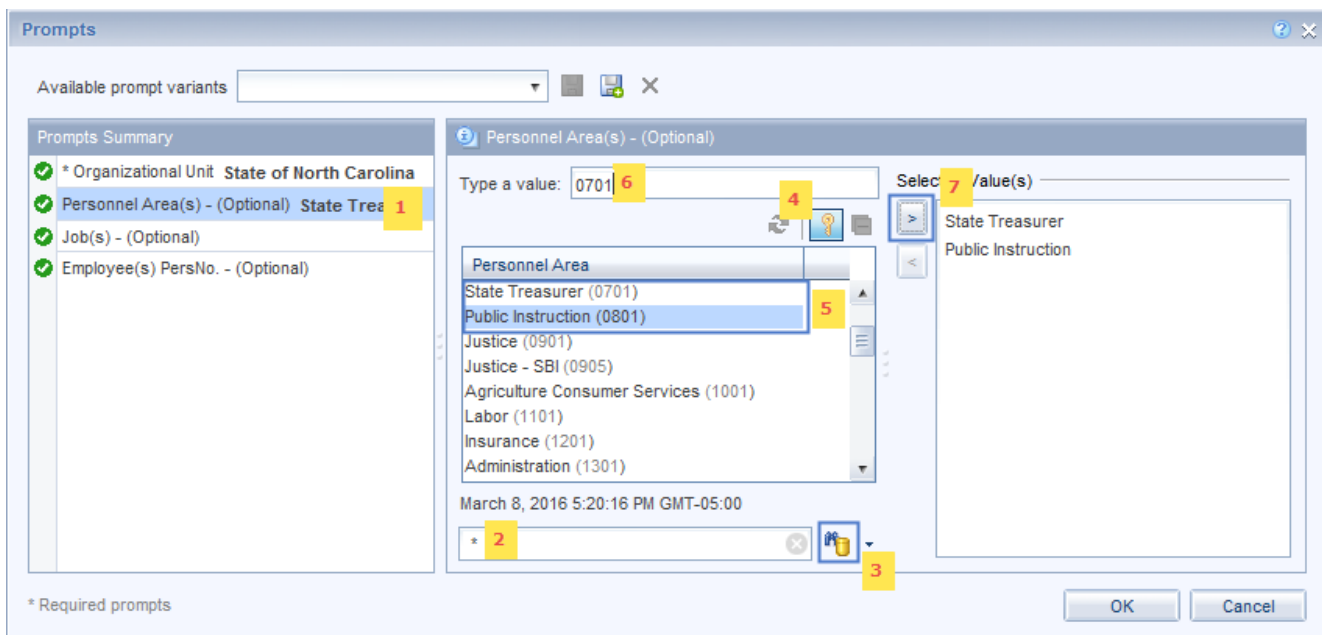
- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure the “Organizational Unit” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Organizational Units (2).
 - Navigate down to select the desired Organizational Unit (3).
 - Click the right arrow to add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



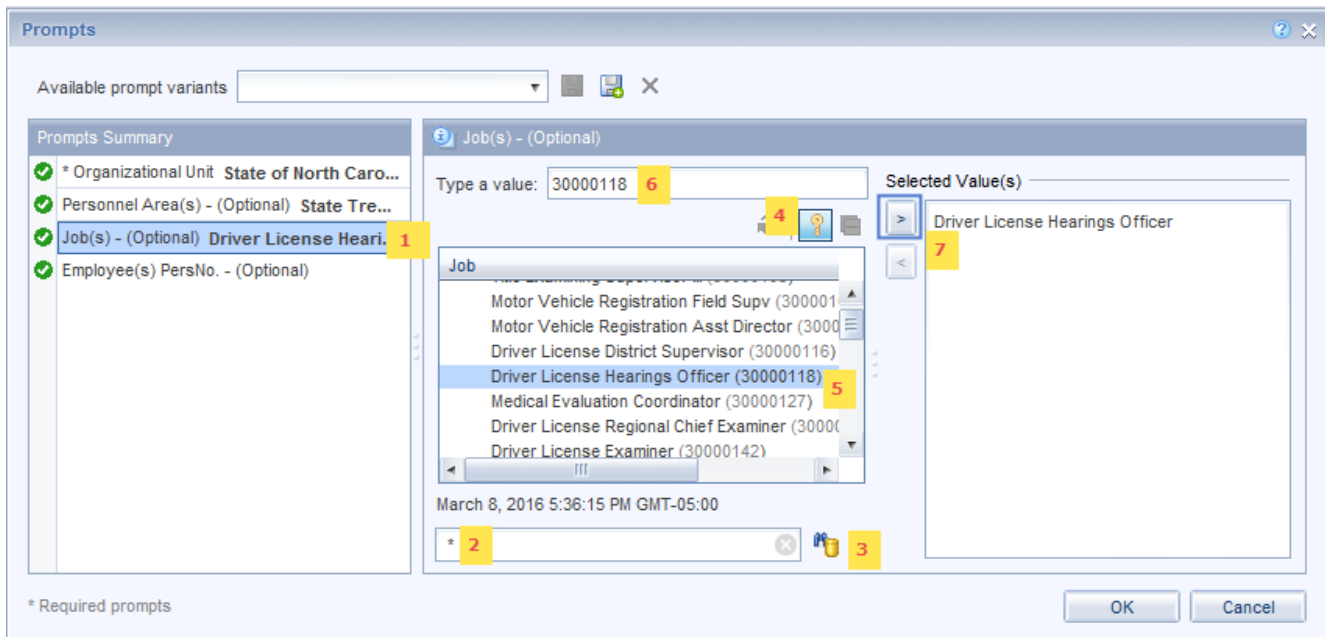
Optional Prompts

Optional prompts are indicated with a green check mark (✓) 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.

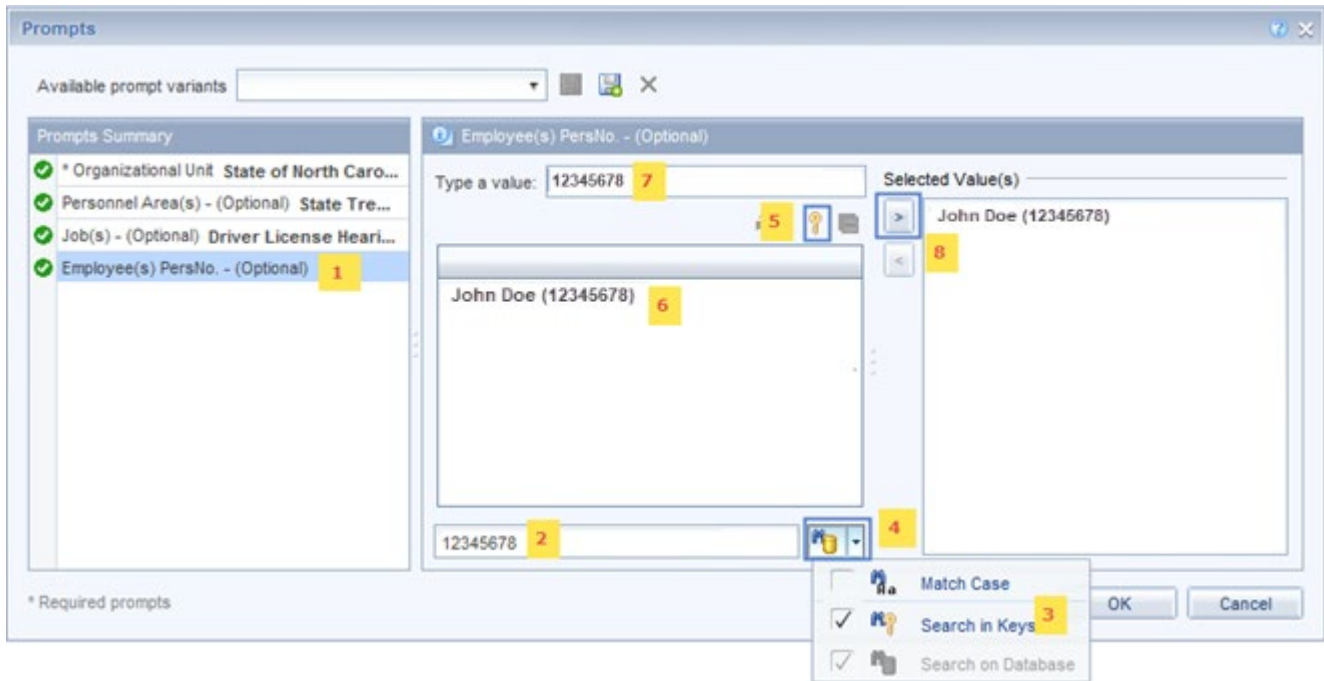
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
 - Enter an asterisk (*) in the search box to view the list of values for Personnel Area (2).
 - Click the search icon (3).
 - Click the key icon (4) to see 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).



- ✓ **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).



- ✓ **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.



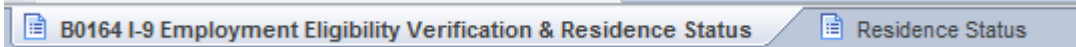
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, narrow your search by using the *wildcard with specific text strings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

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

<u>B0164: I-9 Employment Eligibility Verification & Residence Status</u>										
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	1111111	12345678	Secretary Of Transportation	CITIZEN	10/Not assigned	#	#
21111111	DOT HR RECRUITMENT & BENEFITS	1/1/2015	DOE, JAMES	2222222	99999999	Transportation Technician I	NON-RESIDENT ALIEN	Unexp. Temporary Res	#	#
22222222	DOT HR RECRUITMENT & BENEFITS	1/3/2015	DOE, JANE	3333333	98765432	65022450	RESIDENT ALIEN	Foreign Passport w/e	Abcd	AB111111
23333333	DOT DOH GEO EASTERN DESIGN	4/5/2008	DOE, JOHN	4444444	12121212	Transportation Engineer I	NON-RESIDENT ALIEN	Employment Authoriza	Efghijkl	CD666666
24444444	DOT DOH SIGNALS AND GEOM/TIP	3/22/2008	SMITH, JANE	5555555	77777777	Transportation Engineer I	RESIDENT ALIEN	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	Alien Registration R	Ukklykj	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	11111111	77777777	Transportation Technician I	NON-RESIDENT ALIEN	H - Temporary Employees	#
21111111	DOT HR RECRUITMENT & BENEFITS	1/5/2015	DOE, JAMES	22222222	88888888	Tech Specialist	RESIDENT ALIEN	I-94 Information (U.S.)	1111111111
22222222	DOT DOH GEO EASTERN DESIGN	1/1/2008	DOE, JANE	33333333	99999999	Transportation Engineer I	NON-RESIDENT ALIEN	I-94 Information (U.S.)	#
23333333	DOT DOH GEO EASTERN DESIGN	4/5/2008	DOE, JOHN	44444444	12345678	Transportation Engineer I	NON-RESIDENT ALIEN	Visa Information (U.S.)	#
25555555	DOT DOH SIGNALS AND GEOM/TIP	3/22/2008	SMITH, JOHN	55555555	98765432	Transportation Engineer I	RESIDENT ALIEN	(c)(1)-Dep of A-1 or A-2 visa foreig gov	A022222222
24444444	DOT DOH PD&EA/HUMAN ENVIR/PUBLIC INVOLVE	3/29/2014	SMITH, ZOE	66666666	12121212	Transportation Engineer III	RESIDENT ALIEN	E - Employment Author Doc	0888888888

Continued...

Execution 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		
	12/3/2007	#		#			#	10/Not assigned	#	Not assigned		
7/9/2015		#		#			#	10/Not assigned	#	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:

The screenshot shows the 'Available Objects' window with a search bar at the top. The left pane displays a tree view for the report 'B0164: I-9 Employment Eligibility Verification & Residence Status'. The right pane displays a list of available objects, including:

- Job
- Organizational Unit
- Passport Number
- Passport Number - Key
- Permission Number
- Permission Number - Key
- Personnel Area
- Personnel Area - Key
- Personnel Subarea
- Personnel Subarea - Key (Not Compounded)
- Position
- Residence Status
- Residence Status - Key
- Supv Employee
- Supv Employee - Key
- Supv Position
- Supv Position - Key
- Visa Subtype
- Visa Subtype - Key
- Visa Type
- Visa Type - Key (Not Compounded)
- Work Permit Expiry Date
- Work Permit Expiry Date - Key
- Work Permit Issuing Authority
- Work Permit Issuing Authority - Key
- Work Permit Issuing Date
- Work Permit Issuing Date - Key
- Work Permit Number
- Work Permit Number - Key
- Work Permit Type
- Work Permit Type - Key (Not Compounded)
- Variables
 - Arrival Date
 - Departure Date
 - Effective To Filter for Residence Status
 - Prompt Response Employee PersNo
 - Prompt Response Job
 - Prompt Response Organizational Unit
 - Prompt Response Personnel Area
 - Visa Record Type
 - Visa Record Type Desc

Special Report Considerations/Features

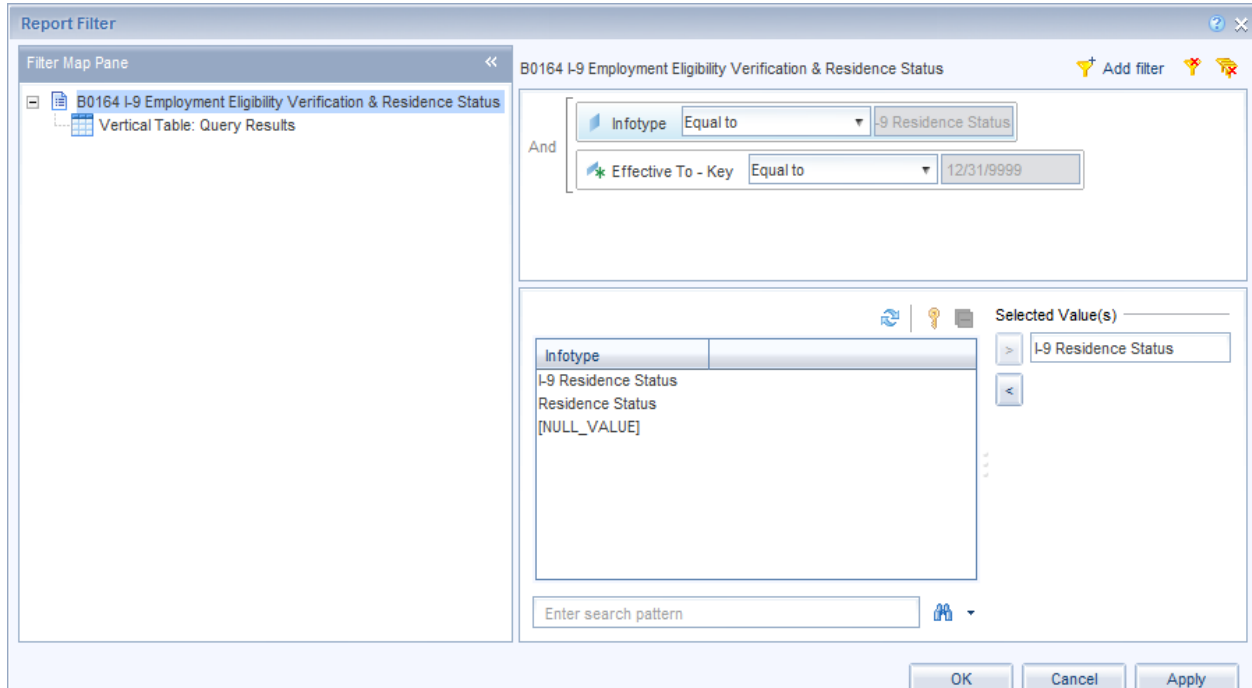
- Only active employees are included on this report.
- Contractor employee subgroups are excluded from this report.
- Below are the default filters applied to the Report:
 - “B0164: I-9 Employment Eligibility Verification & Residence Status” Tab
 - > “Infotype” Equal to I-9 Residence Status
 - > “Effective 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 **not** change these default Report Filters as the changes will affect the Report Results.

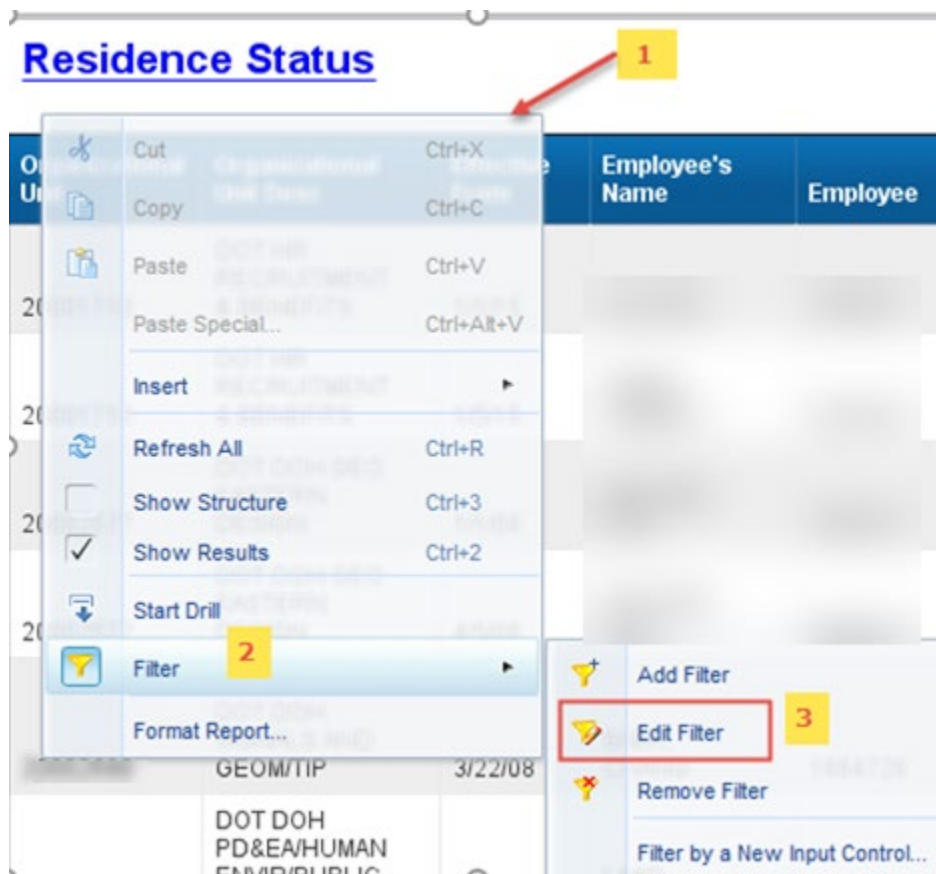
- To check the default filter on the first report tab:
 - > Hover mouse outside the crosstab table (1).
 - > Right-Mouse click to bring up the context menu; select Filter (2), then Edit Filter (3).



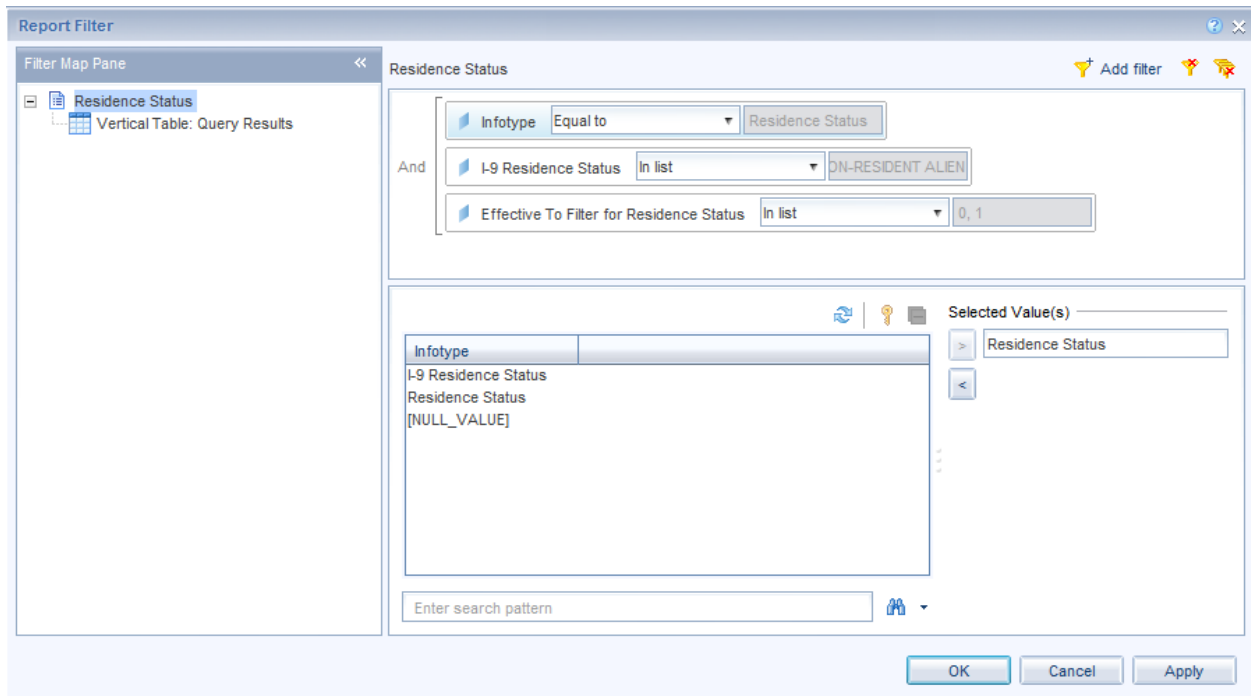
- > When the Edit screen pops up the default filters applied will be visible.



- o 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).



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



Change Log

- **Effective 9/2/2020**
 - Screenshots modified. L. Lee
- **Effective 9/3/2020**
 - Update format. C. Ennis
- **Effective 9/21/2020**
 - 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