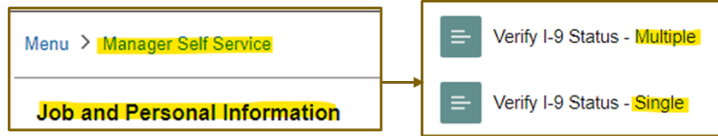




This *Quick Guide* details how to locate an employee's I-9 status. This page provides immediate results of status inquiries. Use the PAC menu to navigate to **Manager Self Service**, > **Job and Personal Information** > **Verify I-9 Status (Multiple or Single)**.



Verify I-9 Status – Single Record

I-9 data is updated daily in PAC and the employee information displayed is from their primary job. MSS users can search I-9 status for all employees, not only those in their administrative departments.

1. Enter the employee's **EmplID or UNI** and click **Search**. The current I-9 status and information appears.
2. Status displayed in **red font (Expired or No electronic I-9)** indicate action is needed.

Verify I-9 Status - Single

Verify I-9 Status

Current I-9 Status: Termed, but I-9 is Valid

Valid Until: 06/15/2026

A valid I-9 is on file for this employee. Note that if the employee's appointment start date is later than the valid until date displayed, the employee must complete a new I-9 form.

Employee Information

Name:	Bulckaen, Detric
Empl ID:	102
UNI:	1
Employee Status:	Terminated
Title:	Student Admin Worker
Department:	5602106 School Intl & Public Affairs

[Return to Search](#)

I-9 Status Explanations

Expired: The I-9 on file for this employee has expired. A new I-9 form must be completed.

No electronic I-9: An electronic I-9 form was not located for this employee. Please contact the I-9 Center.

Paper I-9 on File: Based on this employee's status and employment history, a valid paper I-9 form is already on file. No additional action is needed at this time.

Pre 1986 hire, No I-9 Needed: Based on this employee's status and employment history, an I-9 form is not required. No additional action is needed at this time.

Termed, but I-9 is Valid: A valid I-9 is on file for this employee. Note that if the employee's appointment start date is later than the 'valid until' date displayed, the employee must complete a new I-9 form.

Valid: A valid I-9 is on file for this employee. Note that if the employee's appointment start date is later than the 'valid until' date displayed, the employee must complete a new I-9 form.

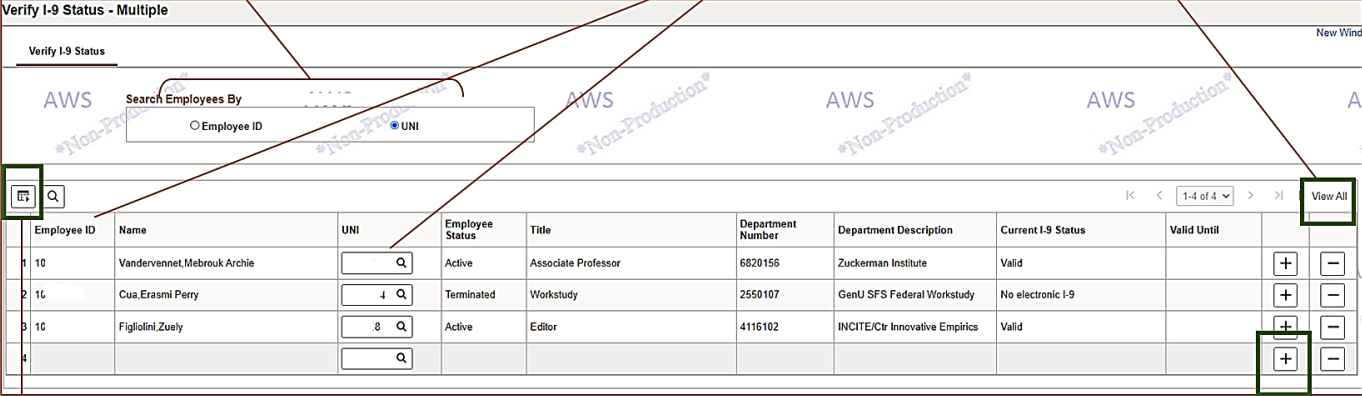
Verify I-9 Status – Multiple Records

Select the radio button to search by **Employee ID** or **UNI**.

You can **switch between radio buttons** and the results remain.

Enter the **Employee IDs or UNIs** into the appropriate fields.

You can enter up to 10 rows on a single page. New pages appear with additional entries. To view all entries, click **View All**.



Results can be **exported** into Excel

Click the **+** sign to add another row and after the final entry row. This also acts as **Enter** and results appear.



Key Points, Information, and Resources

Key Points

We receive daily feeds from Equifax. Changes made today will not be reflected in PAC until the next day.

If you key in an incorrect Employee ID or UNI and click the plus sign (+); you must first remove that row by clicking on the minus sign (-). After which, you can re-enter the correct Employee ID or UNI.

Additional I-9 Information

For information on Work Authorization and the I-9 Form at Columbia University, visit the [Eligibility to Work: I-9 Form](#) webpage on the HR Website.

For information on completing the I-9 Form, visit the [I-9 and E-Verify](#) webpage on the HR Website.

Questions

If you have any questions, please submit a ticket with the [HR Service Center](#) or call them at 212-851-2888.