



Indiana State Personnel Department

**Onboarding Tasks Quick
Step Guide**

Overview

Welcome to the State of Indiana! This guide will help you complete the required onboarding tasks accurately and on time.

During onboarding, you will:

- Review your **personal data**.
- Complete the **Equal Employment Opportunity (EEO)**, **Protected Veteran Status**, and **Voluntary Self-Identification of Disability forms**. These forms collect information used for federal reporting and compliance. Your responses are voluntary where indicated.
- Complete **Form I-9, Section 1** to verify your identity and authorization to work in the United States.
- **Electronically sign** forms to complete the Onboarding process.

Please read everything carefully before you submit your forms. Complete and accurate information helps ensure your forms are processed correctly and allows your HR representative or hiring manager to complete the Form I-9 and E-Verify process.

Important: Federal law requires you to complete Section 1 of Form I-9 no later than their first day of employment. Your HR representative or hiring manager must complete Section 2 of Form I-9 and create your E-Verify case **no later than the third business day after your first day of employment**. Failure to complete the required onboarding tasks by the deadline will result in separation from employment.

Providing Personal Data

Purpose: You will review and update your personal information for accuracy. This information is initially pulled from the recruiting system and pre-populated in the necessary fields. This step is required for Form I-9, Employment Eligibility Verification.

1. Open your "Welcome to State of Indiana Onboarding" email. Click the **Activate Your Account** button in the email.
2. Create a password and click **Activate Your Account**.
3. After your account is active, click **Continue** to log into SuccessFactors.
4. On the Homepage, click the **Provide Personal Details** tile.
5. Click **Get Started** in the dialog box.
6. Fill in all fields with a **red asterisk (*)**. These are required.
7. In the **Identity Section**, enter your full legal name exactly as it appears on your identification documents. Enter your date of birth in this format: MM-DD-YYYY (for example, 01-15-2000).
8. Click **Continue** to save your information.
9. In the **Personal Information** section, enter your email address, phone number, and home address. Mark your home address and email address as "Primary."
10. Click **Continue** to save information and review the next step.
11. In the **Job Information** section, check your hire date. You cannot change this.
12. Select **Submit**.
13. In the dialog box, click **Confirm** to send your information.
14. Click **Submit** to confirm.
15. In the dialog box, click **OK** to confirm that your data has been submitted and move to the next step: **Providing Additional Data**.

Providing Additional Data

Purpose: You will answer a few questions that help the State of Indiana meet federal reporting laws. These questions are about race, disability, and veteran status. Your answers are voluntary. You will use an e-signature tool to sign forms digitally. This lets you sign documents on any device, such as a phone, tablet, or computer, instead of using pen and paper.

1. On your Onboarding Checklist, click **Provide Additional Data**.
2. Click **Equal Employment Opportunity Information**.
3. Pick your **race and ethnicity** from the drop-down list, then click **Save**.
4. Complete the forms for **Disability Status** and **Protected Veteran Status**.
5. When finished, click **Submit**.
6. Click **OK** when the message appears.
7. Next, choose **Complete e-Signature** from the **Onboarding Checklist**.
8. Select the checkbox next to the **Terms and Conditions** and click **Submit**.
9. Select **Equal Employment Opportunity Information** and click **Sign**.
10. Click **Yes** in the dialog box to move to the next form.
11. Click **Sign** on the **Voluntary Self-Identification of Disability** form.
12. Click **Yes** in the dialog box.
13. Click **Sign** on the **Voluntary Self-Identification of "Protected" Veteran Status**.
14. Click **OK** to confirm completion.
15. Click **Submit** to finish the e-Signature process.
16. Click **OK** to confirm submission and move to the next step: **Complete Form I-9, Section 1**.

Complete Form I-9, Section 1

Purpose: Form I-9 is a federal form required by U.S. Citizenship and Immigration Services (USCIS) that verifies your identity and authorization to work in the United States. In this task, you will complete Section 1 and sign the form electronically using the same e-signature tool used earlier. This task must be completed by Day 1 of employment

1. From the Onboarding Checklist, under **Compliance Tasks**, select **Complete Form I-9 Section 1**.
2. Check your details under **Employee Information**.
3. Select your **Type of Citizenship** to open the details. Make sure your choice is correct.
4. If applicable, click the arrow beside **Preparer and/or Translator Certification** to open details. Select from the options listed.
5. Check the box under **Employee's Consent Statement**.
6. Click **Submit** to send your data for e-Signature.
7. Click **OK** in the dialog box.
8. From the **Onboarding Checklist**, under **Compliance Tasks**, select **Complete e-Signature on Compliance Forms**.
9. Select **I9 Section 1** under **Complete Your E-Signature**.
10. Check your information on the document is accurate and click **Sign**.
11. Click **OK** in the dialog box.
12. Click **Submit** to finish your e-Signature.
13. Click **OK** to confirm.
14. You can **Download** your Form I-9 or close the window.

- a. **Downloading your completed Form I-9 is optional and for your records only.** You do not need to bring a copy of the completed form with you on your first day of work.

Preparing for Day 1

- Bring your original and unexpired supporting documents on your first day. These documents prove your identity and eligibility to work in the United States.
- Photocopies cannot be accepted. Only original documents will be reviewed.
- For a list of acceptable documents, see the [Form I-9 Acceptable Documents List](#).
- Failure to bring in your documents will delay the processing of your Form I-9 and E-Verify.

What Happens Next

- After you finish your part of Form I-9 and additional data tasks, your HR team or hiring manager will complete Section 2 and E-Verify.
- You may have other onboarding activities, depending on your agency or role that is outside of this module.
- Watch your email for any requests or updates. Respond quickly to avoid delays.
- If you want to see the full onboarding process, review the State of Indiana Onboarding Process document. This shows each stage and what happens after your part is finished.

THANK YOU!

You have successfully completed your onboarding tasks for Form I-9, Employment Eligibility Verification.

Frequently Asked Questions

1. Can I complete Section 1 before my first day?

Yes, you may log in to SuccessFactors Onboarding prior to Day 1 (if you choose) to complete your onboarding tasks that include Form I-9, Section 1.

2. Can I complete onboarding tasks on my phone or tablet?

Yes, you can complete onboarding tasks, including Form I-9, on devices with internet access such as a phone, tablet, or computer.

3. Why is it important to complete Form I-9 accurately and on time?

Federal law requires Form I-9 to verify your identity and authorization to work in the United States. Completing Section 1 accurately and on time helps the State of Indiana comply with federal law, complete the Form I-9 and E-Verify process within the required timeframes, and avoid potential civil penalties for noncompliance.

4. What is the difference between Form I-9 and E-Verify?

Form I-9 and E-Verify are not the same. Form I-9 is a federal form you complete to verify your identity and authorization to work in the United States. E-Verify is a federal system the State of Indiana uses to compare information from your completed Form I-9 with records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm your employment eligibility.

5. Who reviews my original documents?

The responsible group reviewing your documents for Form I-9 is determined by your orientation location.

- Indianapolis orientation at the Indiana Government Center: documents will be reviewed by Indiana State Personnel Department.
- Agency facilitated: documents will be reviewed by their assigned HR representative.
- E-orientation: documents will be reviewed by their hiring manager.

6. Are photocopies of documents accepted?

No, photocopies cannot be accepted. Bring original, unexpired documents from the [Acceptable Documents List](#).

7. What if I don't have my documents on my first day?

It is important to bring your original, unexpired documents to verify your identity and eligibility to work on your first day. Photocopies cannot be accepted. If you do not have your original documents, federal law allows certain receipts to be used temporarily. Receipts are temporary documents that you may present in place of actual List A, B, or C documents when completing Form I-9. They are valid for a limited period and must be replaced with the actual document within that timeframe.

- Common Receipts for Replacement of Lost, Stolen, or Damaged Document
 - Example: You present a receipt showing you have applied to replace a lost U.S. passport, Social Security card, or Permanent Resident Card.
 - Validity: 90 days from date of hire.
 - Follow-Up: You must present the actual replacement document within the 90-day period.

8. My last name recently changed, but one of my identity or work authorization documents still has my previous last name. Can I still use it for Form I-9?

Yes, we may accept documents that show different last names if they reasonably appear to relate to you. You are not required to provide proof of your name change, but you may do so if you choose.

9. Do I need to bring a printed copy of my completed Form I-9?

No, downloading the completed Form I-9 is optional for your records; you do not need to bring a copy on Day 1.

10. What if I make a mistake on my Form I-9?

Contact your hiring manager or HR representative as soon as possible for assistance.

11. What happens if I miss the deadline?

If your Form I-9 including E-Verify is not completed by Day 3, you will be considered non-compliant and your employment will end.

12. What if I have question that has not been addressed in this reference guide or FAQ?

Contact your agency HR representative listed in your offer letter or your hiring manager.



STATE OF INDIANA ONBOARDING PROCESS

NEW HIRE	1 Complete New Hire Data	Enter your personal and contact information to begin your onboarding process.
	2 Complete Compliance Forms	Review and complete required forms, including Equal Employment Opportunity (EEO) information and voluntary self-identification of veteran and disability status.
	3 Complete Section 1 of I-9	Provide your employment eligibility information in Section 1 as required by federal law. Ensure your information is accurate, as it will be used to verify your authorization to work in the United States.
	4 Submit E-Signature	Review your information and electronically sign your forms to submit them for processing. Once submitted, your information will be routed to the appropriate team for completion and verification.
RESPONSIBLE GROUP	5 Complete Section 2 of I-9	- Responsible party completes physical inspection of document(s) on or after day 1 of New Hire start date. - Responsible party completes signature of I-9 via e-signature. - List A and List B documents are required to be uploaded.
	6 E-Verify Completion	- Responsible party verifies E-Verify case completion (confirmation email received). - Process must be completed within 3 Federal business days. - Hiring manager will have additional tasks such as setting goals for new hires and recommended links.

Best Practices

- Timing is **critical**! You may complete your onboarding tasks prior to your first day. If it is not completed prior to your first day, it **must** be completed on day 1.
- Submit your forms with your legal name to avoid potential issues.
- Bring your original, unexpired documents for Form I-9 verification on day 1.