B0164 I-9 Employment Verification and Residence Status

Purpose

The purpose of this Report Description is to explain how to generate employee information for I-9 employment eligibility verification and residence status in the Integrated HR-Payroll System.

Report Description

This report provides employee information for I-9 Residence Status and Residence Status expirations and its associated 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.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the Web Intelligence Prompt List on the OSC website.

The Mandatory prompts for this report are:

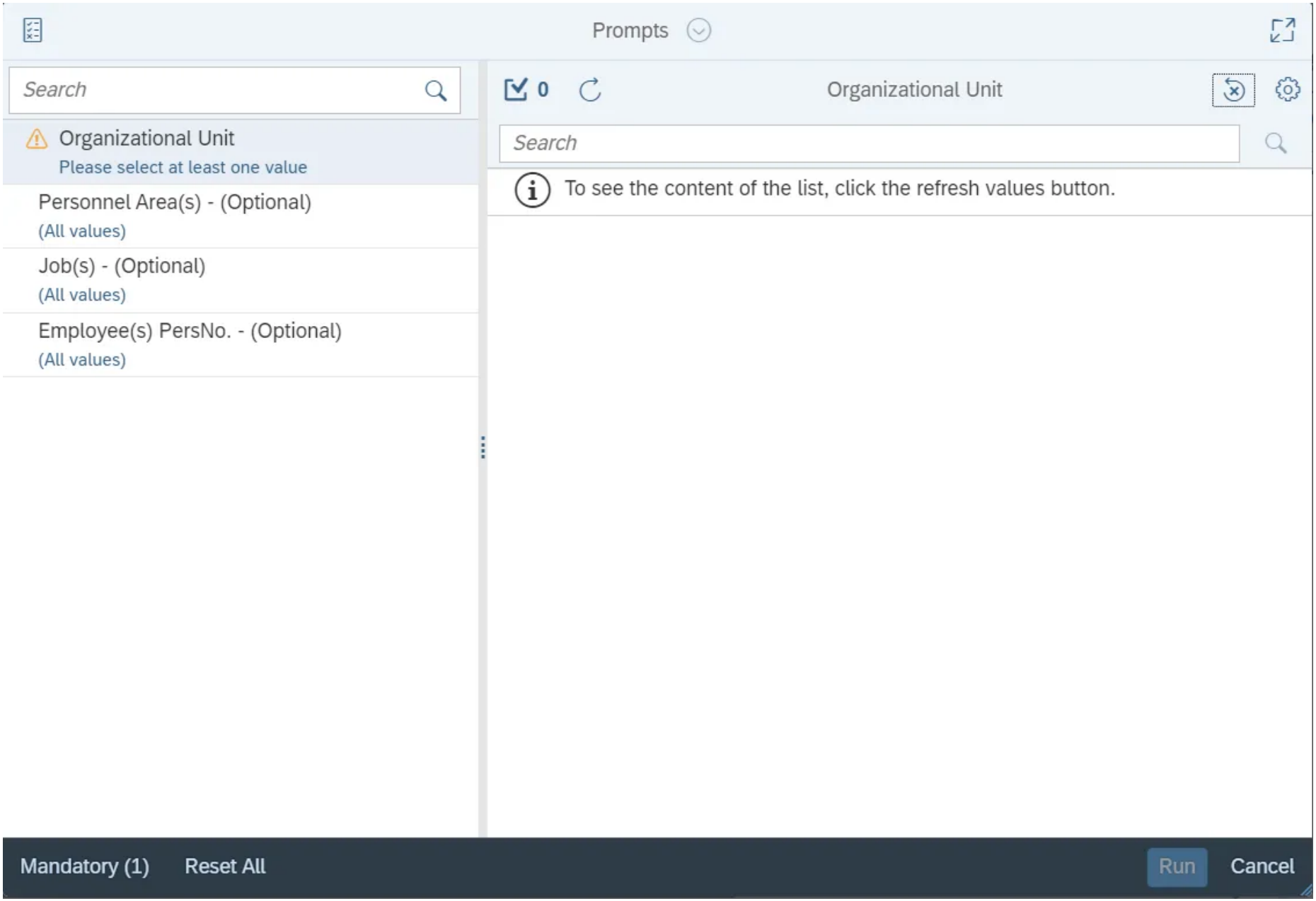
- Organizational Unit

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Personnel Area(s) - (Optional)
- Job(s) - (Optional)
- Employee(s) PersNo. - (Optional)

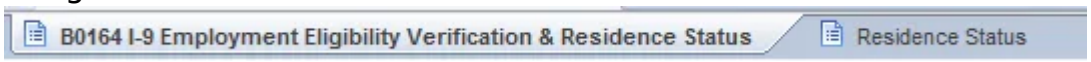
Image


Prompts
Search
Organizational Unit
Please select at least one value
Personnel Area(s) - (Optional)
(All values)
Job(s) - (Optional)
(All values)
Employee(s) PersNo. - (Optional)
(All values)
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (1)
Reset All
Run
Cancel

Initial Layout

This report has two report tabs as well as the Report Info tab.

Image



- **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.

Image

B0164: I-9 Employment Eligibility Verification & Residence Status

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	Ukkdukj	RR555555

Continued...

Image

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.

Image

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	1111111	77777777	Transportation Technician I	NON-RESIDENT ALIEN	H - Temporary Employees	#
21111111	DOT HR RECRUITMENT & BENEFITS	1/5/2015	DOE, JAMES	2222222	88888888	Tech Specialist	RESIDENT ALIEN	I-94 Information (U.S.)	11111111111
22222222	DOT DOH GEO EASTERN DESIGN	1/1/2008	DOE, JANE	3333333	99999999	Transportation Engineer I	NON-RESIDENT ALIEN	I-94 Information (U.S.)	#
23333333	DOT DOH GEO EASTERN DESIGN	4/5/2008	DOE, JOHN	4444444	12345678	Transportation Engineer I	NON-RESIDENT ALIEN	Visa Information (U.S.)	#
25555555	DOT DOH SIGNALS AND GEOM/TIP	3/22/2008	SMITH, JOHN	5555555	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	6666666	12121212	Transportation Engineer III	RESIDENT ALIEN	E - Employment Author Doc	0888888888

Continued....

Image

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 information about the prompts entered.

Image

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, from the Document Dictionary once in the Design mode:

Dimensions

- Date of Entry
- Date of Issue
- Effective From
- Effective To
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Ethnic Origin
- Expiration Date
- Gender
- I-9 Residence Status

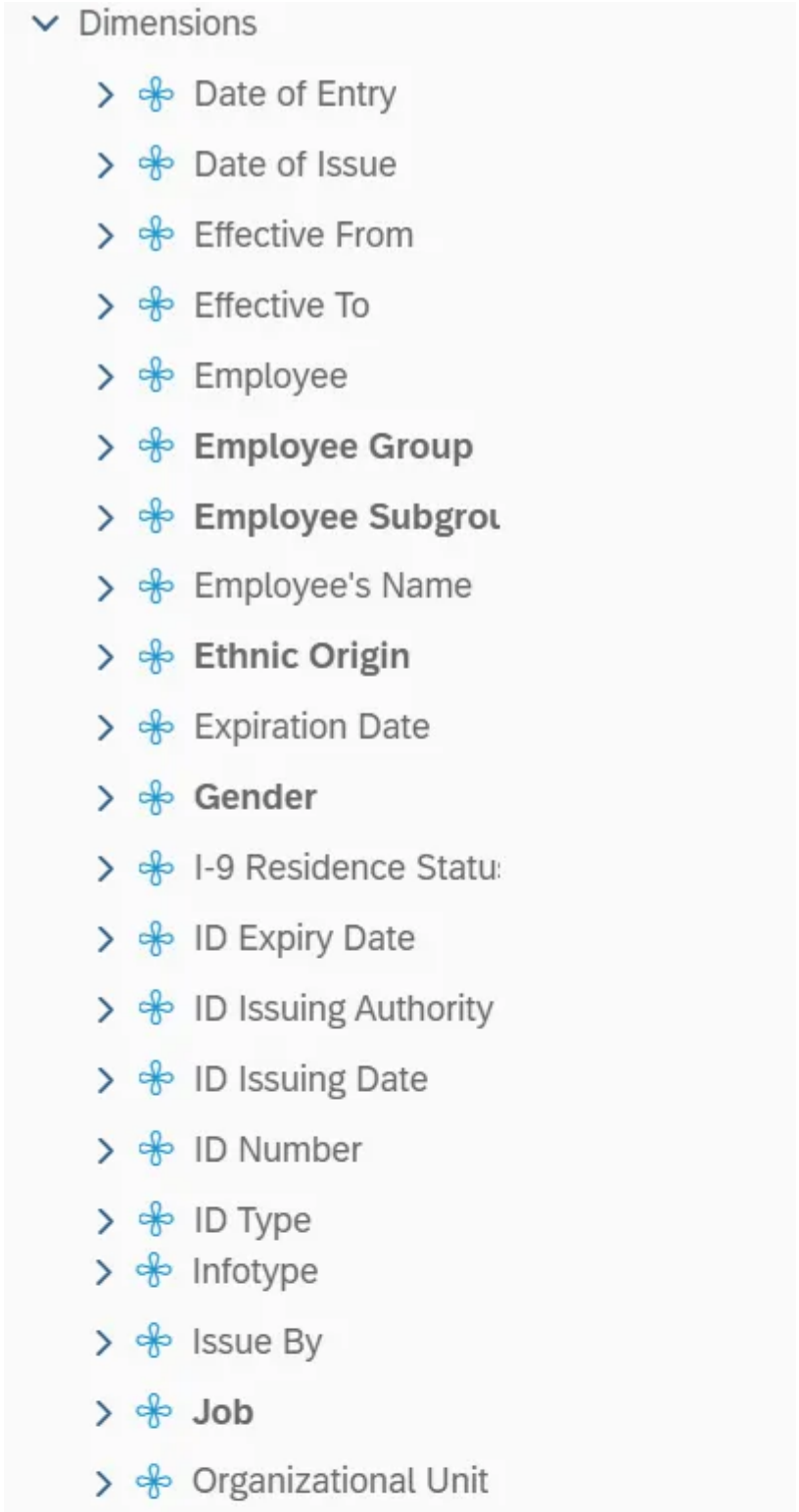
- ID Expiry Date
- ID Issuing Authority
- ID Issuing Date
- ID Number
- ID Type
- Infotype
- Issue By
- Job
- Organizational Unit
- Passport Number
- Permission Number
- Personnel Area
- Personnel Subarea
- Position
- Residence Status
- Supv Employee
- Supv Position
- Visa Subtype
- Visa Type
- Work Permit Expiry Date
- Work Permit Issuing Authority
- Work Permit Issuing Date
- Work Permit Number
- Work Permit Type

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

Image


Dimensions
Date of Entry
Date of Issue
Effective From
Effective To
Employee
Employee Group
Employee Subgrou
Employee's Name
Ethnic Origin
Expiration Date
Gender
I-9 Residence Statu
ID Expiry Date
ID Issuing Authority
ID Issuing Date
ID Number
ID Type
Infotype
Issue By
Job
Organizational Unit

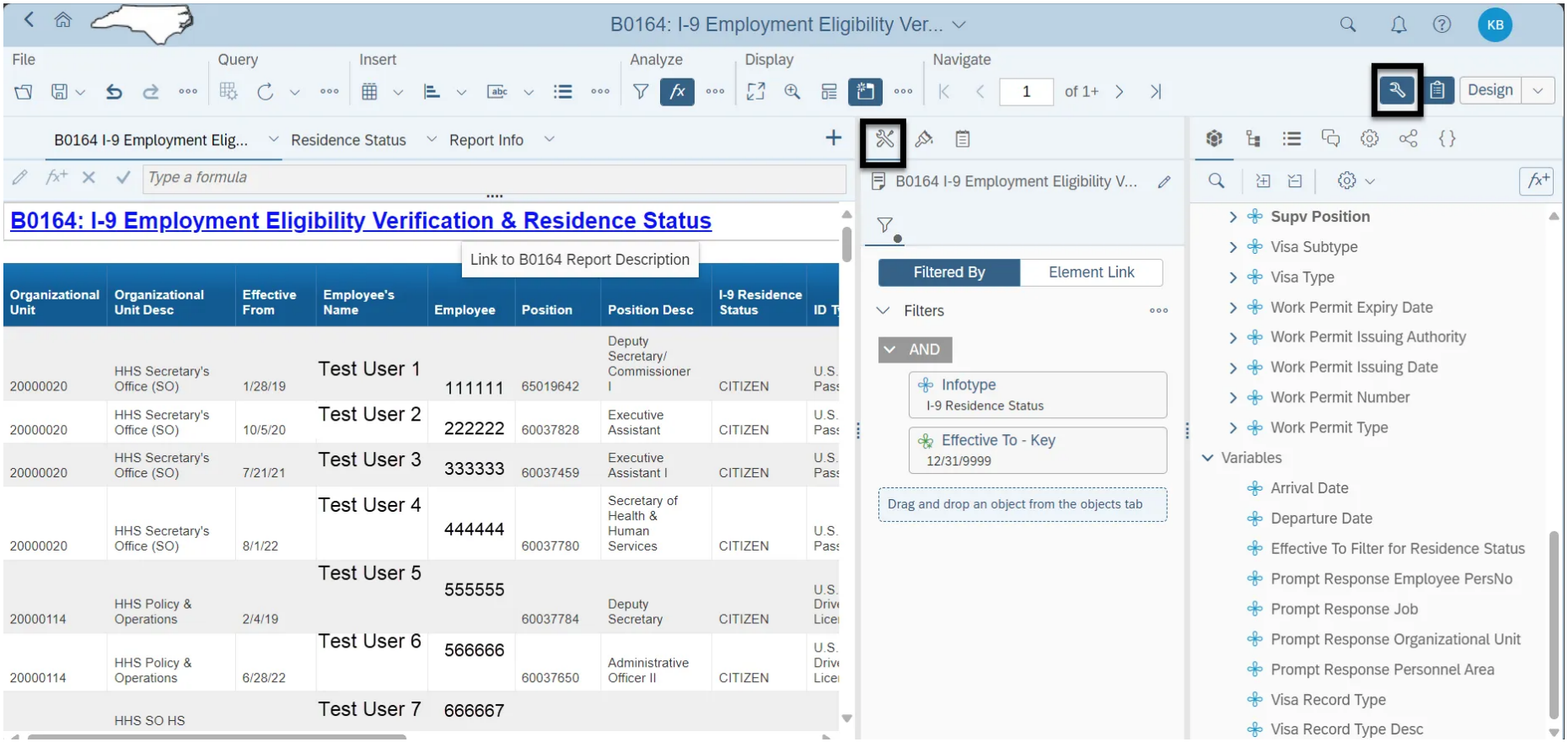
Special Report Considerations/Features

- 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.)) NOTE: 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, please follow the steps below. There are 3 steps to complete this process.

Step 1: Make sure you are in Design Mode.

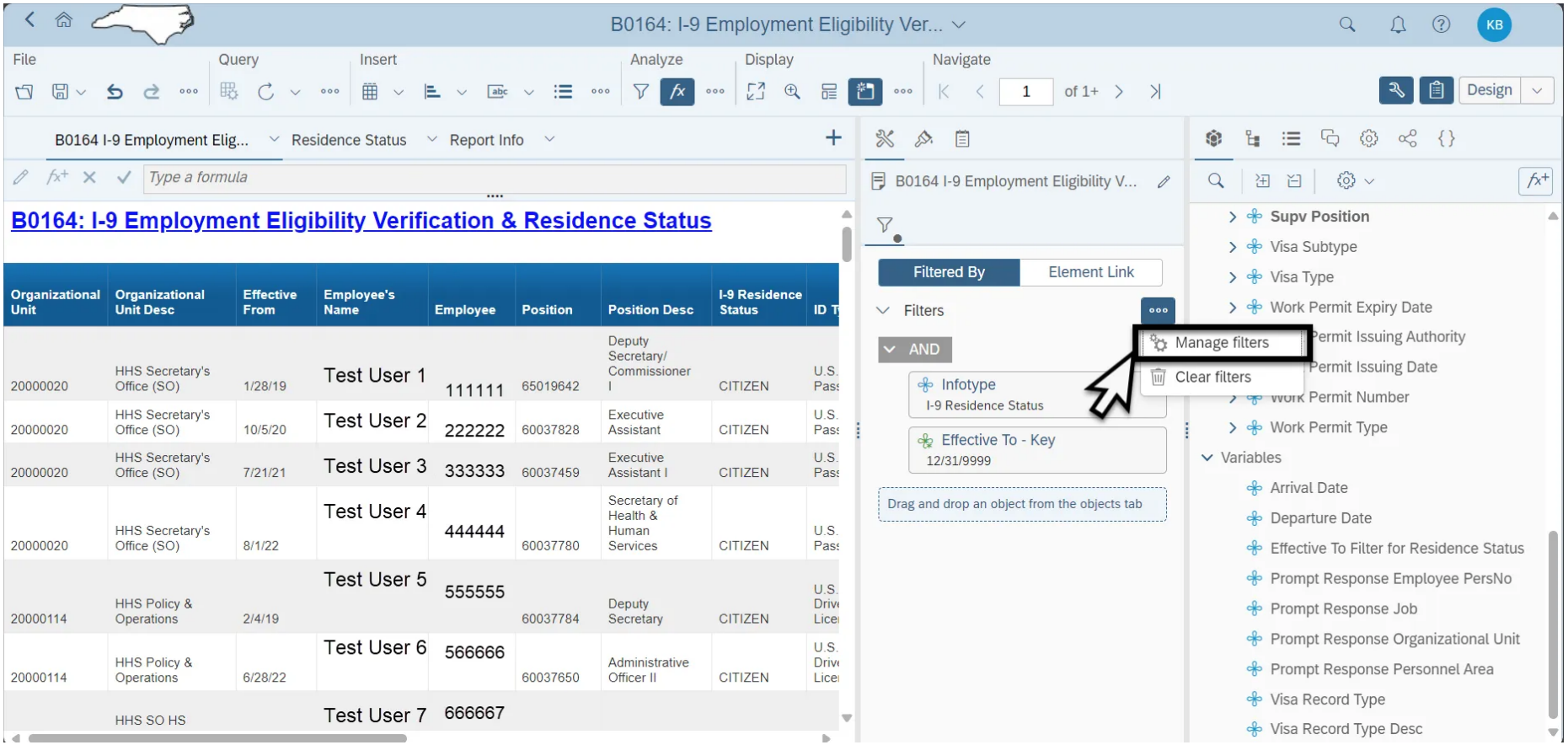
Step 2: Click on the “Show data/format panel icon.

Image



Step 3: Click on the ellipsis next to “Filters and select “Manage filters”.

Image



- To check the default filter on the Residence Status report tab, please follow the steps below. There are 5 steps to complete this process.

Step 1: Make sure you are in Design Mode.

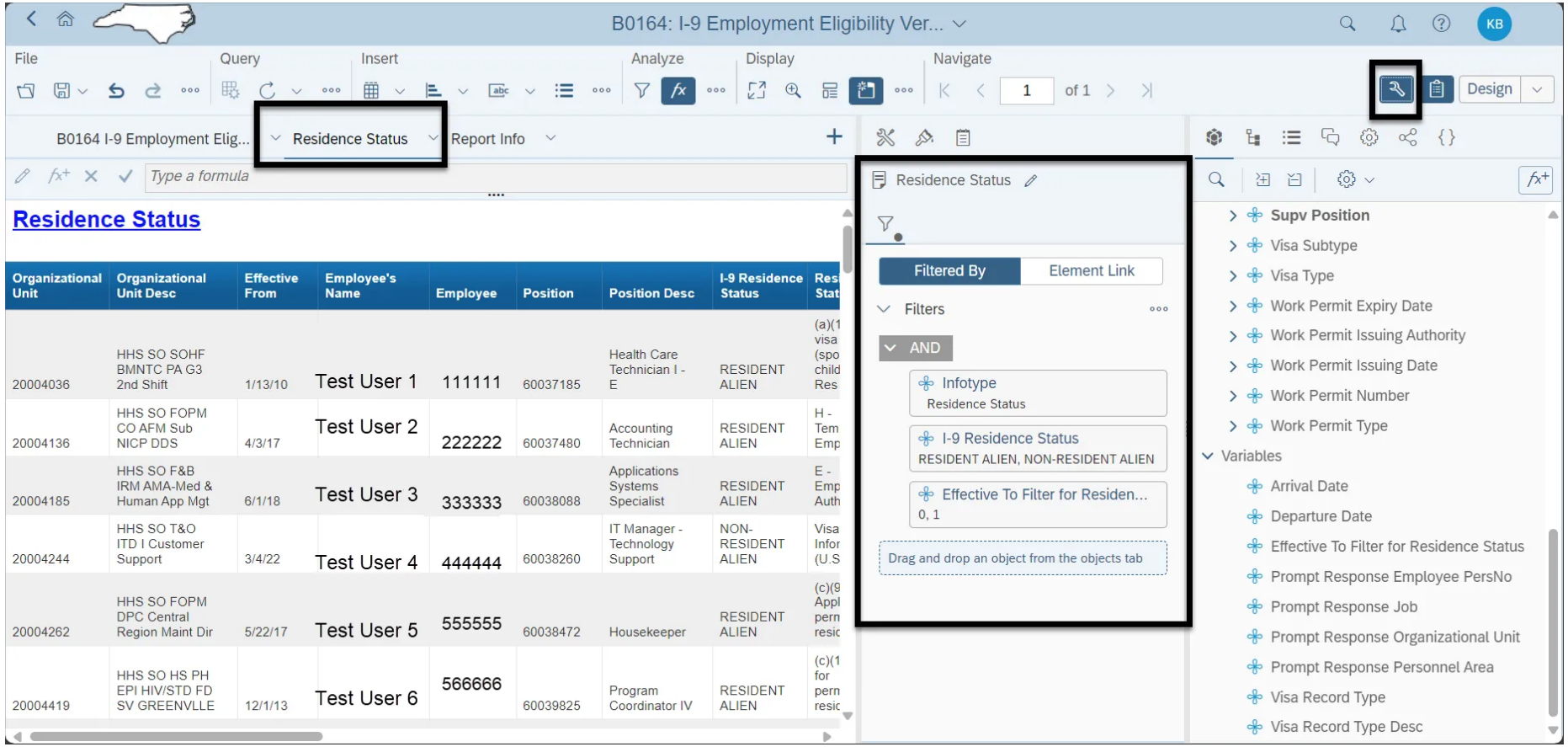
Step 2: Select the “Residence Status” report tab.

Step 3: Click on the “Show data/format panel icon.

Step 4: Click on the ellipsis next to “Filters and select “Manage filters”.

Step 5: When the Edit screen pops up, the default filters applied will be visible.

Image



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