



UNIVERSITY OF
SOUTH CAROLINA

Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Belinda Ogorek, Director of HR Operations and Services

DATE: May 2, 2018

RE: PeopleAdmin and I9Advantage

As many of you are aware, the integration with PeopleAdmin and I9Advantage has not gone smoothly. We have been working diligently over the past several months to identify a workable solution. At this time, we feel the best resolution is to forego the integration between PeopleAdmin and I9Advantage. This means all I9 forms will need to be initiated and completed through I9Advantage instead of PeopleAdmin.

Effective **Thursday, May 3, 2018**, I9/E-Verify Users will need to initiate the I9 form by logging into the [I9Advantage website](#). You can learn how to [log in](#) and [initiate the form](#) by reviewing our I9 reference guides. Section 1 of the I9 form will be completed by the employee within I9Advantage and Section 2 of the form will be completed by the I9/E-Verify User within I9Advantage.

The I9 form task will be removed from the Critical New Hire, Campus International Critical New Hire, and Columbia International Critical New Hire checklists at the **end of the day today (Wednesday, May 2)**. New employees will be notified in the critical new hire checklists to expect to receive an email from Service@I9Advantage.com with instructions on how to complete the I9 form.

Beginning Thursday, May 3, it is IMPERATIVE that all I9 forms are initiated through I9Advantage so employees will be able to access and complete Section 1 of the form. Please ensure this is communicated to all I9/E-Verify Users in your college, division or campus.

Again, we apologize the integration did not function as it should and appreciate the patience you have shown. Please feel free to reach out to Kris Mayer or Dontrice Manigo at 777-3111 if you have any questions. Thank you.