|  |  |
| --- | --- |
| Use UConn Email | Email is a key field in employee creation. By consistently using UConn email addresses, the risk of duplicate accounts is decreased. |
| Email Address Error | This occurs when there is already an employee record with that email. Please contact us for assistance. |
| Access | User roles are still being defined, please explore with caution! If you are unsure of how to proceed with an action, please ask us. |
| Use Legal Name | As this is a federal form, it is important to remind employees that legal names, not nick names or preferred names, be entered. |
| Employee Document Upload | **Original documents must be presented for review.** |
| Visa Types | If you receive documents for visa types *OTHER* than F1, J1, H1B, TN, O1 or E, please contact us for assistance. |
| HireRight and GryphonHR | These companies have partnered. You may see branding for each. |
| Per-form Charge | The fee structure includes a per-form cost. Please refrain from creating test cases. |
| Audit | There is robust auditing functionality. You can find this displayed on form I-9. |
| Employee ID | Please leave this field blank. Payroll will enter this number after our review. |

**HireRight Helpful Hints**

**Make sure the Worksite is selected when initiating an I-9 to a new employee. If the worksite is blank, they do not always appear for your review.**