

## **HireRight** <sup>[1]</sup>

### **Verify employees can work at CU through HireRight.**

E-Verify is compares information from an employee's Form I-9 Employment Eligibility Verification to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

At the University of Colorado, I-9 and E-Verify information is completed electronically through HireRight's single sign-on (SSO) function. Electronic copying of verification information can be done through OnBase.

HireRight's I-9 Solution satisfies U.S. Citizenship and Immigration Services requirements related to the electronic creation, signature, retention and security of the Form I-9. This paperless process enables you to create, view, download, store and print the Form I-9, as well as run management reports on-demand. Built-in tools such as automated error checking help you complete forms accurately and promote compliance.

If you have questions about E-Verify and I-9 processes, please consult the handbook produced by U.S. Citizenship and Immigration Services: [M-274 – Handbook for Employers, Guidance for Completing Form I-9](#) <sup>[2]</sup>.

### **Required trainings**

Step-by-step: [Using HireRight for Form I-9 and E-Verify](#) <sup>[3]</sup>

Step-by-step: [HireRight: Correcting an Employment Eligibility Verification Form I-9](#) <sup>[4]</sup>

Step-by-step: [HireRight: Creating a Form I-9 Link on a Kiosk Desktop](#) <sup>[5]</sup>

Step-by-step: [HireRight: Designating a Hiring Manager](#) <sup>[6]</sup>

Step-by-step: [HireRight: Reverify Employment Authorization](#) <sup>[7]</sup>

Web Resource: [HireRight: Customer Service](#) <sup>[8]</sup>

Web Resource: [List of Acceptable Documents](#) <sup>[9]\*</sup>

Training video: [Learn how to fill out an I-9 Form](#) <sup>[10]\*\*</sup>

Web Resource: I-9 Guidance for CU Boulder [11]

\*The List of Acceptable Documents must be downloaded before it can be viewed. Acceptable documents are found on page four of the download.

\*\*Users must log in to the employee portal to view this video in SkillSoft.

## Request access

1. Contact your campus HireRight campus access coordinator [12] and request a HireRight application account.
2. Log into CU Identity Manager [13] and request the **HIRERIGHT: CU I-9 E-Verify HireRight User** role. This request must be approved by your direct supervisors and by your campus HCM access coordinator.

## Common Users

HireRight users include hiring managers and HR professionals responsible for onboarding new employees to CU.

### Groups audience:

University Information Services

### Right Sidebar:

UIS - Campus Access Coordinators

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**Source URL:** <https://www.cu.edu/uis/access-it-security/onboarding-employee-management/hireright>

### Links

[1] <https://www.cu.edu/uis/access-it-security/onboarding-employee-management/hireright>

[2] <https://www.uscis.gov/i-9> [3] <https://www.cu.edu/docs/sbs-using-hireright-form-i-9-and-e-verify>

[4] <https://www.cu.edu/docs/sbs-hireright-correct-i9> [5] <https://www.cu.edu/docs/sbs-hireright-kiosk-i9>

[6] <https://www.cu.edu/docs/sbs-hireright-designate-hiring-manager> [7] <https://www.cu.edu/docs/sbs-hireright-reverify-employment-authorization> [8] <http://www.hireright.com/contact/customer-service/>

[9] <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

[10]

[https://universityofcolorado.skillport.com/skillportfe/assetSummaryPage.action?assetid=\\_scorm12\\_cu\\_u00072\\_0001](https://universityofcolorado.skillport.com/skillportfe/assetSummaryPage.action?assetid=_scorm12_cu_u00072_0001)

[11] <https://www.colorado.edu/hr/policies-guidance/i-9-guidance> [12] <https://www.cu.edu/uis/access-it-security/campus-access-coordinators> [13] <https://www.cu.edu/uis/access-it-security/cu-identity-manager>

[11] <https://www.colorado.edu/hr/policies-guidance/i-9-guidance> [12] <https://www.cu.edu/uis/access-it-security/campus-access-coordinators> [13] <https://www.cu.edu/uis/access-it-security/cu-identity-manager>