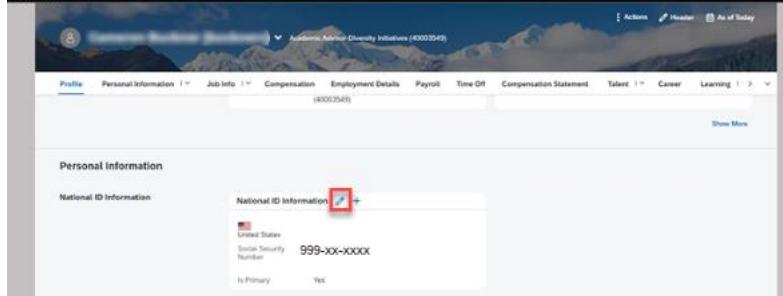
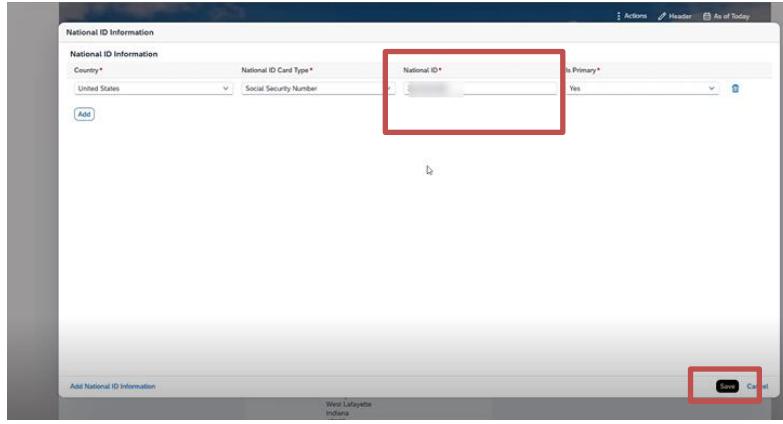


**Employee – Provide New SSN and Complete Form I-9 Section 1**
**Last Updated:** 11/19/2025

These instructions explain how an employee can enter their Social Security Number (SSN) after completing the New Hire Wizard without one. Once they receive their SSN from the Social Security Administration, they will follow this process to update their SSN and complete the Form I-9 and e-signature.

<b>Access SuccessFactors</b>	
Visit OneCampus and select <b>Success Factors</b> . Log in with User Id and Password.	<a href="https://one.purdue.edu/">https://one.purdue.edu/</a> 
<b>View Profile Information</b>	
Use the View My Profile Quick Action tile to open Profile.	
Navigate to <b>Personal Information</b> - National ID Information  Use the <b>Pencil Icon</b> to edit your SSN (The 999 number you see in the SSN field is an internal 'place holder' number that Purdue uses until the actual SSN is issued and is entered.)  Type the correct information in the National ID field (it requires the 2 dashes) and click <b>Save</b>	 

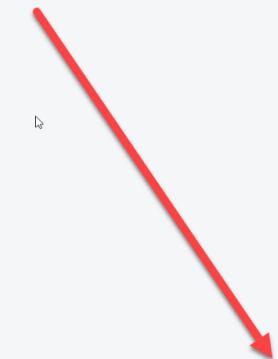
<p>It is optional to type note</p> <p>Please note: Do not enter any protected personal information in the note i.e., Social Security Numbers.</p> <p>Click <b>Submit</b></p> <p>The request is sent to the I-9 Verifier. Once approved, the SSN will be updated to the number you submitted.</p>	
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### Finish New Hire Wizard and Form I-9

<p>You will receive an <b>email</b> to finish your Form I-9. <b>Click the link</b> in the email to continue or access <b>SuccessFactors</b> and click <b>Complete Form I-9 Section 1 Awaiting SSN</b> under For You Today to open the Onboarding Checklist.</p>	
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<p>Scroll to find the <b>Complete Form I-9 Section 1 Awaiting SSN</b> under <b>Compliance Tasks</b></p>	
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<p>Your Social Security Number is now added to Form I-9, Section 1. Please do note complete this step until you see your correct SSN.</p> <p>Please note: Fields in the Form I-9 Section 1 cannot be edited. Contact your I-9 Verifier or employment center if additional edits are needed. They will provide directions on how to make those changes</p> <p>Click <b>Submit</b>.    Click <b>OK</b>.</p>	<p><b>Complete Section 1 of Form I-9</b></p> <p><b>Form I-9, Section 1</b>    Form I-9 Employment Eligibility Verification</p> <p>Please carefully read the Department of Homeland Security's Form I-9 Instructions before completing this form. Employees must complete and sign Section 1 of the Form I-9 no later than the first day of employment, but not before accepting a job offer. Instructions for the Form I-9 PDF available at <a href="http://www.uscis.gov/9">www.uscis.gov/9</a>.</p> <p><b>Employee Information *</b></p> <p>The pre-populated fields cannot be updated here. If required, you can update these fields using the Employee Profile page after the start date.</p> <p><b>Personal Information</b></p> <p>First Name (Given Name)* <input type="text" value="DeeJay"/> Middle Initial (if any) <input type="text" value="N/A"/>    Last Name (Family Name)* <input type="text" value="Dee"/> Other Last Names Used (if any) <input type="text" value="N/A"/>    Employee's Telephone Number <input type="text" value="765-409-0856"/> Employee's E-mail Address <input type="text" value="DeeJayDee@yopmail.com"/>    Date of Birth (mm/dd/yyyy)* <input type="text" value="06/21/1989"/></p> <p><b>Social Security Number</b></p> <p>SSN <input type="text" value="123-45-6798"/></p> <p><b>Submit</b></p> <p><b>Success</b></p> <p>Form submitted.    Complete the Form I-9 process by creating and applying your e-signature.    For DocuSign e-signature users, check your email for instructions.    For SuccessFactors e-Signature users, select the Your Compliance Forms card in the For You Today section of the Home Page, and then select the form listed under Complete your E-Signature.</p> <p><b>OK</b></p>
<p>Use the left navigation to complete the <b>E-signature of the Form I-9</b>. (May need to refresh or scroll to see the new e-signature requirement)</p> <ul style="list-style-type: none"> <li>Click <b>Complete e-Signature and Compliance Forms</b></li> <li>Select <b>Click to Sign</b></li> <li>Click <b>OK</b></li> </ul>	<p><b>PURDUE UNIVERSITY</b> Home</p> <p>Provide Personal Data</p> <p>Task successfully completed</p> <p>Provide Additional Data</p> <p>Task successfully completed</p> <p>Complete e-Signature</p> <p>Download your documents</p> <p>Completed</p> <p>Compliance Tasks</p> <p>Complete Form I-9 Section 1</p> <p>Download your documents</p> <p>Completed</p> <p>United States Federal Form W-4</p> <p>Complete this task to proceed</p> <p>134 days overdue</p> <p>Indiana State Withholding Form WH-4</p> <p>Complete this task to proceed</p> <p>134 days overdue</p> <p>Voluntary Self-Identification for Disability</p> <p>Task successfully completed</p> <p>Complete e-Signature on Compliance Forms</p> <p>Task successfully completed</p> <p>Complete Form I-9 Section 1 Awaiting SSN</p> <p>Download your documents</p> <p>Completed</p> <p>Complete e-Signature on Compliance Forms</p> <p>Complete this task to proceed</p> <p>134 days overdue</p> <p><b>Employment Eligibility Verification</b>    Department of Homeland Security    U.S. Citizenship and Immigration Services</p> <p>USCIS Form I-9    (Rev. 01/2019)    Expired 01/17/2020</p> <p>START HERE: Employees must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.</p> <p>Section 1. Employee Information and Attestation. Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.</p> <p>Section 2. Employer Review and Verification. Employers or their authorized representatives must complete and sign Section 2 within three business days of the date of hire. Documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation from List A or List B.</p> <p>Section 3. Employee Signature. Employees must sign the form in ink or electronically. If signing electronically, employees must use a digital signature that is compliant with the requirements for Form I-9.</p> <p>Section 4. USCIS Attester. Form I-9A Attester Number <input type="text" value="1234567890"/> Foreign Passport Number and Country of Residence <input type="text" value="N/A"/></p> <p>Signature of Employee</p> <p>If a foreign entity requires a copy of this form, attach the <b>Foreign Entity Transfer Certification</b> on Form I-9.</p> <p>Section 2. Employer Review and Verification. Employers or their authorized representatives must complete and sign Section 2 within three business days of the date of hire. Documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation from List A or List B.</p> <p>Section 3. Employee Signature. Employees must sign the form in ink or electronically. If signing electronically, employees must use a digital signature that is compliant with the requirements for Form I-9.</p> <p>Section 4. USCIS Attester. Form I-9A Attester Number <input type="text" value="1234567890"/> Foreign Passport Number and Country of Residence <input type="text" value="N/A"/></p> <p><b>Click to Sign</b></p> <p><b>Information</b></p> <p>You've successfully e-signed all the forms. To view them, select OK.</p> <p><b>OK</b></p>

	<p>Complete Your E-Signature</p> <p>Your e-signature is important to us. Carefully review and e-sign each form. Once you've signed all the forms, select Submit to proceed to the next task.</p> <p>Form Name I9 Section 1 <span style="float: right;">Signed &gt;</span></p>  <p><b>Submit</b> Decline Close</p>
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- Click **Submit**