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## **Union Pacific Recollection of Form I-9 and Transition to Cisive Frequently Asked Questions**

### **Q1: Who has to resubmit a Form I-9?**

**A1:** Employees will receive communications from UP if they are identified as an employee who must submit a new Form I-9.

### **Q2: What is required of employees for the recollection of Form I-9?**

**A2:** Identified employees must follow all instructions and watch for communications which will include timelines and deadlines to complete the recollection process.

- First, identified employees will receive an email from Cisive detailing how to register with Cisive and complete Section 1 of the Form I-9.
- Second, identified employees will be required to appear in person with acceptable Section 2 documents as per U.S. Citizenship and Immigration Services. These documents must be originals - no copies, pictures, etc. will be accepted. A list of acceptable documents can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

### **Q3: When will the recollection of the Form I-9 occur?**

**A3:** Identified employees will receive communication regarding collection location and times for their work location when the designated collectors are in their local area.

### **Q4: Where will the collection location be? Will I have to travel?**

**A4:** Recollection locations are identified based on work location. UP is working to provide locations as close to as many on-duty locations as possible. However, there may be some travel involved. Further details will be provided.

### **Q5: Why do employees have to resubmit I-9 Forms?**

**A5:** As UP moves the collection and retention of its Form I-9, or Employment Eligibility Verification, to a new third-party vendor, Cisive, UP determined it is necessary to recollect Form I-9s for some employees.

As this is a legal requirement for all employees, it is imperative that you review all UP and Cisive communications in a timely manner and take the actions necessary to complete this critical process. Failure to complete this process and provide the Form I-9 in a timely manner will result in an employee's removal from service and possible termination as UP cannot continue to employ individuals without a valid form.

### **Q6: Will agreement employees identified be paid during the collection time process.**

**A6:** While the collection period is location specific (depending upon number of employees in a location), we anticipate the typical period will be between 5-10 consecutive days. Collection will be on the employees' own time unless the employee is on duty during the time of



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collection. Employees subject to FRA Hours of Service (“HOS”) may need rest adjusted if coming in on off time.

**Q7: My work location shows one location, but I actually travel for work/am system/different work location - what do I do?**

A7: Please submit a WR Ticket for review, and we will advise you further when we have a collection event in a location near your appropriate work location.

**Q8: I will not be in the identified location during those dates (vacation, quarantined etc.) - can I meet someone before or after by appointment?**

A8: Please submit a WR Ticket for review. We will attempt to accommodate or provide alternative options.

**Q9: I have a COVID accommodation to not be in the office. Am I still required to bring my documents?**

A9: Yes, but we will work with you on the day and time. All identified employees must complete this process. Please submit a WR Ticket for review, and we will work with you to direct you to less congested hours.

**Q10: I am a 100% remote employee, what do I do?**

A10: UP will communicate with you when there is a collection event near your work location.

**Q11: Can I miss work to travel and attend a recollection event?**

A11: All policies and procedures regarding time off remain unchanged. If you are unable to attend a recollection event while you are on duty, working or during your personal time, please coordinate through usual channels. All missed work must be authorized.

**Q12: Did UP lose my personal information?**

A12: No, all personal information remains secure. In our migration to the new third party vendor, Cisive, UP determined it is necessary for some employees to prepare a new federally required Form I-9 and supporting documentation to ensure current and proper documentation for employment eligibility.

**Q13: I am U.S. citizen, why do I have to complete this process?**

A13: All U.S. citizens and noncitizens must complete a valid Form I-9 to verify your eligibility to work. Therefore, even if you are a U.S. citizen, you must complete this process. You can find additional information on the Form I-9 here: <https://www.uscis.gov/i-9>

**Q14: What do I do next while I wait to receive additional information?**



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A14: Once we are in a location near you, you will receive advanced notice and next steps to complete the process. While you are awaiting further communication, please ensure you have the documents available to complete this process. A list of acceptable documents can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

**Q15: What documents should I bring to the recollection event?**

A15: A list of acceptable Section 2 document can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> Please review this list and determine which documents apply to you.

**Q16: Why do I have to provide an email to UP?**

A16: UP's Form I-9 collection process is an electronic process for ease of collection and retention. Therefore, all forms must be completed electronically to ensure compliance with federal law. Your email address is needed to communicate with you. Specifically, Cisive will send an email to the provided email address with a link to register and complete Section 1 of the Form I-9.

**Q17: Is my information secure with Cisive?**

A17: Yes. Cisive is a third party company experienced in the collection of sensitive information. As a contractor with Union Pacific and a collector of electronic data, Cisive will ensure the data remains secure and confidential.

**Q18: What should I do before going to a recollection event?**

A18: Please complete the following before going to a recollection event:

- (1) Register with Cisive;
- (2) Complete Section 1 of the Form I-9 ONLINE with Cisive;
- (3) Gather your Section 2 documents and ensure they are not expired;
- (4) If you have any questions, please submit a WR ticket.

**Do you have more questions, or want to submit a WR ticket? Scan this code with your mobile device.**

