RF I-9 Expiration Date Report

Purpose

This report provides information for non-U.S. Citizen employees whose work authorization has expired or is nearing expiration.

Frequency

This report should be run regularly to monitor work authorization.

Report Parameters

The following table describes parameters available when running the report:

Parameter	Description
Required Parameters	
Period End Date	End date of the period being reviewed.
Parent Org	General campus location. **Ex. 010 University at Albany**

Note: The Period End date is used to calculate the upcoming work authorization expiration on the report.

Understanding the Output

The following table describes the output:

Column Heading	Description of Column
Location Code	Campus location code.
Last Name	Employee's last name.
First Name	Employee's first name.
Employee Number	Employee's identification number.
Visa Type	Employee's visa type.
Status	Employee's assignment status.
Within 60 Days	Work authorization expiring within 60 days of the Period End Date.
Within 30 Days	Work authorization expiring within 30 days of the Period End Date.
Expired	Work authorization which has expired, based on the Period End Date.

Helpful Tips:

- For details on running Oracle reports, refer to the Run a Report help topic.
- The output is Excel format.
- If the report output is blank, there is no data, based on the parameters used.