RF I-9 Expiration Date Report

Purpose

This report shows any work authorization which has expired, or is expiring within the next 60 days, for further action.

Frequency

This report should be run as part of the campuses work authorization monitoring process.

Report Parameters

The following table describes the parameters available when running the report:

Parameter	Description
Required Parameters	
Period End Date	Date for which the work authorization data is being reviewed. **Note:** Enter in DD-MMM-YYYY format.
Parent Org.	General campus location. Ex. **010 University at Albany**

Understanding the Output

The following table describes the output:

Column Heading	Description of Column
Location Code	RF operating location code.
Last Name	Employee's last name.
First Name	Employee's first name.
Employee Number	Employee's RF identification number.
Visa Type	Employee's visa type
Status	Employee's assignment status.
Within 60 days	Visa expiration dates within 60 days of the Period End Date parameter.
Within 30 days	Visa expiration dates within 30 days of the Period End Date parameter.
Expired	Visa expiration dates which have already passed based on the Period End Date parameter.

Helpful Tips:

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