



RF Missing I-9 Expiration Date Report

Purpose

This report provides non-U.S. Citizen employee records whose I-9 expiration date is not populated.

Frequency

This report should be run regularly to ensure campus locations are able 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.
Operating Location	General campus location. Ex. 010 University at Albany

Understanding the Output

The following table describes the output:

Column Heading	Description of Column
Location Code	Campus location code.
Employee Last Name	Employee's last name.
Employee First Name	Employee's first name.
Employee Number	Employee's identification number.
Visa Type	Employee's visa type.
Status	Employee's assignment status.

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.