

Quick Reference Guide – Change Approver on Form I-9 in Global Self Service

1) Log into Global Self Service.

- To access from inside the UHG network (Intranet):
[Complete Section 1 of Form I-9](#)
- To access from outside the UHG network (Internet):
[Complete Section 1 of Form I-9](#)

2) From the Validation Page, click Change Approver.

Complete Section 1 of Form I-9

You must review and confirm that your personal information below is accurate before completing your Form I-9. Once you click, 'Confirm' you will be taken to the Form I-9.

To open the complete instructions in a separate browser window, click [I-9 Instructions](#)

NOTE Please ensure that the First and Last Name listed below reflect the legal name as shown on your Social Security Card.

MELISSA MESIAS

Address Line 1
123 STREET
VENICE FL 34293

Date of Birth
[Redacted]

Social Security Nbr
[Redacted]

Approver
JOANNA LABITAD

Change Approver ①

NOTE Employees that require a preparer and/or translator to complete Section 1 of the Form I-9 should contact HRdirect at 1-800-561-0861, 7 a.m. - 7 p.m. CT, Monday - Friday and request a paper Form I-9 and Instructions.

If your address is incorrect or needs to be updated, please go to [Self Service](#) and update your personal information.
If your Name, Date of Birth, or Social Security Number are incorrect, you must make this change through HRdirect.
Call HRdirect at 800-561-0861, 7 a.m. - 7 p.m. CT, Monday - Friday.

Do not proceed with confirming your data and completing your I-9 until all information has been corrected.

I have reviewed the information above and confirm that it is accurate.

3) To search for an alternate approver, enter the Approver ID (employee ID of approver) or Last Name and First Name and click 'Look Up'.

Look Up

Approver ID: [Redacted] begins with [Redacted]
 Last Name: [Redacted] begins with [Redacted]
 First Name: [Redacted] begins with [Redacted]
 Display Name: [Redacted] begins with [Redacted]
 Business Segment Internal Desc: [Redacted] begins with [Redacted]
 Department: [Redacted] begins with [Redacted]
 Position Code: [Redacted] begins with [Redacted]

Look Up ③ [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.
[View 100](#)

Last Name	First Name	Display Name	Business Segment
GARCIA	KIMBERLY	KIMBERLY GARCIA	Corporate
NEGI	JOEL	JOEL NEGI	Corporate
HENRY	TONI	TONI HENRY	National Accounts
ARUKALA	DANA	DANA ARUKALA	UHC Benefit Ops
VAUGHN-UDING	DEVARAJ	DEVARAJ VAUGHN-UDING	UHC Benefit Ops
KELLS	ROD	ROD KELLS	Employer & Individual
MOUA	DING	DING MOUA	UHC Benefit Ops
HENRY	CATHAL	CATHAL HENRY	Employer & Individual
CYR	BRETT	BRETT CYR	UHC Benefit Ops
OLIVER	KATHERINE	KATHERINE OLIVER	UHC Benefit Ops
GARCIA	BARBARA	BARBARA GARCIA	UHC Benefit Ops

The approver will appear in the search results. Click on the hyperlink/approver name.

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- 4) From the Validation Page, confirm the correct approver is populated on screen, and click 'Confirm'.

Approver

JOANNA LABITAD

Change Approver

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Do not proceed with confirming your data and completing your I-9 until all information has been corrected.

Cancel

Confirm

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reviewed the information above and confirm that it is accurate.

- 5) The system will automatically redirect to Section 1 of the Form I-9 for completion.