Capturing, verifying, and managing I-9 information electronically

HireRight

Legal Notice

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During this Session

- **Submit questions through chat**

- **We will address general questions**

- **Campus Specific questions may be directed to:**

  » CU Denver|CU Anschutz email address for follow-up questions is: HR.I-9@ucdenver.edu

  » Boulder email address for follow-up the questions is: I-9forms@colorado.edu

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Agenda

- **Overview of the solution benefits**

- **Electronic I-9 Form completion**
  - » Section 1
  - » Section 2
  - » Section 3

- **E-verify check process and results**

- **Resources to help complete tasks**

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Benefits of HireRight's I-9 Solution

- *Simplifies I-9 Form Completion*

- *Secure Storage*

- *Program Management Tools*

- *Direct connectivity to E-verify*

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Form I-9 and E-Verify Workflow

- **Three Steps to Getting the Form Completed:**

  1. The **Employee** completes Section 1 using the onboarding tasks assigned via email from Taleo.

  2. The **Employer** completes Section 2 by accessing the I-9 via email notification when the employee starts.

     a) Be sure to scan and save documents as a PDF for upload after

  3. Completion of Section 2 automatically submits the information through E-verify and a result is returned.

     - **98% are returned "Authorized to Work"**

     - **2% require additional steps**

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Overview of E-Verify Process

- ## How Does E-Verify Work?

  1. Form I-9 information is sent to through the E-verify check system

  2. Results are returned – (98% come back "Employment Authorized")
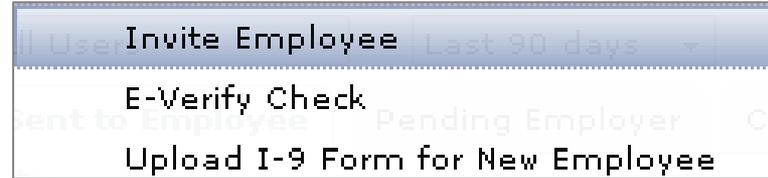
  3. Customer must take action on Tentative Non-Confirmations

Initiating the I-9 Form Process

There are two potential workflows that may be used to support the I-9 form completion by the Employee

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Initiate the I-9 Process

HireRight Supports:

1. Invite Employee

2. Upload Paper

Invite Employee

E-Verify Check

Upload I-9 Form for New Employee

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Access I-9 and E-verify Tools

- Select **I-9 Forms.**

- Click **Manage I-9 Forms** to access dashboard**.**

Initiate I-9 / E-verify

- Simple menu to initiate I-9 & E-verify tasks.

Email Invite to Employee

1. **I-9 Forms** for options.

2. **Manage I-9 Forms** to access menu.
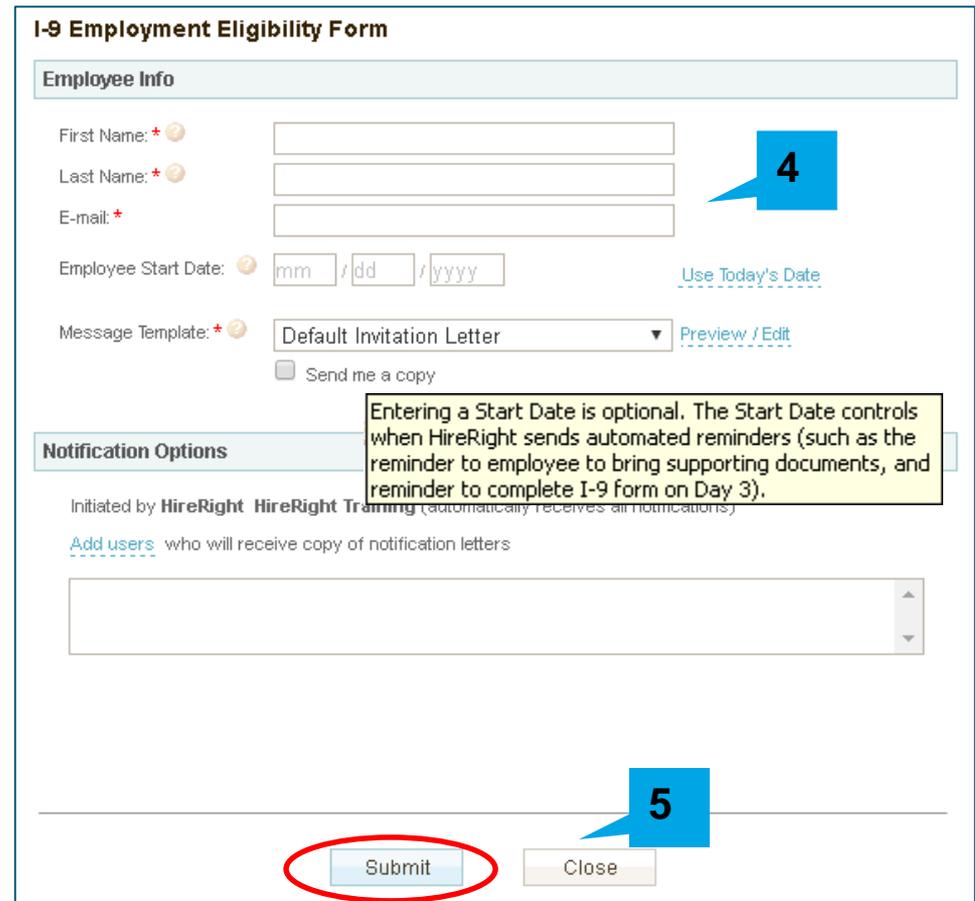
3. **Invite Employee** for email prompt.

Email Invite to Employee – cont'd.

4. Enter Employee's First and Last Name, email address.

   *start date is not required but recommended

5. Click **SUBMIT** to send email.

I-9 Employment Eligibility Form

Employee Info

First Name: *
Last Name: *
E-mail: *

4

Employee Start Date: mm / dd / yyyy   Use Today's Date

Message Template: * Default Invitation Letter ▾   Preview / Edit

☐ Send me a copy

Entering a Start Date is optional. The Start Date controls when HireRight sends automated reminders (such as the reminder to employee to bring supporting documents, and reminder to complete I-9 form on Day 3).

Notification Options

Initiated by **HireRight HireRight Training** (automatically receives all notifications)

Add users who will receive copy of notification letters

5

Submit   Close

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Email Invite to Employee – cont'd.

- Here's the confirmation message.

- Click **Close** to return to the Manage I-9 Forms dashboard.

I-9 Employment Eligibility Form

Message Sent

An email has been sent to the employee.

You will be notified by email once the employee has completed Section 1 of the I-9 form. At any time, you can check the status of the I-9 form under the Manage I-9 Forms menu item.

Close

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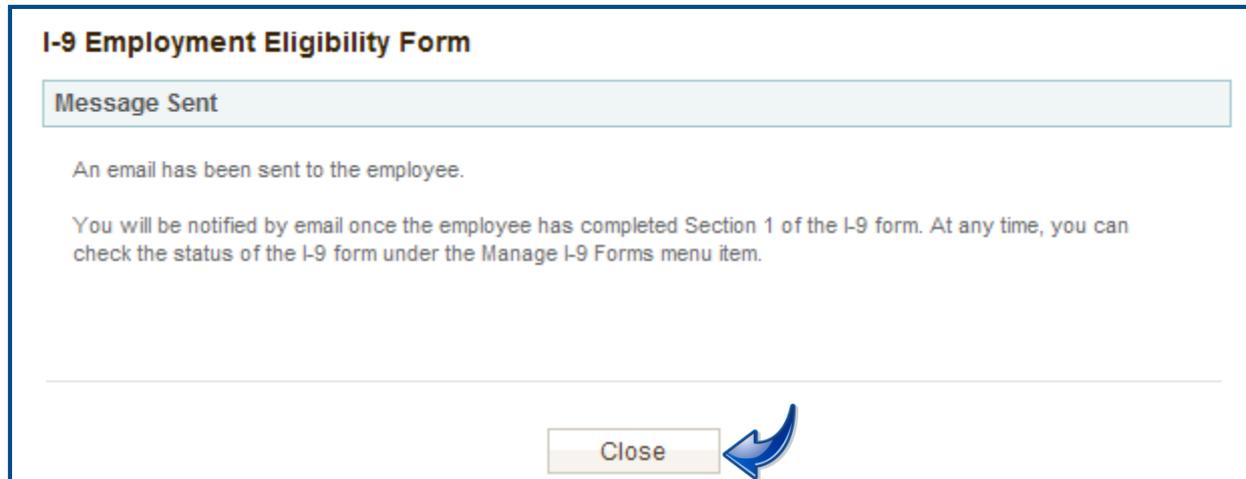
Section 1: Employee

Employee or Preparer/Translator completes Section 1.
Must be completed no later than the third day of employment.

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Directions

Preparer/Translator Assistance

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💾 Save Form   🖨 Print | Clear Form | Help | Live Chat❓ | Change Password | Cancel & Discard   kari.talmadge@hireright.com

① EMPLOYMENT ELIGIBILITY VERIFICATION
✓ Directions

Employee Information and Attestation Worksheet

Section 1 Review and E-Sign by Preparer and/or Translator 4

Section 1 Review and E-Sign by Employee

Section 1 - Employee Information and Attestation Worksheet

Fields marked with an * are required

Preparer and/or Translator Assisted Completion

If you are the employee and you did not use a preparer or translator, you must select this option:

◯ I did not use a Preparer or Translator *

If one or more preparers or translators assist the employee in completing Section 1, the preparer or translator must select this option. Also, for Parents or legal guardians attesting to the identity of minors (individuals under 18) and individuals attesting to the identity of certain employees with disabilities must select this option):

◯ A preparer(s) and/or translator(s) assisted the employee in completing Section 1 *

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Employee Information

Employee Information

Your Last Name: *	Cobb
Your First Name: *	James
Your Middle Initial: *	S

☐ I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

☑ I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)

Your E-mail Address:	
Your Telephone Number:	+ 1 ⌄ ext.
Your Country: *	USA ⌄
Your Address: *	123 South Street

☑ I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Your City: *	Long Beach
Your State: *	California ⌄
Your Zip/Postal Code: *	90807
Your Date of Birth: *	12 / 19 / 1970

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Citizenship or Immigration Status

- **SSN is required for E-verify**

Citizenship or Immigration Status

What is your citizenship or immigration status? *

Your Social Security Number: *

Re-enter Social Security Number: *

-- Select From List --
Citizen of the United States
Noncitizen national of the United States
Lawful Permanent Resident
Alien Authorized to Work

☐ I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

Proceed to Form I-9 Completion

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Citizenship or Immigration Status

- **Option to indicate no SSN has yet been issued**

Citizenship or Immigration Status

What is your citizenship or immigration status? *
[Lawful Permanent Resident ⌄]

Provide your Alien Registration#/USCIS#: * ⓘ
[a2354769 ✕]

☑ The Social Security Administration has not yet issued me a Social Security Number.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

☑ I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion]

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Citizenship or Immigration Status

- **Improved prompts and link to get I-94 number**

Citizenship or Immigration Status

What is your citizenship or immigration status? * [Alien Authorized to Work ▼]

When are you authorized to work until? * [02] / [02] / [2020]

☐ I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: *
- ○ Alien Registration#/USCIS#
- ⦿ Form I-94 Admission#
- ○ Foreign Passport#   Get I-94 Number Now

[   ]

☑ The Social Security Administration has not yet issued me a Social Security Number.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

☑ I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion]

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Employee Review and Signature/Submission

1 **EMPLOYMENT ELIGIBILITY VERIFICATION**

✓ Directions

✓ Employee Information and Attestation Worksheet

• **Section 1 Review and E-Sign by Employee**

Section 1 Review & E-Sign by Employee

Fields marked with an * are required

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)* Cobb	First Name *(Given Name)* James	Middle Initial S	Other Last Names Used *(if any)* N/A	

Address *(Street Number and Name)* 123 South Street	Apt. Number N/A	City or Town Long Beach	State CA	ZIP Code 90807

Date of Birth *(mm/dd/yyyy)* **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address N/A	Employee's Telephone Number N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☑ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See instructions)*

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number)   N/A

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)   N/A

     Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A

OR

2. Form I-94 Admission Number: N/A

OR

3. Foreign Passport Number: N/A

     Country of Issuance: N/A

QR Code - Section 1
Do Not Write in This Space

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Employee Review and Signature/Submission

Electronic Signature of Employee

First Name: *	James
Last Name: *	Cobb
E-mail Address:	
Month & Day of Birth: *	Dec ∨ 19 ∨

Hold down left mouse button and draw your signature below

Clear

☑ I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. *

☑ I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

☑ I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. *

☑ I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Back	E-Sign & Save	Decline

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Employee Confirmation of Success!

Section 2: Employer

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Access I-9 and E-verify Tools

- Select **I-9 Forms.**

- Click **Manage I-9 Forms** to access dashboard**.**

I-9 Forms Dashboard

- Tabs to support process and separate statuses.
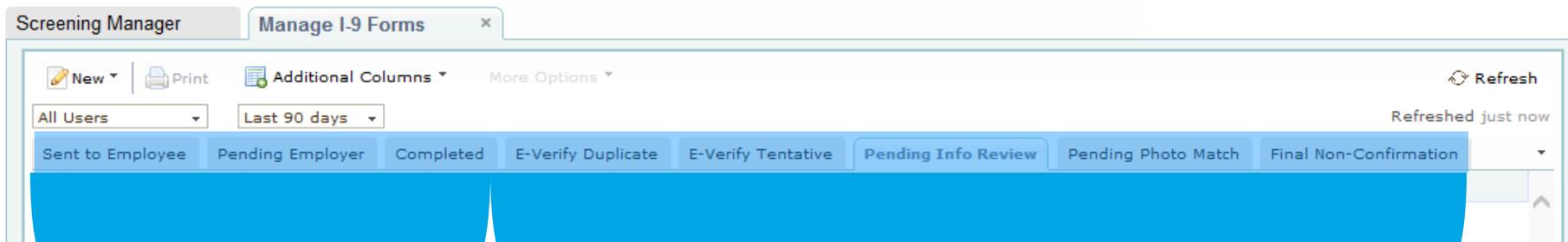
I-9 specific status tabs   *E-verify status tabs*

I-9 Forms Dashboard – cont'd.

- Change <u>your</u> view using **Additional Columns**.
  - *Ex. Start Date, Next Action, Hiring Manager, etc.*

- Use **More Options** menu to access actions.

Section 2: Employer Completion

- Select **Pending Employer** tab.

*If you do not see the employee's name in the **Pending Employer** tab, check pull down filters and **Sent To Employee** tab.*

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Section 2: Employer Completion

- Click **Name** of the Employee to select.

- Use **More Options** or **Right-click** to **Verify I-9 Docs**.

Section 2 Completion

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Section 1 Review

- The Section 2 completer is responsible for ensuring **Section 1 is reviewed for accuracy** before completing Section 2.

  » If correct, click **NEXT** to complete Section 2.

  » If not, close the I-9 and initiate correction process.

Corrections

1. Use Correct I-9 Form to send the I-9 back to the New Hire.
   » Section 1 corrections are ONLY to be made by the New Hire.

Section 2 Worksheet

Review Instructions

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibili̇... d E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a phot... nsure that the new hire shows you a document with a photograph and select below which document they sho...

Select Tab

Please note that all documents presented by the new hire mu...

List A	List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

☐ The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: * ⊘   [Click here to select Document Title ▼]

Issuing Authority: * ⊘   [   ]

Complete Required Fields

☐ I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * ⊘   [   ]

Expiration Date (if any): * ⊘   [mm] / [dd] / [yyyy]

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Section 2 Worksheet

- **Complete Section 2 Worksheet**

  » Pull-down menu displays documents acceptable based on Citizenship/Immigration status indicated in Section 1

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Section 2 Review & E-signature

- **Review**
- **Enter name**
- **Use Mouse to E-sign (optional)**
- **Check off statements**
- **Click E-sign, Save & Run E-verify**

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Confirmation

- Completion of Section 2 instantly sends Employee data to E-Verify
- E-Verify will typically respond instantly

Processing Request ....

Please wait while your request is being processed

Processing Results

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customerservice@hireright.com
Phone: 866-521-6995, 949-428-5804
Fax: 877-797-3442, 949-224-6020

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I-9 Form Complete: Confirmation Page

✓ Form I-9 completed successfully

✓ E-verify Case Status

Upload Supporting Documents to electronically store id, etc.

Close Window

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Upload Docs that you are required to copy

1. Browse for file of saved doc(s) on your laptop to **Upload** – must be converted to a **PDF** file

2. Indicate document type (ex. Passport, B&C docs)

3. Click **Upload**

I-9 Employment Eligibility Form

Upload Supporting Documents

Please note that only PDF documents are accepted for upload.
The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload: [_____] Browse... **1**

Document Type: [Please Select Document Type ▾] **2**

3 Upload

List of Supporting Documents   ↻ Refresh

Close

NOTE: Delete source file after upload is complete

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I-9 Form Complete: Confirmation Page

✓ Form I-9 completed successfully

❖ TENTATIVE E-verify Case Status

Help | Live Chat 🖨 Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for Test Test.

Order Details

Electronic I-9 Form   **Created Successfully**

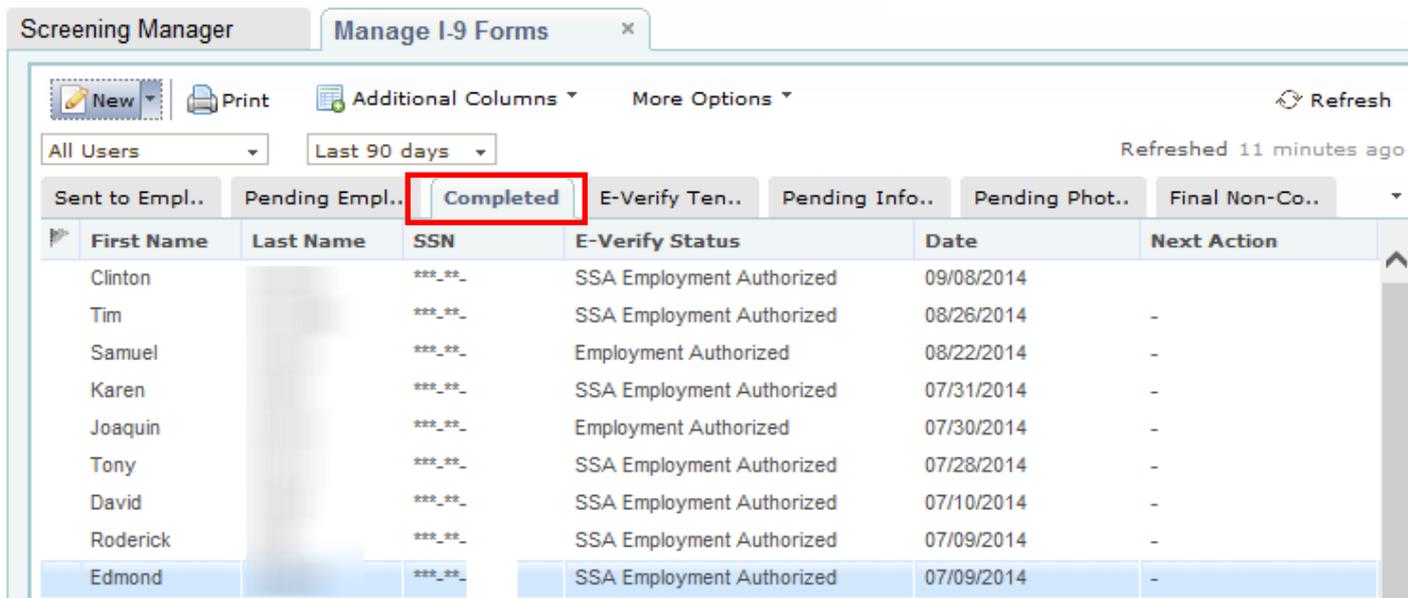E-Verify Case Status   **SSA Tentative Non-Confirmation**

[View E-Verify Report]   [View I-9 Form]   [Upload Supporting Documents]   [Close Window]

Click **View E-verify Report** to access notification templates

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E-verify Status

The **Completed tab** will display all Authorized statuses.

» 'Authorized' statuses are most common.

» Other statuses will be visible in the appropriate (E-verify) tab, if applicable.

E-Verify Check: Actionable Statuses

» **Pending Info (Information) Review**

» **Photo Match**

» **Tentative Non-Confirmation - Either SSA or DHS**

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Pending Info Review

- The information from the I-9 form differs from what the government has on file with the SSA and/or DHS

Actions:

✓ Review the information for data entry errors, transposed numbers, etc.

✓ Correct any errors

✓ Resubmit to complete E-Verify check
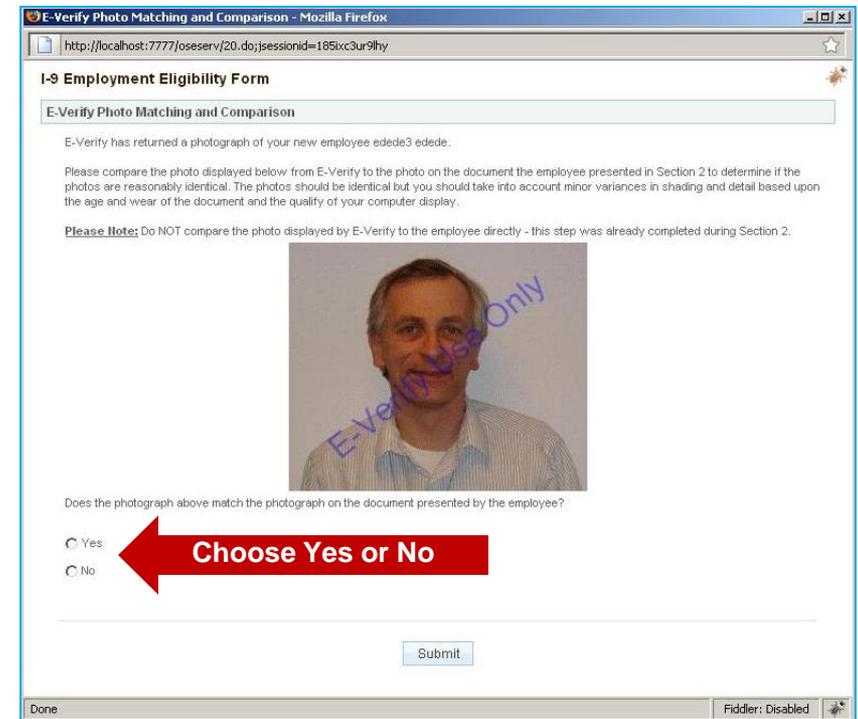
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Photo Match

- The employee presented 1 of 3 document types subject to photo matching in accordance with E-verify requirements.

  - » US Passport / Passport Card

  - » Permanent Resident Card

  - » Employment Authorization Card

Actions:

✓ Photo on document must be compared to photo presented on screen

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Photo Matching

- **The photo matching prompt automatically occurs when an employee presents any of the following documents as proof of employment eligibility:**

  » U.S. Passport or Passport card

  » Permanent Resident Card (Form I-551)

  » Employment Authorization Document (Form I-766)

If the E-Verify Photo does not Match

I-9 Employment Eligibility Form

Confirm Employee Referral

By selecting Refer below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the Referral Letter. If you have not spoken to the employee, click Cancel.

Selecting Refer below will start the 8 federal working days the employee is allowed to make initial contact with the SSA or DHS.

Mail Copy of Employee Documents to E-Verify

Express mail a copy of documents to send to DHS if TNC is due to photo mismatch. Do NOT send original documents to USCIS.

EXPRESS MAIL: Send a copy of the photo document along with a copy of the employee's referral letter to:
U.S. Citizenship and Immigration Service
10 Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Status Verification Unit – Photo Tool

Inform all hiring sites of the USCIS shipping information. USCIS will not pay for any shipping costs. Participants are free to choose an express shipping carrier at their own expense

Employee has eight federal government workdays to contact DHS via instructions on the Referral Letter
Designated Agend checks E-Verify for case updates and follows steps to close case.

IMPORTANT: The employer may not ask the employee for additional evidence or confirmation that DHS resolved his or her case

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I-9 Form Complete: Confirmation Page

✓ Form **I**-9 completed successfully

❖ TENTATIVE E-verify Case Status

Click **View E-verify Report** to access notification templates

Actions for TNC: Central HR

EMPLOYER:

- Must contact the Employee within **3 days** of receipt of the Tentative Non-Confirmation status

  1. Present and Review Notification with the Employee
  2. Keep the signed original
  3. Provide a copy of the Notification and Referral letter to the Employee who contests

EMPLOYEE:

- Provides written confirmation of their choice:

  » **Contest** or **Not Contest**

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To Access the Report and Letters

- Locate Employee and right-click to view **E-verify Report**

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Print/Present TNC Further Action Notice

Access E-verify report to print letter templates

» Employer to print and discuss referral options with Employee

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E-verify Check Statuses in HireRight

Two Options for TNC:

- **CONTEST:** Refer Employee

- **NO CONTEST:** Close Case for employee(s)

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Actions for TNC

- Process Description for Employee Actions:

  » Continues to work during contest period

  » Has 8 government business days to initiate first contact

  » Follows instructions on Referral letter

  » Employee communicates with HR throughout and at completion of the contest process

- Two separate processes depending on the TNC:

  – SSA TNC: Requires employee to <u>VISIT SSA</u> local office to resolve

  – DHS TNC: Requires employee to <u>TELEPHONE DHS</u> to resolve

Actions for TNC

- Process Description
  - » When the employee is referred in HireRight, HireRight pings the E-verify check system until the final confirmation is received.
  - » It can take up to two weeks for the E-verify check system to return the final confirmation status.
  - » An email is returned with the final status and the record is updated.

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Section 3: I-9 Form Re-Verifications

Employer uses to update I-9 Form information as applicable.

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Section 3 Completion

1. Name Change

2. Rehire

3. Expired Work Authorization

   » *New documentation has to be provided by the employee for continued employment.*

Use Management Reports to track all employees whose documents require re-verification.

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Use Search to find an Employee's I-9 form

- Click result to select

- Be sure it is the **I-9 Form**, not the E-verify or Background Report.

- Right-click for the menu.

Section 3 Completion

- Complete Required Information fields as needed to document the update.

- Click **Proceed to Form I-9 Completion** and employee's applicable I-9 information is updated.

Let's Review

- **Overview of the solution benefits**

- **Electronic I-9 Form completion**
    - » Section 1
    - » Section 2
    - » Section 3

- **E-verify check process and results**

- **Resources to help complete tasks**

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Self-Support

> Employment Screening
Custom Applicant Questionnaire
Management Reports
Price List
Billing
Managed Accounts
> Account Setup
Compliance Central
> Forms & Documents
> Guidelines
∨ Help & Training
   Email Customer Service
   Live Help
   Training & Documentation
   HireRight University
   Help Center
   About

You can access support resources directly from your HireRight account.

Click **Help & Training**!

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– E-learning

– Recorded training

» Training & Documentation

– Videos, user guides, job aids

– Whitepapers, webinars

» Instructor-led WebEx training sessions

– System, services, product focus

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HireRight Support

EASY PROCESS START TO FINISH

WE ARE HERE FOR YOU

DONE RIGHT

📞 **Phone**   💬 **Live Chat**   ✉️ **Email**

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