

# ONBOARDING AND THE FORM I-9

How to Complete Section 2 of the Form I-9 using Hire  
Express/Compliance Center Onboarding

# Who Needs to Have a Completed I-9

- Any Employee hired after November 6, 1986
- Any Employee Currently working
- Any Employee who is returning to work whose original I-9 is not on file

# Employers Must Not

- Discriminate against individuals on the basis of national origin, citizenship or immigration status
- Request more or different documents than are required to verify employment eligibility, reject reasonably genuine looking documents or specify certain documents
- Hire, recruit for a fee or refer for a fee unauthorized aliens they know to be unauthorized to work in the U.S.
- Require documents in order to complete their application

# Penalties

- Civil fines
- Criminal penalties (when there is a pattern or practice of violations)
- Debarment from Government Contracts (Contractors, Subcontractors and Sub-Subcontractors)
- A court order requiring the payment of back pay to the individual discriminated against
- A court order requiring the employer to hire the individual discriminated against

# Civil Fines Include

- Knowingly hired, recruited or referred an alien unauthorized to work in the US, or to knowingly continued to employ – First Offense \$539 - \$4,313 for each unauthorized alien
- Failing to Comply with Form I-9 requirements – \$216 - \$2,156 for each form
- Committing or participating in Document Fraud – First Offense \$445 - \$3,563 for each document
- Committing Document Abuse – \$178 - \$1,782 per violation

# Civil Fines Continued

- Unlawful Discrimination against an employment authorized individual in hiring, firing, recruitment or referral – First Offense \$445 - \$3,563 per violation
- Failing to Notify E-verify of a Final Non Confirmation – \$751 - \$1,502 per violation
- Requiring an individual to post a bond or security or to pay an amount or otherwise provides financial guarantee or indemnity under employment verification requirements - \$2,156 for each bond the employee paid to the employer, plus refunding the full amount of the Bond. (If the employee cannot be found the refund is sent to the US Treasury Department)

# Criminal Violations

- Engaging in a pattern or practice of hiring, recruiting or referring for a fee unauthorized aliens – Up to \$3,000 for each unauthorized alien and up to 6 months in Prison for the entire pattern of practice

# When Does the I-9 Need to Be Completed

- Section 1 of the I-9 must be completed the first day of employment
- Section 2 of the I-9 **Must** be completed no later than the Third Business Day **AFTER** the first day of work
  - Days the business is closed do not count towards the 3 days
- If the employee does not provide the I-9 docs within the time allowed, the employee **MUST** be terminated and I **should** be notified to close the I-9 as Terminated before completion
  - If employee returns later with the docs, a new I-9 is created and the employee can return to work



# BEST PRACTISE

- Best practices include having an employee complete their application BEFORE they go to work


# Example of the 3 Day Rule



# How to complete Section 2 of the Form I-9

- Log into Hire Express (aka Compliance Center)
- [https://hrx.talx.com/V2\\_0/webmanager/LoginClientKey.aspx](https://hrx.talx.com/V2_0/webmanager/LoginClientKey.aspx)
  - Employer Code is 15337
  - Select I-9 Management from the list on the Left of the Screen

# I-9 Management Main Screen

 HIDE

Back to Compliance Center

Home


Search For Employees


Reporting


Administration


Custom Dashboards

Help


Welcome to I-9 





 Start a new Form I-9

 [Upload Paper I-9](#)

 Search For Employees

[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

Take Action! |  Refresh All

 <b>18093</b> I-9 Pending Completion 2/15/2018 1:16:01 PM	 <b>289</b> Reverification Due 1/18/2018 7:54:50 AM	 <b>638</b> Receipt Due 10/13/2017 2:43:56 PM	 <b>52</b> E-Verify Issues 2/16/2018 7:43:01 AM
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# Select Type of Documents Presented

- Employee gets to choose which documents he or she wishes to provide from the list of acceptable documents, but they must be legible, whole and unexpired
- The employee can choose either a List A Document or a Combination of a List B and List C Document
- Remember we do not complete Section 2 until after the employee has accepted an assignment

# Acceptable List A Documents

## **LIST A: Documents That Establish Both Identity and Employment Authorization**

*All documents must be unexpired.*

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

# Acceptable List B Documents

## **LIST B: Documents That Establish Identity**

*All documents must be unexpired.*

**For individuals 18 years of age or older:**

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

# Acceptable List C Documents

## LIST C: Documents That Establish Employment Authorization

*All documents must be unexpired.*

1. A Social Security Account Number card unless the card includes one of the following restrictions:
  - (1) NOT VALID FOR EMPLOYMENT
  - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

**NOTE:** A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS



# Searching for a Specific Employee

## Search For Employees

Select one or more search criteria below to search for employees.

First Name:

Last Name:

SSN:

Type of I-9:

Group:

Location:

Date Range: (mm/dd/yyyy)

Start Date

End Date

Current Location Only

Search

Search Results: Pending

# Employment Date

- Enter the first day of work in the Employment Date Box. This will determine if Section 2 is completed in the time frame allowed, and should always be entered as the first day of work.
- Next Select the Type of Document or Documents Provided – List A Document proves both Work Authorization and Identity
- List B and C documents – List B Document proves Identity while List C proves Work Authorization

# Section 2 Completion

## Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee. \* Required Field

The employee must provide a photo ID to prove their identity.

[Review/Change Section 1 Information](#) [View and Print or Email Employee Receipt](#)

Employee: joshua d aaron      \* Employment Date:       Location: Houston-Springbranch (101-753)

**\* Select the set of document(s) presented by the employee:**

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

List A proves identity AND work authorization:  Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:  Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:  Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

[Cancel](#) [Back](#) [Continue](#)

## Now Back to Completing Section 2

- Once you have selected the documents and clicked on the Continue button, you will be asked for additional information. This information requested will be determined by the document the employee provided.

# Additional Info Is Requested

## Section 2 - Employer Review and Verification

Warning! DO NOT accept a Social Security Card stating "Not Valid For Employment"

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

### List B document - Driver's License Issued by State or Possession with Photo

Issuing Authority:

Choose the State or Territory on the Drivers License...

Sample Document

Document #:

Expiration Date (mm/dd/yyyy):

### List C document - Social Security Account Number Card Without Employment Restriction

Issuing Authority:

Social Security Administration

Sample Document

Social Security Number (XXX-XX-XXXX):

645-34-6938

The number on the document is the same

Cancel Back Continue

# Top Part of the Employer Review Page

## Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

\* Required Field

After verifying that the information is correct, complete the signature block at the bottom of the page.

Corrected field

Name:

joshua d aaron

Other Names Used:

U.S. Social Security Number:

645-34-6938

Date of Birth:

12/25/1992

Address:

12380 wood bayou Apt 204

City,State & Zip

Houston, TX 77013

E-mail Address:

aaronjosh36@yahoo.com

Telephone Number:

3469004168

Employment Date:

02/16/2018

Work Status:

A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Receipt Due Date

Receipt Due Document

Alien Work Until Date:

Reverification Due Reason:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

Group:

GROUP-TROJAN

Location:

Houston-Springbranch (101-753)

[Change Information](#)

# Bottom Part of Employer Review Page

## Document Information Summary

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List B document: Military Dependent's ID Card  
Issuing Authority: Department of Defense  
ID #: 1023830627  
Expiration Date (mm/dd/yyyy): 10/08/2019  
List C document: Social Security Account Number Card Without Employment Restriction  
Issuing Authority: Social Security Administration  
Social Security Number (XXX-XX-XXXX): 645-34-6938

## Employer Electronic Signature [English](#) | [Español](#)

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\*I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. **The employee's first day of employment (mm/dd/yyyy): 2/16/2018**

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

Enter PIN:

Cancel

Back

Continue

# A Word about Documents

- When you enter your pin you are attesting that you have examined the **original documents**, the documents **appear to be genuine**, and **relate to the employee** named on the form.
  - You are not expected to be a document expert
  - Use the Reasonable Person Test
  - Ask Questions on any discrepancies
  - Must see the original documents and the employee



# Attaching Documents

- It is up to each Branch whether they attach documents or not. If you choose to attach the documents you MUST attach all documents to the I-9 or in the case of I-9 Management to the Employee Detail File.
- Exception – If you choose to not upload all documents, you still MUST attach the following documents: U.S. Passport, I-551 Permanent Resident Card, I766 Employment Authorization Document Card, and any documents you get a Photo Matching E-verify Status for.

# Top Portion of Employee Detail Page

## Employee Detail

<b>Name:</b> Esteban Acosta Coroneaux	<b>Other Names Used:</b>	<b>U.S. Social Security Number:</b> XXX-XX-7203 <a href="#">Change SSN</a>	<b>Date of Birth:</b> 12/21/1981
<b>Address:</b> 3723 Giles Ave Apt 2s	<b>City,State &amp; Zip</b> Saint Louis, MO 63116	<b>E-mail Address:</b>	<b>Telephone Number:</b> 7867256323
<b>Employment Date:</b> 04/05/2017 <a href="#">Change Employment Date</a>			<b>Work Status:</b> An alien authorized to work
<b>Alien Registration Number/USCIS Number:</b> 212750352	<b>I-94 #:</b>	<b>Receipt Due Date</b>	<b>Receipt Due Document</b>
<b>Reverification Due Date:</b> 01/10/2018	<b>Reverification Due Reason:</b> Section 2 List A expiration date	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>			
<b>Group:</b> GROUP-ACRUX	<b>Location:</b> ST. LOUIS ACRUX 023-564 <a href="#">Change Location</a>	<b>Previous Locations:</b>	
<b>Form I-129 Filing Date:</b>	<b>Audit Report:</b> <a href="#">View/Download</a>		

[Back](#)[Section 3](#)[New I-9](#)[Upload Paper I-9](#)[Send to E-Verify](#)[Receipt Update](#)

# Bottom Portion of Employee Detail Page

## E-Verify

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**Origination Date:**

04/05/2017

**Reason for Delay:**

Initial query submitted on time.

**FAR E-Verify Status:**

Not Covered

**Current Status Date:**

04/07/2017

**Current Status:**

Case Resolved: Employee continues to work after receiving an Employment Authorized result

**Photo Matching Document:**

Hardcopy document retained

[History](#)

## I-9 History

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Hire/Entry	Type (click to view)	E-Verify	Actions
4/5/2017	<a href="#">Original I-9</a>	<a href="#">View History</a>	<a href="#">Attach File</a>

## Comments

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Date	Short Description	Username
------	-------------------	----------

[Add Comment](#)

# How to Attach the File

- Once in the employee detail file you will scroll down to almost the bottom and look for this:

## Attach Document

### Instruction

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#### To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

**IMPORTANT!** The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- » Uploaded all of the required documents, or
- » Clicked the checkbox above indicating that you could not upload documents.

# Uploading Documents

Uploaded Documents

Sl No.	Document Name	Upload Status
1	Driver's License Issued by State or Possession with Photo	!
2	Social Security Account Number Card Without Employment Restriction	!

File Information

Select document:  
  Receipt

Image file to attach:  
 No file Chosen  
(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name: ANGELIQUE Middle Initial: B Last Name: AUGUSTIN SSN: XXX-XX-4064

- Select the Document to be Uploaded
  - Only select Receipt if a Receipt is provided
  - Only Upload the documents used to complete Section 2
  - Choose File from your computer
  - Enter the file name
  - Select Upload then Finished

# Document Receipts

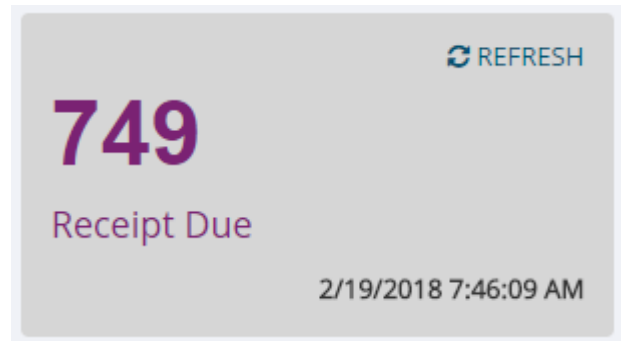
- Some receipts for replacement documents can be used temporarily for the Form I-9, but the employee must provide the replacement document within a specified time.
- Hire Express Assists in this by keeping track of these receipts and reminding you when they are due. To receive reminder Emails, please let me know to add you to the list.
- If your location does not upload copies of documents, keep them until you get an Employment Authorized result in case they are needed.

# Document Receipt List

Table 1: Receipts

Receipt	Who may present this receipt?	Is this receipt proof of employment authorization and/or identity?	How long is this receipt valid?	What must the employee present at the end of the receipt validity period?
A receipt for a replacement of a lost, stolen, or damaged document	All employees	A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C)	90 days from date of hire or, for reverification, the date employment authorization expires	The actual document for which the receipt was issued
The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph	Lawful Permanent Residents	Employment authorization and identity (List A)	Until the expiration date of the Temporary I-551 stamp or, if no expiration date, one year from date of issue	The actual Form I-551 (Permanent Resident Card, or "green card")
The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp	Refugees	Employment authorization and identity (List A)	90 days from date of hire or, for reverification, the date employment authorization expires	An unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card

# Receipt Update



Once the employee who provided a Receipt for a lost, stolen or damaged document provides the replacement document, the receipt update is required



# Receipt Update

## Employee Detail

**Name:**  
elijah d. alexander

**Address:**  
2929 hickory

**Employment Date:**  
12/29/2017 [Change Employment Date](#)

**Alien Registration Number/USCIS Number:**

**Reverification Due Date:**

**Obtained I-94 from USCIS:**

**Group:**  
GROUP-TROJAN

**Form I-129 Filing Date:**

**Other Names Used:**

**City,State & Zip**  
dallas, TX 75106

**I-94 #:**

**Reverification Due Reason:**

**Location:**  
Dallas Trojan Labor 083-703 [Change Location](#)

**Audit Report:**  
[View/Download](#)

**U.S. Social Security Number:**  
XXX-XX-4067 [Change SSN](#)

**E-mail Address:**

**Receipt Due Date**  
03/29/2018

**Foreign Passport Number:**

**Previous Locations:**

**Date of Birth:**  
08/07/1967

**Telephone Number:**  
4054962493

**Work Status:**  
A Citizen of the United States

**Receipt Due Document**  
ID Card Issued by State or Possession with Photo

**Country of Issuance:**

Back

Section 3

New I-9

Upload Paper I-9

Send to E-Verify

Receipt Update



# Receipt Update Continued

## Receipt Update

Update a receipt on the Employee's I-9 with the original document.

**Name:**

elijah d. alexander

The Employee's I-9 contains the following receipts:

- Receipt for ID Card Issued by State or Possession with Photo

Select which receipts are being updated:

- ID Card Issued by State or Possession with Photo

Cancel

Continue

# Receipt Due Additional info Requested

## Receipt Update

Update a receipt on the Employee's I-9 with the original document.

**Name:**

Clifford R. Adams

List B document - ID Card Issued by State or Possession with Photo

**Issuing Authority:**

**Document #:**

**Expiration Date (mm/dd/yyyy):**

# Re-Verification Due

- Select Re-verification Due from the Quick Search Menu
- Select the employee name to open Employee Detail File and Choose the Section 3 button



# Reverification Due Continued

## Employee Detail

**Name:**

Alain Arevalo

**Address:**

1023 SE 11th St. Apt B

**Employment Date:**

02/09/2018 [Change Employment Date](#)

**Alien Registration Number/USCIS Number:**

208886125

**Reverification Due Date:**

05/16/2018

Obtained I-94 from USCIS:

**Group:**

GROUP-ACRUX

**Form I-129 Filing Date:****Other Names Used:****City,State & Zip**

Cape Coral, FL 33990

**I-94 #:****Reverification Due Reason:**

Section 2 List A expiration date

**Location:**

FORT MYERS ACRUX 044-630 [Change Location](#)

**Audit Report:**

[View/Download](#)

**U.S. Social Security Number:**

XXX-XX-4872 [Change SSN](#)

**E-mail Address:**

aaolain2015@gmail.com

**Receipt Due Date****Foreign Passport Number:****Previous Locations:****Date of Birth:**

10/27/1979

**Telephone Number:**

7377083369

**Work Status:**

An alien authorized to work

**Receipt Due Document****Country of Issuance:**

[Back](#)

[Section 3](#)

[New I-9](#)

[Upload Paper I-9](#)

[Send to E-Verify](#)

[Receipt Update](#)

# Re-Verification Due

- Select the List A or List C Document provided by the employee

## Updating and Reverification

Enter new name, or select a document.

Name:

Alain Arevalo

Address:

1023 SE 11th St. Apt B  
Cape Coral, FL 33990

Birth Date:

10/27/1979

Social Security #:

XXX-XX-4872

Last Name:

First Name:

Middle Initial:

List A or C Documents:

Receipt (e.g., replacement) [What's This?](#)

Cancel

Continue

# Tools Available to Track Incomplete I-9's

- In HQ Webconnect under Employees>Reports>Onboarding I-9 Status
  - Run for a minimum of 30 days and do NOT check the check box
- In I-9 Management>Reports>Gap Report (instructions available upon request)

# QUESTIONS



# Last Thoughts

- For More information on Completing Form I-9
- Help Menu in I-9 Management
- They have information on I-9's and E-verify – some of which will be sent to you shortly
- Training is available, but Section1 is shown as completed separate from the application
- For Questions Contact me at
- Phone Extension 2008
- Email is [alsmith@hirequestllc.com](mailto:alsmith@hirequestllc.com)