# **Processing an I-9 in HRCenter**

Last Modified on 03/26/2020 3:49 pm CDT

# Processing an I-9 in HRCenter™

When utilizing HRCenter, it is possible to include an electronic I-9 form as part of your applicants journey. In order to do so, a fully compliant digital I-9 form has been created for you and your team to utilize in your applicant's workflow. When working with TempWorks to implement HRCenter with your system, this is typically inserted into your workflow for you. If you do not have an I-9 as a part of your workflow or are unsure of whether this has been included, work with your HRCenter administrator to include this form in your process.

For more on HRCenter: HRCenter 101.

# **Before Starting**

Be sure that :

- 1. The I-9 Form is part of your workflow.
- 2. The I-9 form is in the correct step of your workflow.
- 3. The employee has been sent the I-9 form as an additional page, or is in the step of their workflow that includes this document.

## The Applicant's Perspective

Applicants that are experiencing filling out documents electronically will encounter them while working through their workflow. Typically the I-9 is one of several documents included in what might be considered the "Onboarding Docs" step of a workflow however, in your workflow, this may be reflected by a step of a different name or even multiple steps.

In the example below, this document is the last document to be completed by the applicant:



\*Note\* Most documents that have been built for HRCenter may include forms that are already filled out by your system with information already collected about the employee. The I-9 is unique in that it may never be pre-filled for the applicant for compliance reasons. Each I-9 must be filled out independently by the applicant.

This electronic I-9 will include all three pages of a paper I-9 but only the fields that are filled out by the applicant will be accepted. The applicant will also be given instructions at the top of this form represented by required rules. These will disappear as the applicant fills out the document. Skipped required fields will still need to be interacted with before the employee will be allowed to continue:

Please provide all other	r last names i	used. Ente	er N/A if vou	have not used of	other last nam	es.		
Dieses enter vour enert					1 A/		in field	
Please enter your apart	iment numbe	r. If you a	o not live in a	an apartment, p	lease enter N/	A in t	is field.	
Please click h	ere for detaile Ei	d in sructio mploym Departm	ent Eligib nent of Hor	complete this fo ility Verifica neland Securi	orm. ation ity			USCIS Form I-9 OMB No. 1615-0047
MAND SECO	0.8	S. Citizen	ship and In	nmigration Ser	rvices		· ·	Expires 08/31/2019
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc	ctions carefull Employers an TICE: It is ille ay present to cumentation n	y before co re liable for gal to disc establishe	ompleting this errors in the riminate aga employment has a future	s form. The instru completion of th inst work-author authorization ar	uctions must be iis form. rized individua nd identity. The may also cons	e avail Ils. Er e refus	able, either nployers C sal to hire o illegal disc	in paper or electronicall ANNOT specify which or continue to employ rindipation
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc Section 1. Employee In than the first day of employer	tions carefull, Employers ar TICE: It is illed ay present to cumentation p formation ment, but not	y before co re liable for gal to disc establish oresented and At before ac	empleting this errors in the riminate aga employment has a future estation coepting a job	s form. The instru- completion of th inst work-authou authorization ar expiration date ( <i>Employees mus</i> o offer.)	uctions must be nis form. rized individua nd identity. The may also cons st complete ar	e avail Ils. Er e refus stitute	able, either nployers C sal to hire o illegal disc n Section to	in paper or electronical ANNOT specify which or continue to employ rrimination. 1 of Porm I-9 no later
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc Section 1. Employee In than the first day of employer Last Name (Family Name)	tions carefull, Employers ar TICE: It is ille ay present to cumentation p formation ment, but not	y before co re liable for gal to disc establish oresented a and At before ac First Nam	empleting this errors in the employment has a future estation depting a job	s form. The instru- completion of the inst work-author authorization are expiration date (Employees must o offer.) e)	Autions must be his form. rized individua nd identity. The may also cons st complete ar Middle Initial	e avail Ils. Er e refus stitute Ind sign	able, either nployers C sal to hire of illegal disc n Section of rer Last Nam	in paper or electronical ANNOT specify which or continue to employ rrimination. 1 of Porm I-9 no later mes Used (if any)
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc Section 1. Employee In than the first day of employ Last Name (Family Name) Matterhorn	ctions carefull Employers ar TICE: It is ille ay present to cumentation p <b>nformation</b> ment, but not	y before co re liable for gal to disc establish oresented and At before ac First Nam Greg	ompleting this errors in the criminate aga employment has a future <b>cestation</b> depting a job e Given Nam	s form. The instru- completion of the inst work-authou authorization are expiration date ( (Employees must o offer.) e)	Autions must be is form. rized individua nd identity. The may also cons st complete an Middle Initial P.	e avail Ils. Er e refus stitute nd sign Oth	able, either nployers C sal to hire o illegal disc n Section 1 ner Last Nan	in paper or electronical ANNOT specify which or continue to employ rrimination. 1 of Porm I-9 no later mes Used (if any)
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc Section 1. Employee In than the first day of employer Last Name (Family Name) Matterhorn Address (Street Number and Nari	ctions carefull Employers ar TICE: It is illed ay present to a cumentation p <b>nformation</b> ment, but not	y before co e liable for gal to disc establish oresented and At before ac First Nam Greg	ompleting this errors in the erriminate aga employment has a future estation depting a job e (Given Nam	s form. The instru completion of th inst work-author authorization ar expiration date ( <i>Employees mus</i> o offer.) e) City or Town	Actions must be is form. rized individua and identity. The may also cons st complete an Middle Initial P.	e avail Ils. Er e refus titute nd sign Oth	able, either nployers C sal to hire of illegal disc n Section of her Last Nan State	in paper or electronical ANNOT specify which or continue to employ crimination. 1 of Porm I-9 no later mes Used (if any) 2IP Code
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc Section 1. Employee In than the first day of employer Last Name (Family Name) Matterhorn Address (Street Number and Nar 123 Ez street N/A	ctions carefull Employers ar TICE: It is illed ay present to o cumentation p <b>information</b> ment, but not	y before co e liable for gal to disc establish oresented and At before ac First Nam Greg	ompleting this errors in the priminate aga employment has a future estation elepting a job e Given Nam	s form. The instru completion of th inst work-author authorization ar expiration date ( <i>Employees mus</i> o offer.) e) City or Town Edina	Actions must be is form. rized individua and identity. The may also cons st complete ar Middle Initial P.	e avail Ils. Er e refus titute Ind sign	able, either nployers C sal to hire of illegal disc n Section a per Last Nam State MN	in paper or electronical ANNOT specify which or continue to employ crimination. 1 of Porm I-9 no later mes Used (if any) 2IP Code 55042
START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee ma an individual because the doc Section 1. Employee In than the first day of employer Last Name (Family Name) Matterhorn Address (Street Number and Nam 123 Ez street N/A Date of Birth (mm/dd/yyyy)	tions carefull Employers ar TICE: It is illed ay present to o cumentation p formation ment, but not me)	y before cc e liable for gal to disc establish oresented a and At before ac First Nam Greg	errors in the riminate aga employment has a future testation bepting a job e Given Name Apt. Number	s form. The instru completion of the inst work-authoriauthorization ar expiration date ( <i>Employees mus</i> o offer.) e) City or Town Edina yee's E-mail Addr	Actions must be dis form. rized individua and identity. The may also cons st complete ar Middle Initial P.	e avail als. Er e refus stitute ad sign Ott	able, eithe nployers C sal to hire e illegal disc n Section 1 er Last Name Last Name MN Employee	in paper or electronical ANNOT specify which or pontinue to employ crimination. 1 of Porm I-9 no later mes Used (if any) 2IP Code 55042 e's Telephone Number

Once the applicant has filled out the document in its entirety with all required fields, they will be allowed to continue:

<b>kit</b>							Previous Save and
deral 19 Please click h	ere for detailed instr	ructions on how to	complete this fo	ırm.			
	Emplo Depa U.S. Cit	oyment Eligibi artment of Hom tizenship and Im	lity Verifica eland Securi migration Ser	ation ity rvices			USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019
► START HERE: Read instruct during completion of this form. ANTI-DISCRIMINATION NO document(s) an employee ma an individual because the door Section 1. Employee In than the first day of employ	ctions carefully befor Employers are liabl TICE: It is illegal to ay present to estab cumentation preser Information and ment, but not befor	ore completing this le for errors in the o o discriminate again blish employment a nted has a future e d Attestation ( <i>U</i> re accepting a job	form. The instru- completion of the nst work-authorization are expiration date Employees mu- offer.)	uctions must be a nis form. rized individuals nd identity. The may also consti st complete and	available, c. Emplo refusal to tute illeg	, either in yers CAN o hire or o yal discrim	paper or electronically, INOT specify which continue to employ nination. f Form I-9 no later
START HERE: Read instructuring completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee matching an individual because the door Section 1. Employee In than the first day of employee Last Name (Family Name)	ctions carefully befor Employers are liabl TICE: It is illegal to ay present to estab cumentation preser nformation and ment, but not befor First	ore completing this de for errors in the or o discriminate again blish employment a nted has a future e d Attestation (A re accepting a job : Name (Given Name	form. The instru- completion of the nst work-authorization are expiration date Employees mu- offer.)	uctions must be a iis form. rized individuals nd identity. The may also consti st complete and Middle Initial	available 5. Emplo refusal t tute illeg <i>sign Se</i> Other Li	, either in yers CAN o hire or o jal discrim ection 1 of ast Names	paper or electronically, INOT specify which continue to employ nination. <i>f Form I-9 no later</i> a Used ( <i>if any</i> )
START HERE: Read instructuring completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee matching an individual because the door Section 1. Employee In than the first day of employee Last Name (Family Name) Matterhorn	ctions carefully befor Employers are liabl TICE: It is illegal to ay present to estab cumentation preser information and ment, but not befor First Greg	ore completing this de for errors in the o o discriminate again blish employment a nted has a future e d Attestation ( <i>live accepting a job</i> : Name ( <i>Given Name</i>	form. The instru- completion of the nst work-authorization are expiration date Employees musion offer.)	uctions must be a is form. rized individuals nd identity. The may also consti st complete and Middle Initial P.	e Emplo e Emplo refusal ti tute illeg <i>sign Se</i> Other Li N/A	, either in yers CAN o hire or o al discrim ection 1 of ast Names	paper or electronically, INOT specify which continue to employ nination. f Form I-9 no later & Used (if any)
START HERE: Read instructuring completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee matching an individual because the door Section 1. Employee In than the first day of employed Last Name (Family Name) Matterhorn Address (Street Number and National Street Number and N	ctions carefully befor Employers are liabl TICE: It is illegal to ay present to estab cumentation preser information and ment, but not befor First Greg me)	ore completing this le for errors in the of o discriminate again blish employment a nted has a future e d Attestation (la re accepting a job Name (Given Name g Apt. Number	form. The instru- completion of the nst work-authorization are expiration date Employees mu- offer.)	uctions must be a is form. rized individuals and identity. The may also consti st complete and Middle Initial P.	available s. Emplo refusal ti tute illeg sign Se Other Li N/A	either in yers CAN o hire or o yal discrim action 1 of ast Names State	paper or electronically, INOT specify which continue to employ nination. <i>f Form I-9 no later</i> s Used ( <i>if any</i> ) ZIP Code
START HERE: Read instructuring completion of this form. ANTI-DISCRIMINATION NOT document(s) an employee material an individual because the doct section 1. Employee In than the first day of employee In than the first day of employee In that the first day of employee Address (Street Number and Naterial Address (Street Number and Naterial Street Number and Nateri	ctions carefully before Employers are liable TICE: It is illegal to ay present to estabe cumentation present information and ment, but not before First Greg me)	ore completing this le for errors in the of o discriminate again blish employment a nited has a future of d Attestation ( <i>U</i> we accepting a job Name ( <i>Given Name</i> Apt. Number N/A	form. The instru- completion of the instruction are expiration date Employees musi- offer.)	uctions must be a lis form. rized individuals and identity. The may also consti st complete and Middle Initial P.	. Emplo refusal t tute illeg <i>sign Se</i> Other Li N/A	, either in yers CAN o hire or o al discrim action 1 of ast Names State MN	paper or electronically, INOT specify which continue to employ nination. <i>f Form I-9 no later</i> s Used ( <i>if any</i> ) ZIP Code 55042

The employee will now be presented with the remaining two pages of the I-9. They will not, however, be able to incorrectly interact with these pages as those pages will be filled out by you/your team when processing this document. They will be asked to 'Save and Continue' to the next page.

Exit						Previous Save and Co	ontinue
Federal I9							
F	lease click her	re for detailed instruction	ons on how to compl	lete this form.			
	En D	nployment Eligib Department of Hon	ility Verification neland Security	on		USCIS Form I-9 OMB No. 1615-0047	
TAND SEC	U.S.	. Citizenship and Im	migration Servic	es		Expires 08/31/2019	
Section 2. Employer or (Employers or their authorized rep must physically examine one doci of Acceptable Documents.")	U.S. Authorize presentative mu ment from List	Citizenship and Im d Representative st complete and sign Se A OR a combination of d	Review and V ction 2 within 3 busin one document from L	ees <b>/erification</b> ess days of the ist B and one d	employ ocumen	Expires 08/31/2019 ee's first day of employment. You t from List C as listed on the "Lists	
Section 2. Employer or (Employers or their authorized rep must physically examine one doci of Acceptable Documents.") Employee Info from Section 1	U.S. Authorized presentative mu ument from List Last Name (F	Citizenship and Im <b>d Representative</b> st complete and sign Se A OR a combination of e Family Name)	Review and V     ction 2 within 3 busin     one document from L     First Name (Give	ees Verification ess days of the ist B and one d en Name)	employ ocumen	Expires 08/31/2019 ee's first day of employment. You t from List C as listed on the "Lists Citizenship/Immigration Status	
Section 2. Employer or (Employers or their authorized rep must physically examine one doc of Acceptable Documents.") Employee Info from Section 1 List A Identity and Employment Au	Authorized resentative mu iment from List Last Name (F Matterhorn C thorization	Citizenship and Im <b>d Representative</b> ist complete and sign Se A OR a combination of of Family Name) DR L	Review and V     totion 2 within 3 busin     one document from L     First Name (Give     Greg List B     dentity	ves Verification ess days of the ist B and one d en Name) AND	employ ocumen M.I. P.	Expires 08/31/2019 ree's first day of employment. You t from List C as listed on the "Lists Citizenship/Immigration Status 1	
Section 2. Employer or (Employers or their authorized rep must physically examine one doc of Acceptable Documents.") Employee Info from Section 1 List A Identity and Employment Au Document Title	U.S. Authorize resentative mu iment from List Last Name (F Matterhorn thorization	Citizenship and Im <b>d Representative</b> st complete and sign Se A OR a combination of G Family Name) DR L ka Document Title	Review and V     terms of the second se	Verification ess days of the ist B and one d an Name) AND Docu	employ ocument M.I. P.	Expires 08/31/2019 ree's first day of employment. You t from List C as listed on the "Lists Citizenship/Immigration Status 1	
Section 2. Employer or (Employers or their authorized reg must physically examine one doci of Acceptable Documents.") Employee Info from Section 1 List A Identity and Employment Au Document Title Issuing Authority	U.S. Authorize rresentative mu iment from List Last Name (F Matterhorn thorization	Citizenship and Im <b>d Representative</b> <i>ist complete and sign Se</i> <i>A OR a combination of G</i> <i>Family Name</i> ) <b>DR</b> <b>L</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>L</b> <b>D</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b>	Review and V     terms of the second se	Verification ess days of the ist B and one d an Name) AND Docu Issuir	employ ocument M.I. P. ment Tit	Expires 08/31/2019 ree's first day of employment. You t from List C as listed on the "Lists Citizenship/Immigration Status 1	
Section 2. Employer or (Employers or their authorized rep must physically examine one docu of Acceptable Documents.") Employee Info from Section 1 List A Identity and Employment Au Document Title Issuing Authority Document Number	U.S. Authorize resentative mu iment from List Last Name (F Matterhorn thorization	Citizenship and Im <b>d Representative</b> st complete and sign Se A OR a combination of of Family Name) <b>DR</b> <b>L</b> <b>DR</b> <b>L</b> <b>L</b> <b>D</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b> <b>L</b>	Review and V ction 2 within 3 busin one document from L First Name (Give Greg List B Jentity	Verification ess days of the ist B and one d an Name) AND Docu Issuir Docu	employ ocument M.I. P. ment Tit	Expires 08/31/2019 ee's first day of employment. You t from List C as listed on the "Lists Citizenship/Immigration Status List C Employment Authorization le rity umber	

#### Lists of acceptable documents will be represented by the third page:



#### Federal I9

Note: This page is displayed for you to read and review. You will sign for receipt and acknowledgement of the policy on the following page. Please click here for detailed instructions on how to complete this form.

#### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A Documents that Establish Both Identity and Employment Authorization	OR		LIST B Documents that Establish Identity AN	۱D	LIST C Documents that Establish Employment Authorization
	1. U.S. Passport or U.S. Passport Card		1.	Driver's license or ID card issued by a	1.	A Social Security Account Number
	2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			United States provided it contains a		the following restrictions:
	Regionation Receipt Gala (Form Foor)			photograph or information such as		(1) NOT VALID FOR EMPLOYMENT
	<ol> <li>Foreign passport that contains a temporary I-551 stamp or temporary</li> </ol>			color, and address		(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
	I-551 printed notation on a machine- readable immigrant visa		2.	ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or		(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

Once all pages have been viewed by the applicant, they will then sign the document electronically. This is a legal signature linking them to this document and can be reviewed upon completion of the document. They will type their name and then select 'Save and

Continue':



Powered by TempWorks Staffing Software © 2018 (1.0.0.0 - 18.09.20.0848)

The applicant will be able to review any of the documents in that step including the partially completed I-9. This is not a complete I-9 until processed by the service rep. Once the applicant is ready to process, their application they will submit that document to you/your team:

Exit	Previous	Submit
Step Review		T
Please take this opportunity to review all documentationYou may also review the documents that were generated with your signature to make su • Drug and Alcohol Consent • Federal W4 • Federal I9	ure they are a	ccurate:
<u>ိုင် tempworks</u>		

The next page will include a thank you. This is an important page as it serves as a defining point for the employee and your process. The language on this page will be unique to your application. An HRCenter administrator is able to edit this text. It is highly recommended the employee is instructed on what action should be taken next. In the example below, the employee is encouraged to schedule an appointment with their service rep.

Onboarding	Thank You
Docs	Thank you for your interest in our staffing company! Please call 222-2222 to schedule an appointment with your service rep to finish your onboarding
<ul> <li>Drug and Alcohol Consent</li> <li>Federal W4</li> <li>Federal I9 Thank You</li> </ul>	Powered by TempWorks Staffing Software © 2018 (1.0.0.0 - 18.09.20.0848)

## **Post-Submmital**

Depending on how your HRCenter is configured, your branch may or may not receive a

notifications when someone submits a step. For high volume systems, this is usually turned off. For low volume systems, it is recommend this be turned on. For HRCenter admins, this can be controlled per tenant under the 'Email Notifications' configurations:

oard	Auto Assign
ls	🧐 Allow Self Assign
WS	Workflow ids that when selected will allow auto assigning.
	ලදි. Auto Assign
s	Auto Assigns a Selected Workflow
	Workflow ID ID For Auto Assigned Workflow
;	
pworks Only	Email Notifications
	Mandrill From Address
Documents	Controls the e-mail address that all e-mails will be sent from.
	support@tempworks.com
	Notify Applicant When New Item Assigned Controls whether an email should be sent to applicants, when they have a new page, step, or workflow assigned.
	Notify Branch When Applicant Rejected Controls whether an email should be sent to the branch, when an applicant is rejected.
	Notify Branch When Step Submitted Controls whether an email should be sent to the branch, when an applicant completes a step.

However your branch is notified, the employee will inevitably need to come in and finish their I-9 by presenting these documents to you/your team.

## **Processing the Employee**

Below are a list of quick things that will need to be completed after the I-9 has been submitted:

- 1. Upon arrival at a branch, the employee needs to present their identification to your service rep.
- 2. The service rep may scan in those documents as a jpeg, png, or pdf in order to attach them later (optional).
- 3. The service rep should look up the employee's record in Enterprise and locate their 'hrcenter' page under integrations:



4. The processor may now review and sign the I-9 and any other documents that may need a signature.

## Signing the I-9

Select to review and sign the I-9:

Revi	iew Pages			
Drag	ag a column header here to group by that column.           Review Item         Information         Approve           Drug and Alcohol Consent 2018         This document requires a signature.         Review and Sign			
Ту	Review Item	Information	Approve	
k	Drug and Alcohol Consent 2018	This document requires a signature.	Review and Sign	
ls	Default Federal 19	This document requires a signature.	Review and Sign	
			1	
	a table			-

This will open a document signer dialog wizard. It is required that the document be reviewed with the applicant as the processor will be signing this document digitally and is responsible for correct information. The first page is the page that the applicant originally filled out through HRCenter. Select 'Save and Continue':





#### **Employment Eligibility Verification**

USCIS

**Department of Homeland Security** U.S. Citizenship and Immigration Services Form I-9 OMB No. 1615-0047

Expires 08/31/2019

Save and Continue

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

ection 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later nan the first day of employment, but not before accepting a job offer.)										
Last Name (Family Name)	First Nar	ne (Give	en Name)		Middle Initial	Other L	Other Last Names Used (if any)			
Matterhorn	Greg				т	N/A	I/A			
Address (Street Number and N	ame)	Apt. Number City or Town				State ZIP Cod			ZIP Code	
123 Ez street N/A			N/A Edina					MN 👻	55042	
Date of Birth (mm/dd/yyyy)	urity Num	rity Number Employee's E-mail Address				Er	Employee's Telephone Number			
9/19/1991 654 - 61 - 3516 G.Matterhorn@xip.xom 6541654646										

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):

	I. 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	<b>~</b>	
	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.	OR Code - Section 1 Do Not Write In This Space	
		Clo	se
	STOPI Employer Completes Next Page STOPI		
Form	n I-9 07/17/17 N	Page 1 of 3	
ge 1 of 3			

contemportes

The second page is service rep's page and will be used to document their forms of identification as well as key employer details. Complete the document with accurate information considering their identification:

10 5

Section 2. Employer or a (Employers or their authorized repr must physically examine one docut of Acceptable Documents.")	Authorized resentative must ment from List	d st A	Representative R complete and sign Section OR a combination of one	eview and Verif n 2 within 3 business of document from List B	fic: lays and	ation s of the e I one do	employe cument	ee's first day of employment. You t from List C as listed on the "Lists
Employee Info from Section 1	Last Name (F	a	mily Name)	First Name (Given Na	ame	)	M.I.	Citizenship/Immigration Status
	Matterhorn			Greg			Т	1
List A	C	DF	R List	В	AN	ID		List C
Identity and Employment Aut	horization	F	Iden	шу				Employment Authorization
Document Title			Document Title		_	Docum	ent Titl	e
N/A			Driver's license issued by state	territory 🔻	•	Social Se	ecurity Ca	ard (Unrestricted) 🔻
Issuing Authority			Issuing Authority		_	Issuing	J Autho	rity
N/A			Minnesota	•	·	Social Se	ecurity Ac	Iministration 🔹
Document Number			Document Number		_	Docum	ent Nu	mber
N/A	- 4		68465165w			4564565	48	to life an Alman lable and
Expiration Date (if any)(mm/dd/yyy	<sup>(y)</sup>		Expiration Date (if any)(i	nm/aa/yyyy)	_	Expirat	tion Dat	te (if any)(mm/dd/yyyy)
N/A			02/20/2020			N/A		
Document Title								
N/A								OD Orde Detting 0.0.0
Issuing Authority			Additional Informatio	n				Do Not Write In This Space
N/A	-							
Document Number								
N/A								
Expiration Date (if any)(mm/dd/yyy	(Y)							
N/A								
Document Title								
N/A	-							
Issuing Authority								
N/A	-							
Document Number								
N/A								
Expiration Date (if any)(mm/dd/yyy	y)							
N/A						/	2	

Much of the employer information is allowed to be pre-filled and you will only need to provide information concerning your role:

The employee's first day of employ	ment (r	nm/dd/yyyy	/): 10/01	/2018		(See in	struction	s for exer	nptions)
Signature of Employer or Authorized Repre	sentativ	e	Today's Da	te (mm	/dd/yyyy)	Title	of Employe	r or Authori	zed Representative
						Servi	ce Rep		
Last Name of Employer or Authorized Represer	First Name of	Employer or	Authoriz	ed Represe	entative	Employe	r's Business	s or Organization Name	
Swanson	Alexander					High Teo	h Staffing		
Employer's Business or Organization Addre	et Number a	nd Name)	City o	r Town			State	ZIP Code	
ligh Tech Staffing 701 Main St.			Duluth	i .			MN -	55123	
A. New Name (if applicable)	First N	ame (Given I	Name)		Middle Ir	itial	B. Date of	Rehire (if a)	oplicable)
A. New Name (if applicable)	enires	(TO be com	ipieted and	signe	a by emp	loyer of	B. Date of	ed represe Rehire (if a	niaiive.) pplicable)
			invent ivanie)					,,,,,,,,,	
<ol> <li>If the employee's previous grant of employent authorization in the</li> </ol>	oyment a space p	authorization rovided below	has expired. w.	provid	e the infor	mation fo	or the docu	ment or rec	eipt that establishes
Document Title			Docume	ent Num	nber			Expiration D	Date (if any) (mm/dd/yyy
attest, under penalty of perjury, that	to the b	est of my k	nowledge,	this er	nployee i	is autho	prized to w	vork in the	United States, and i
Signature of Employer or Authorized Repre	sentativ	e Today's	Date (mm/d	id/yyyy,	) Nan	ne of Em	ployer or A	uthorized R	epresentative
Form I-9 07/17/17 N									Page 2

The final page of the I-9 will be displayed for compliance reasons. Select 'Save and Continue':

#### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Previous

Save and Continue

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A Documents that Establish Both Identity and Employment Authorization O		LIST B Documents that Establish Identity DR AM		LIST C Documents that Establish Employment Authorization ND		
1. 2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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	1.	A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT	
3.	Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-		2.	name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local		<ul><li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li><li>(3) VALID FOR WORK ONLY WITH</li></ul>	

6.	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form	10. 11.	School record or report card Clinic, doctor, or hospital record
	nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	12.	Day-care or nursery school record

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 07/17/17 N		Page 3 of 3
3 of 3		
	Previous	Save and Continue

The next screen will allow a service rep to link a file to the completed I-9. This will be where you can attach any document scanned to your computer so that both the forms of identification and the I-9 are stored as a single file. When ready, select 'Save and continue':



Finally, sign the document verifying that you have successfully finished the I-9 with the employee:

I hereby confirm that I have read and understand all of the information included on "Federal I9". All information is true and accurate to my knowledge.

Please enter	your full	name as	vour	autonature
Flease enter	youriun	name as	yours	signature.

Alexander J Swanson	Alexander J Swanson					
Exit		Previous	Save and Continue			
	් tempworks		1			
	Powered by TempWorks Staffing Software © 2018 (1.0.0.0 - 18.09.20.0848)		//			

#### Storage

Once an I-9 has been signed, it will be stored in the documents section of that employee's record. If your service rep has access to the I-9 document type, they will be able to view the I-9 (for more information on security & access see Security Roles):

Greg Matt 455 Oak Hill Road Chaska, MN 55318	erhorn ID: 4295080876 SSN: xxx-xx-6352 Branch: Memphis SE	Printing Wastes Ink	ng 1 of 30805 tasks. View more
🥚 🗒 🖾 E 🦉	+++++	► tasks appointments social email	+ 7 8 +
<ul> <li>visifile</li> <li>details</li> <li>documents</li> <li>integrations</li> <li>evaluations messages</li> <li>pay history</li> <li>pay setup tasks search</li> </ul>	View: Detailed View ▼  Type ▲  Name ▲ Type ▲ Version  Type: Federal I-9 (1 item)  Federal I9.pdf Ver.  Federal I9.pdf	Description Date Stored	► ★ ★ 10/1/2018 5:16:50 PM
	Type: Federal W-4 (1 item)		
	Federal W4.pdf		10/1/2018 3:38:00 PM
employee	Type: Resume (1 item)		
customer	Greg Matterhorn.doc		10/1/2018 2:20:22 PM

### **Electronic Signatures**

For those unfamiliar with electronic signatures, they can be found in the bottom corner of any document signed through HRCenter:

Digitally signed by twdemo Date: 2018.10.01 22:16:49 +00:00 Signers: Greg.Matterhorn 2018-10-01 21:38:48 (UTC) Alexander J Swanson 2018-10-01 22:16:45 (UTC) Location: RD2818780B1182

For more information on electronic signatures see: Electronic Signatures or E-Sign Legality

# **Related Articles**