

# Processing an I-9 in HRCenter

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## 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.

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## 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:

Onboarding  
Docs[Exit](#)[Previous](#)[Save and Continue](#)

- Drug and Alcohol Consent
- Federal W4
- Federal I9**

[Step Review](#)

## Federal I9

*Please enter your last name.**Please enter your first name.**Please enter your middle initial. If you do not have a middle name, please enter N/A in this field.**Please provide all other last names used. Enter N/A if you have not used other last names.**Please enter your home address.**Please enter your apartment number. If you do not live in an apartment, please enter N/A in this field.**Please enter your city.**Please enter your state.**Please enter your zip code.**Please enter your date of birth, and make sure your birthdate is in proper date format. (MM/DD/YYYY)**Please enter the first three digits of your SSN.**Please enter the middle two digits of your SSN.**Please enter the last four digits of your SSN.**Please enter a valid email address. Enter N/A if you do not have an email address.*

**\*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:

## Federal I9

*Please provide all other last names used. Enter N/A if you have not used other last names.*

*Please enter your apartment number. If you do not live in an apartment, please enter N/A in this field.*

Please click here for detailed instructions on how to complete this form.



**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

► 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.

**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)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	
Matterhorn	Greg	P.		
Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
123 Ez street N/A		Edina	MN	55042
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number	
09/19/1991	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.

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

Exit

Previous

Save and Continue

## Federal I9

Please click here for detailed instructions on how to complete this form.



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Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Matterhorn	Greg	P.	N/A
Address (Street Number and Name)	Apt. Number	City or Town	State
123 Ez street N/A	N/A	Edina	MN
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
09/19/1991	654 - 61 - 3516	G.Matterhorn@xip.xom	6541654646

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.

The service rep's page:

[Exit](#)[Previous](#)[Save and Continue](#)

## Federal I9

[Please click here for detailed instructions on how to complete this form.](#)



### Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047

Expires 08/31/2019



#### Section 2. Employer or Authorized Representative Review and Verification

(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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Matterhorn	First Name (Given Name) Greg	M.I. P.	Citizenship/Immigration Status 1	
List A Identity and Employment Authorization		OR	List B Identity	AND	List C Employment Authorization
Document Title	Document Title		Document Title		Document Title
Issuing Authority	Issuing Authority		Issuing Authority		Issuing Authority
Document Number	Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)

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

[Exit](#)[Previous](#)[Save and Continue](#)

## 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	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. 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		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		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

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':

[Exit](#)[Previous](#)[Save and Continue](#)

## Federal I9

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 your signature.



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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

Please take this opportunity to review all documentation. You may also review the documents that were generated with your signature to make sure they are accurate:

- [Drug and Alcohol Consent](#)
- [Federal W4](#)
- [Federal I9](#)



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 Docs

- ✓ [Drug and Alcohol Consent](#)
- ✓ [Federal W4](#)
- ✓ [Federal I9](#)

Thank You

### Thank You

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



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## Post-Submittal

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:

[Dashboard](#)

[Tenants](#)

[Workflows](#)

[Pages](#)

[Surveys](#)

[Forms](#)

[Tempworks Only](#)

[Audit](#)

[Raven Documents](#)

**Auto Assign**

Allow Self Assign  
 Workflow ids that when selected will allow auto assigning.

Auto Assign  
 Auto Assigns a Selected Workflow  
On

Workflow ID  
 ID For Auto Assigned Workflow

**Email Notifications**

**Mandrill From Address**  
 Controls the e-mail address that all e-mails will be sent from.

**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.  
On

**Notify Branch When Applicant Rejected**  
 Controls whether an email should be sent to the branch, when an applicant is rejected.  
On

**Notify Branch When Step Submitted**  
 Controls whether an email should be sent to the branch, when an applicant completes a step.  
On

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:

Greg Matterhorn  
455 Oak Hill Road  
Chaska, MN 55318  
ID: 4295080876  
SSN: xxx-xx-6352  
Branch: Memphis SE

Printing Wastes Ink

Currently viewing 1 of 30805 tasks. View more...

status

Username: G.Matterhorn  
Workflow History: Basic Application  
Current Step: Onboarding Docs

details

Workflow Created: 10/1/2018 3:32:08 PM  
Workflow Completed:  
Workflow Rejected:  
Rejected Reason:  
Step Status: Submitted  
Step Started: 10/1/2018 3:37:41 PM  
Step Submitted: 10/1/2018 4:41:00 PM  
Step Completed:

Selected Workflow Steps  
Onboarding Docs

Review Pages

Drag 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
Default Federal I9	This document requires a signature.	Review and Sign

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:

Review Pages

Drag 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
Default Federal I9	This document requires a signature.	Review and Sign

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':

Please click here for detailed instructions on how to complete this form.



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
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**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) Matterhorn	First Name (Given Name) Greg	Middle Initial T	Other Last Names Used (if any) N/A	
Address (Street Number and Name) 123 Ez street N/A		Apt. Number N/A	City or Town Edina	State MN
Date of Birth (mm/dd/yyyy) 09/19/1991	U.S. Social Security Number 654 - 61 - 3516	Employee's E-mail Address G.Matterhorn@xip.xom		Employee's Telephone Number 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):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): <input type="text" value="N/A"/>
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <input type="text" value="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.*

QR Code - Section 1  
Do Not Write In This Space

Close

Employer Completes Next Page

Form I-9 07/17/17 N

Page 1 of 3

ge 1 of 3

**Save and Continue**



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:

## Section 2. Employer or Authorized Representative Review and Verification

(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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Matterhorn	First Name (Given Name) Greg	M.I. T	Citizenship/Immigration Status 1
OR		AND		
List A Identity and Employment Authorization		List B Identity	List C Employment Authorization	
Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A		Document Title Driver's license issued by state/territory Issuing Authority Minnesota Document Number 68485165w Expiration Date (if any)(mm/dd/yyyy) 02/20/2020	Document Title Social Security Card (Unrestricted) Issuing Authority Social Security Administration Document Number 456455548 Expiration Date (if any)(mm/dd/yyyy) N/A	
Additional Information				
QR Code - Sections 2 & 3 Do Not Write In This Space				

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

(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.

<b>The employee's first day of employment (mm/dd/yyyy):</b> <input type="text" value="10/01/2018"/> <b>(See instructions for exemptions)</b>			
Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
		Service Rep	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name	
Swanson	Alexander	High Tech Staffing	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State ZIP Code
High Tech Staffing 701 Main St.		Duluth	MN ▾ 55123

### Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>		<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative

 **Previous** **Save and Continue**

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

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	AND	LIST C Documents that Establish Employment Authorization
<ul style="list-style-type: none"><li>1. U.S. Passport or U.S. Passport Card</li><li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li><li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li></ul>		<ul style="list-style-type: none"><li>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</li><li>2. ID card issued by federal, state or local government agencies or entities</li></ul>		<ul style="list-style-type: none"><li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:<ul style="list-style-type: none"><li>(1) NOT VALID FOR EMPLOYMENT</li><li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li><li>(3) VALID FOR WORK ONLY WITH</li></ul></li></ul>

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

10. School record or report card

11. Clinic, doctor, or hospital record

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.**

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':

Number of documents required: 0

Maximum number of documents: 2

**This form requires additional documents to be attached. Please upload a scan or photo of these documents in one of the following formats: .jpg, .png, .gif**

No file chosen

No file chosen

---

Exit

Previous

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 your signature.

Alexander J Swanson

Exit

Previous

Save and Continue



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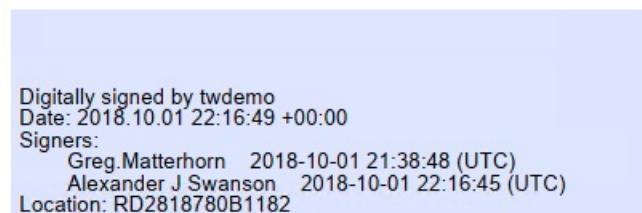
## Storage

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](#)):

The screenshot shows the HRCenter software interface. On the left, there is a sidebar with a user profile picture and the name 'Greg Matterhorn'. Below the profile are sections for 'visifile', 'details', and 'documents'. The 'documents' section is highlighted with a red box. The main area shows a list of documents with columns for 'Name', 'Type', 'Version', 'Description', and 'Date Stored'. The first item in the list is 'Federal I9.pdf', which is highlighted with a red box. The 'Type' column shows 'Federal I-9 (1 item)'. The 'Date Stored' column shows '10/1/2018 5:16:50 PM'. Below this, there are other items: 'Federal W4.pdf' (Type: Federal W-4, 1 item, Date: 10/1/2018 3:38:00 PM) and 'Greg Matterhorn.doc' (Type: Resume, 1 item, Date: 10/1/2018 2:20:22 PM). The top of the screen shows a navigation bar with 'tasks', 'appointments', 'social', 'email', and other icons. A red arrow points from the text above to the 'Federal I9.pdf' document in the list.

## Electronic Signatures

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



For more information on electronic signatures see: [Electronic Signatures](#) or [E-Sign Legality](#)

## Related Articles