

Xenqu - Remote I-9 Module

Last Modified on 12/09/2024 1:54 pm CST



Overview

With the Xenqu integration by Essium, you will have an all-inclusive I-9 and E-Verify solution for your employees.

Note This integration does require additional setup and an existing relationship with Xenqu. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager.

This article covers the following:

1. [How to Setup Xenqu](#)
2. [How to Assign the I-9 Workflow](#)
3. [Completing the Remote I-9 Workflow](#)
4. [Next Steps](#)

How to Setup Xenqu

Setup of the Xenqu integration is completed by TempWorks.

Note Please keep in mind the following information regarding the Xenqu integration:

- The E-Verify integration in TempWorks is **NOT** cross-compatible with E-Verify in Xenqu.
 - E-Verify cases processed within TempWorks are **NOT** able to be viewed within Xenqu.
 - E-Verify cases processed in Xenqu are **NOT** able to be viewed within TempWorks.
- It is **NOT** possible to do I-9s in Xenqu without also doing E-Verify in Xenqu.
- If creating the employee record via Beyond or HRCenter, Xenqu will utilize the primary email and

primary phone number.

- If creating the employee record in Enterprise, Xenqu will pick the first active email address or phone number entered.
 - If a phone number **and** cell phone number are entered during employee record creation, Xenqu will use the cell phone as the phone number.

Note Once the setup of the integration is complete, you will see a new Custom Data Field within the employee record titled "Xenqu Contact ID". This is set up automatically and is used by the integration to track which records are in Xenqu. The value represents the ID of the Contact in Xenqu.

How to Assign the I-9 Workflow

Within Xenqu > Overview > Triggers From TempWorks, the triggers are able to be configured to what you require:

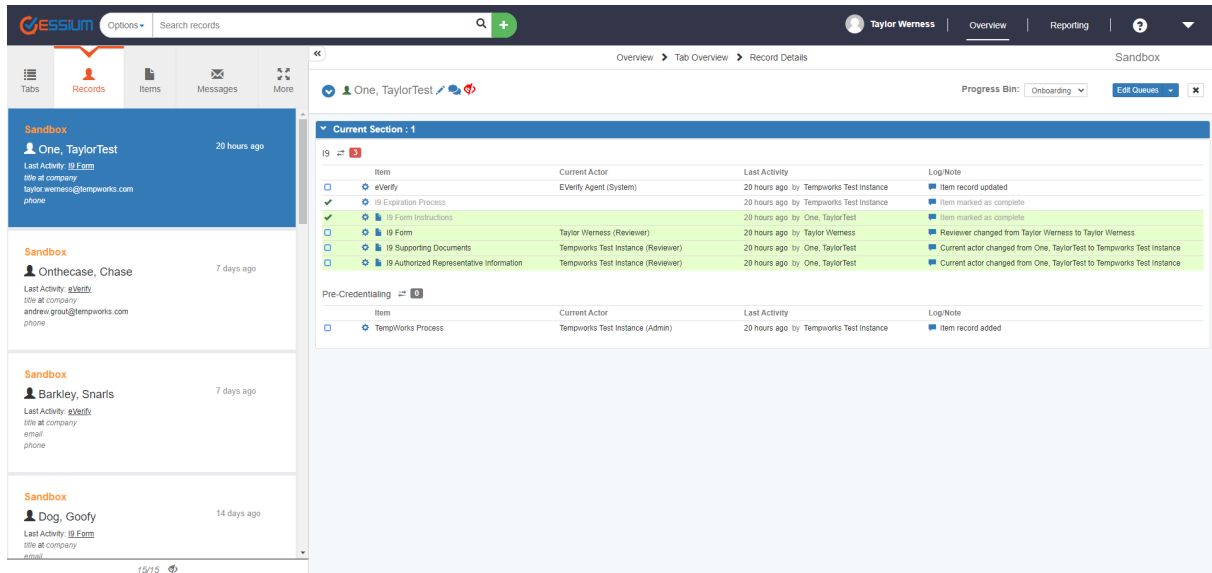
The screenshot shows the 'Triggers From TempWorks' configuration page. It features a navigation bar with tabs: General, Triggers To TempWorks, Triggers From TempWorks (selected), Routing, Mappings, and Files. Below the navigation bar, there are three trigger configuration sections. Each section includes a 'Condition' column with dropdown menus for the trigger type and status, an equals sign, a dropdown for the condition value (set to '__NOTBLANK_'), an 'Ignore Create Date' toggle, a 'Trigger ID' input field, an 'Add Template' column with a dropdown for the template name, a 'Trigger Created After' input field, a 'Trigger On Existing' toggle, and a 'Delete' button. The 'Trigger Date Field' column contains a dropdown menu with the text '-- SELECT FIELD --'. At the bottom left, there is an 'Add Trigger' button, and at the bottom center, there is a green 'Save Configuration' button.

Depending on the setup of the configurations within the Xenqu platform, the following can trigger the assigning of the I-9 workflow:

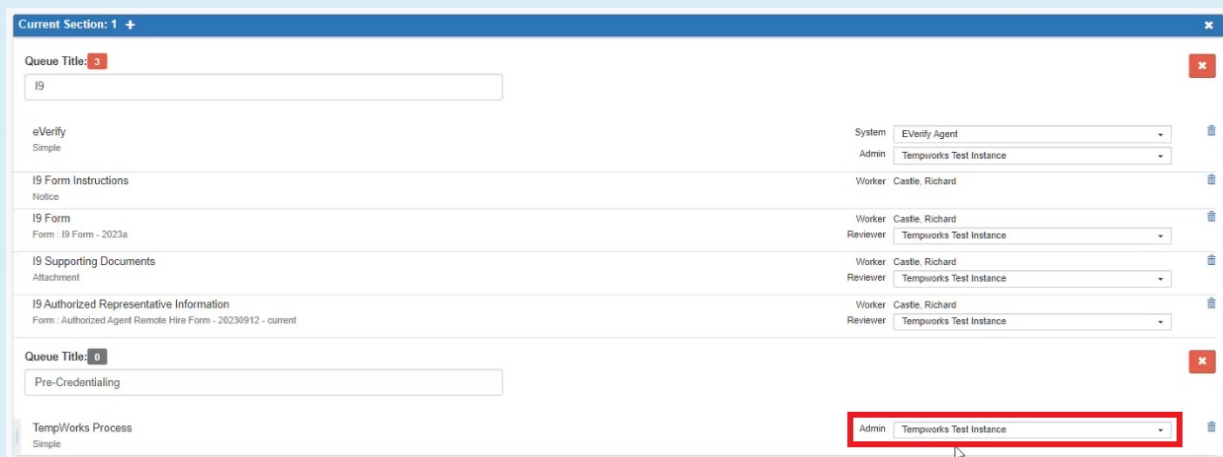
- Employee Created
- Employee Status Updated (Can be triggered off of a specific status)
- Candidate Created

- Candidate Status Updated (Can be triggered off of a specific status)
- Assignment Created

Once one of the above triggers has been completed, the workflow will be automatically assigned and is able to be seen within the Xenqu platform:



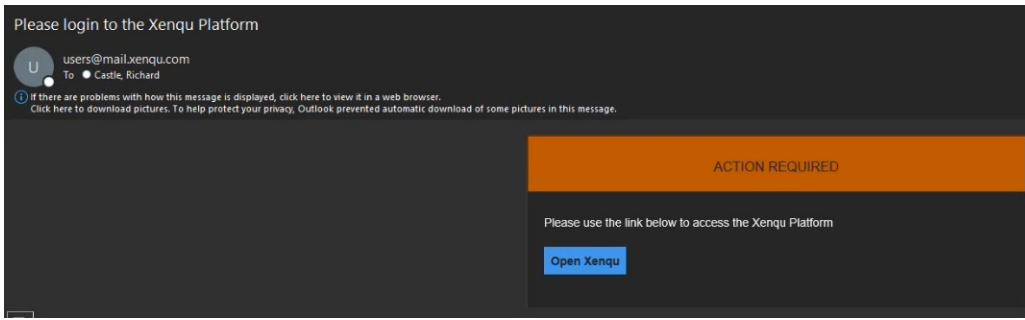
Note In the event you update the "Admin" to another user within the Xenqu platform, that user will also be assigned the remaining action items related to that employee's workflow. That can include required service rep signatures, etc.



The employee is now able to complete the assigned workflow.

Completing the Remote I-9 Workflow

The employee will receive an email, allowing them to access the Xenqu platform to complete their newly assigned workflow:



Within the Xenqu platform, the employee will begin by completing their I-9 form:

I-9 Form
I9

Save Item and keep in my queue

Messages [Ask A Question](#)

This document contains 2 pages. All red fields are required and must be completed before you can mark the document as complete.

If you have utilized a Preparer and/or Translator to assist you in completing Section 1, that person **MUST** complete the Preparer and/or Translator Certification (Supplement A). Please reach out to your employer representative to ensure that your Preparer and/or Translator can be assigned this form.

Step 1:
Confirm that your name is correct. If it is correct, continue to step 2. If it is incorrect, please make the correction, then continue to step 2.

Step 2:
Confirm your Address, Date of Birth, Social Security Number, Phone Number, and Email Address are correct. Make any changes if necessary.

Step 3:
Check the box next to your correct Work Authorization type.

Step 4:
If your Work Authorization Type is "Noncitizen (other than Item number 2 or 3)" please provide your Authorized to Work Until Date and your USCIS A-Number, or your I-94 Admission Number or Foreign Passport Information.

Step 5:
Click on the red outlined box marked "Click to Sign" in order to sign the form.

Step 6:
The form is now ready to be marked as complete

Mode: **Input**

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

USCIS Form I-9
OMB No. 1615-0047
Expires 09/31/2027

START HERE: Employees must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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 (if any) Other Last Names Used (if any)
CASTLE Richard

Address (Street Number and Name) Apt. Number (if any) City or Town State ZIP Code
7

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number
MM/DD/YYYY joel.olson@richard.castle@essumilabs.com

I am aware that federal law provides for enforcement and fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status. (See page 2 and 3 of the instructions.)

1. A citizen of the United States.
 2. A noncitizen national of the United States (See Instructions).
 3. A lawful permanent resident (Enter USCIS or A-Number).
 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any).

If you check Item Number 4, enter one of these:
USCIS A-Number Form I-94 Admission Number Foreign Passport Number and Country of Issuance

Signature of Employee **Click to sign** Today's Date (mm/dd/yyyy)

Section 2. Employer Review and Verification: Employees or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box below.

An invalid SSN can not be used to run the E-Verify. The form will remain open until a valid SSN is entered.

Document Title 1 -- SELECT -- -- SELECT --
Issuing Authority
Document Number (if any)
Expiration Date (if any)

Document Title 2 (if any)
Issuing Authority
Document Number (if any)
Expiration Date (if any)

Document Title 3 (if any)
Issuing Authority
Document Number (if any)
Expiration Date (if any)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

List Name, First Name and Title of Employer or Authorized Representative Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)

Upon selecting "Complete Item and Continue", the employee will then need to add the supporting documents:

I-9 Supporting Documents
I9

Save Item and keep in my queue

Requirements not met to save this form.

Messages [Ask A Question](#)

Item Notes:

Please upload **both the front and back side** of the I-9 supporting documents you have chosen. (Examples include Driver's License, Social Security Card, Passport, etc.) Please refer to the I-9 instructions to find a list of acceptable documents.

Please Note: Document files uploaded must be the same documents presented in person with the authorized rep for I-9 completion.

Select Attachments

Please select a document you intend to upload.

- + Driver's License issued by a State or outlying possession of the United States
- + Social Security Account Number card without restrictions
- + U.S. Passport
- + List B - ID card issued by a State or outlying possession of the United States --OR-- ID card issued by federal, state, or local government agencies or entities --OR-- School ID card with photograph --OR-- Military dependent's ID card
- + Original or certified copy of a U.S. birth certificate bearing an official seal
- + Certification of Report of Birth (Form DS-1350)
- + U.S. Passport Card
- + List C - U.S. Citizen ID Card (Form I-197) --OR-- Identification Card for use of Resident Citizen in the United States (Form I-179)
- + Certification of Birth Abroad (Form FS-545)
- + Employment authorization document issued by DHS (List C #7)

Once the supporting documents have been added, and "Complete Item and Continue" has been selected, (if configured) the employee will complete the "Authorized Representative for Remote Hire Election" form:

I-9 Authorized Representative Information

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Save item and keep in my queue

Messages Ask A Question

Item Notes:

Step 1:
Decide on an individual you would like to designate as your Authorized Representative.
Please refer to the information found in the box under Agent/Representative Information that states whom you may choose.
You must be able to meet with this individual in-Person so they may view your IDs and complete their portion (Section 2 or Section 3) of the I-9 Form electronically.

Step 2:
Type that person's last name & first name in the Last Name, First Name (Middle Initial optional) boxes under "Agent/Representative Information" box.

Step 3:
Type that person's phone number & email address in the Phone Number and Email Address boxes under the "Agent/Representative Information" box.

Step 4:
Type your relationship to the Authorized Representative in the Relationship to Employee box under "Agent/Representative Information" box.

Step 5:
Select "Complete Item and continue" on the Upper Left Hand Corner of this page.

Step 6:
Let your selected Authorized Representative know they will receive login details in their email.

Step 7:
Visit this person with your IDs to complete their portion (Section 2 or Section 3) of the Form I-9 Process.

Mode: Input

Authorized Representative for Remote Hire Election

As part of the I-9 and E-Verify process, the IDs you select must be physically reviewed. However, since your employer cannot do this, you have been asked to elect someone (Authorized Representative) to do this on their behalf. If you're unsure who to select, contact your employer representative.

Use this form to enter the information about your Authorized Representative below.

The requirements for the Authorized Representative are as follows:

- Physically Examine the identification documents you provide them
- After receiving an invitation to the system, they must accept the nomination. They will then need to complete Section 2 of the I-9
 - Enter the information about the documents they reviewed
 - Enter the employee's start date
 - Mark the form complete

They are only being asked to determine that the documents reviewed reasonably appear to be genuine and that they relate to the employee presenting them.

These instructions will guide you on which documents are acceptable to provide your Authorized Representative as part of this process. They require either 1 document from List A OR 1 document from BOTH List B and List C.

<https://www.uscis.gov/i-9-central-form-i-9-acceptable-documents>

AGENT/REPRESENTATIVE INFORMATION

To be completed by employee. Please designate a person over 18 years of age to act as our agent/representative for the purposes of completing the Form I-9. An authorized agent can be a family member, friend, colleague, or other adult to whom you are not related who will act as a witness to confirm your identification cards/supporting I9 documents. Do not select an Temp/Works I9 employee to be your I9 Authorized Representative

First Name	Last Name	M.I.
Company	Phone Number	E-mail Address
Street	City	State Zipcode
Relationship To Employee		

Note The workflow can be configured to either include or exclude the "Authorized Representative for Remote Hire Election" form.

With the form completed, and "Complete Item and Continue" has been selected, the workflow is complete, and the admin will finalize the signatures and forms within the Xenqu platform.

Note For more information on the utilization of the Xenqu platform, please navigate to <https://xenqu.com/>, log in with your credentials, and navigate to "?" at the top right > User Guide > I9 Process Overview:

The screenshot shows the Xenqu platform interface. At the top, there is a navigation bar with 'Options', 'Search records', and a user profile for 'Taylor Werness'. Below this is a main content area with a 'Main' dropdown and buttons for 'Manage Dashboards', 'Import', and 'Add'. On the left, there is a sidebar with 'Records', 'Items', 'Messages', and 'More' tabs. The 'Records' tab is active, showing a list of records with details for 'Juan, Don', 'Quijote, Don', and 'test demo, test demo'. On the right, there is a 'Help Center' panel with a search bar and a list of help topics. The 'I9 Process Overview' link is highlighted with a red box.

This is where you will find all of the Xenqu articles related to the Remote I-9 Module.

Next Steps

Once the workflow has been completed by the employee, the following will be completed within Beyond and Enterprise:

- E-Verify charm will turn **green** once the E-Verified field is set to "Yes".
- E-Verified field on the employee record under Visifile > Details > EEO is set to "True".
- I-9 Date Verified on the employee record under Visifile > Details > EEO is set to the date of completion.
- Date of Birth on the employee record under Details > Equal Employment Opportunity > Date Of Birth is set to the intended date of birth.

The screenshot shows the employee record for Eren Jaeger (4296518968). The 'Equal Employment Opportunity' section is expanded, showing the following details:

Equal Employment Opportunity	
Date of Birth	1/9/1989
Gender	--
Veteran Status	--
Race/Ethnicity	--
I-9 Date Verified	8/16/2024
Birth Place	--
Disabled	No
E-Verified	No
Citizen	--
Date Entered	8/16/2024

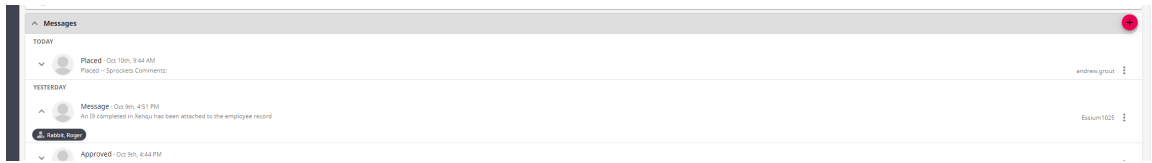
- Completed Federal I-9 form is uploaded to the employee documents tab with the "Federal I9" document type.

The screenshot shows the employee record for Snarls Barkley (47875) with the 'DOCUMENTS' tab selected. The 'Documents' section displays a list of documents:

Document Name	Date
I9Form.pdf Federal I-9	9/20/2024

Below the document list, it states: "No required documents added yet".

- Message is logged on the employee record indicating that the employee has completed the I-9 module in Xenqu.
 - The Message Action is able to be configured within the Xenqu platform
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Related Articles
