

Xenqu - Remote I-9 Module

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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.

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 displays the 'Triggers From TempWorks' configuration page in the Xenqu platform. The page has a top navigation bar with tabs: 'General', 'Triggers To TempWorks', and 'Triggers From TempWorks' (selected). Below the tabs, there are three rows of trigger configurations. Each row includes a 'Condition' section with two dropdowns, an 'Add Template' section with a dropdown and a 'Delete' button, and a 'Trigger Created After' section with a text input and a 'Trigger On Existing' toggle. The first row is for 'Employee' status, the second for 'Job Order Candidate' status, and the third for 'Assignment' status. At the bottom, there is an 'Add Trigger' button and a green 'Save Configuration' button.

Condition	Add Template	Trigger Created After	Trigger On Existing
Employee Employee Status	Pre-Credentialing Delete	Trigger Created After Trigger Date Field -- SELECT FIELD --	<input type="checkbox"/> Ignore Create Date Trigger ID <input type="text"/> <input type="checkbox"/> Trigger On Existing
Job Order Candidate Job Order Candidate Status	Job Application Delete	Trigger Created After Trigger Date Field -- SELECT FIELD --	<input type="checkbox"/> Ignore Create Date Trigger ID <input type="text"/> <input type="checkbox"/> Trigger On Existing
Assignment Assignment Status	New Assignment Delete	Trigger Created After Trigger Date Field -- SELECT FIELD --	<input type="checkbox"/> Ignore Create Date Trigger ID <input type="text"/> <input type="checkbox"/> Trigger On Existing

Add Trigger

Save Configuration

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:

The screenshot displays the Xenqu platform interface. On the left, a sidebar shows a list of users under the 'Sandbox' section: 'One, TaylorTest' (20 hours ago), 'Onthecase, Chase' (7 days ago), 'Barkley, Snaris' (7 days ago), and 'Dog, Goofy' (14 days ago). The main area shows the 'Current Section: 1' for 'One, TaylorTest'. It contains a table with the following data:

Item	Current Actor	Last Activity	Log/Note
eVerify	EVerify Agent (System)	20 hours ago by Tempworks Test Instance	Item record updated
I9 Expiration Process	Tempworks Test Instance	20 hours ago by Tempworks Test Instance	Item marked as complete
I9 Form Instructions	One, TaylorTest	20 hours ago by One, TaylorTest	Item marked as complete
I9 Form	Taylor Werness (Reviewer)	20 hours ago by Taylor Werness	Reviewer changed from Taylor Werness to Taylor Werness
I9 Supporting Documents	Tempworks Test Instance (Reviewer)	20 hours ago by One, TaylorTest	Current actor changed from One, TaylorTest to Tempworks Test Instance
I9 Authorized Representative Information	Tempworks Test Instance (Reviewer)	20 hours ago by One, TaylorTest	Current actor changed from One, TaylorTest to Tempworks Test Instance

Below the table, there is a 'Pre-Credentialing' section with a table:

Item	Current Actor	Last Activity	Log/Note
TempWorks Process	Tempworks Test Instance (Admin)	20 hours ago by Tempworks Test Instance	Item record added

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 screenshot shows the 'Current Section: 1' form. It has two sections. The first section, titled 'Queue Title: 3', contains a text input field with 'I9'. Below it are several rows of data:

Item	System	Admin	Worker	Reviewer
eVerify	EVerify Agent	Tempworks Test Instance	Castle, Richard	Tempworks Test Instance
I9 Form Instructions			Castle, Richard	Tempworks Test Instance
I9 Form			Castle, Richard	Tempworks Test Instance
I9 Supporting Documents			Castle, Richard	Tempworks Test Instance
I9 Authorized Representative Information			Castle, Richard	Tempworks Test Instance

The second section, titled 'Queue Title: 0', contains a text input field with 'Pre-Credentialing'. Below it is a row of data:

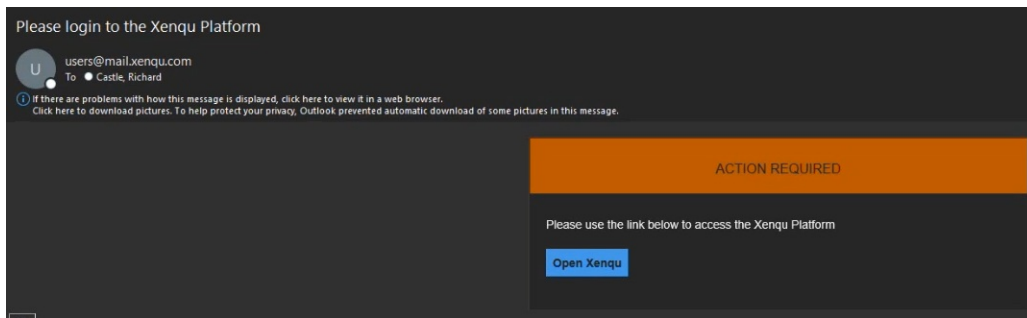
Item	System	Admin	Worker	Reviewer
TempWorks Process		Tempworks Test Instance	Castle, Richard	Tempworks Test Instance

A red box highlights the 'Admin' dropdown menu in the second section, which is currently set to 'Tempworks Test Instance'.

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
19

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

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: Employers 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 10 Middlebury, VT 05753

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number
MM/DD/YYYY 000-00-0000 joel.olson@richard.castle@essumilabs.com

I am aware that federal law provides for imprisonment 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 Today's Date (mm/dd/yyyy)
Click to sign

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the "Preparer and/or Translator Certification" on Page 3.

Section 2. Employer Review and Verification: Employers 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 space 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 Issuing Authority Document Number (if any) Expiration Date (if any)
-- SELECT -- -- SELECT --

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

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

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)
Authorized Representative

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

19 Supporting Documents
19

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 19 supporting documents you have chosen. (Examples include: Driver's License, Social Security Card, Passport, etc.) Please refer to the 19 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

I-9

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 I-9 documents. Do not select an TempWorks I-9 employee to be your I-9 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 > I-9 Process Overview:

The screenshot displays the Xenqu platform's user interface. At the top, there's a navigation bar with 'Options', 'Search records', and a user profile for 'Taylor Werness'. Below this, a sidebar on the left lists 'Records', 'Items', 'Messages', and 'More'. The main content area shows a list of records under the 'Sandbox' tab, including entries for 'Juan, Don', 'Quijote, Don', and 'test demo, test demo'. On the right, a 'Help Center' panel is open, showing a list of topics. The 'I-9 Process Overview' topic is highlighted with a red box. Other topics include 'How To', 'Features', 'Troubleshooting', 'Uploading I-9 Supporting Documents', 'I-9 Supplement A Process', 'I-9 Supplement B Process', 'EVerify Duplicate Case', 'EVerify Photo Match', 'I-9/EVerify Notifications', 'I-9 Receipt Process', 'EVerify Case Cannot Be Opened', 'I-9 Supporting Documents Mismatch', 'EVerify Document C Verification Process', 'Delayed EVerify', 'EVerify Incomplete Case Review - Invalid Data', and 'Alternative Review Popup'.

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.

Employee Record for Eren Jaeger (4296518968)

Equal Employment Opportunity

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

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

Employee Record for Snarls Barkley (47875)

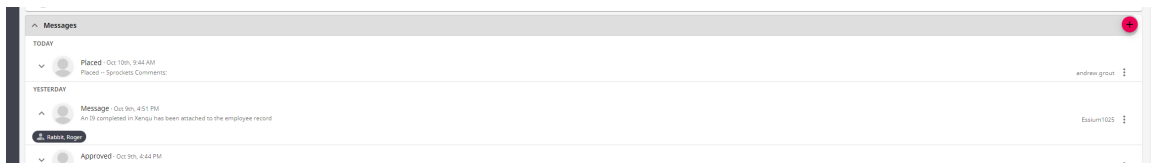
SSN: [REDACTED] Location: Oakdale, MN 55128

DOCUMENTS

DOCUMENTS	DATE
I9Form.pdf	9/20/2024
Federal I-9	9/20/2024

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
 -



Related Articles
