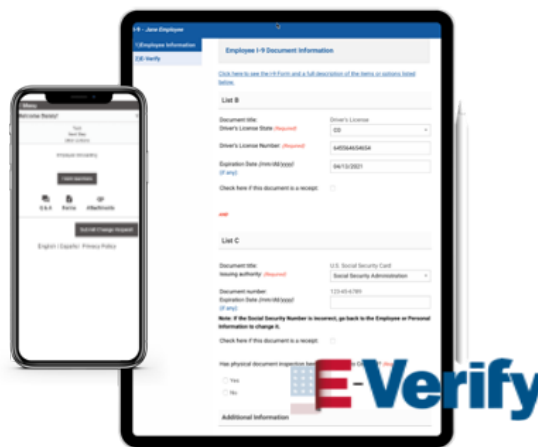


E-VERIFY TRAINING MODULE OVERVIEW



➔ What it's all About

The E-Verify Training module is available to all Manager and Administrator Users in sites where E-Verify is enabled.

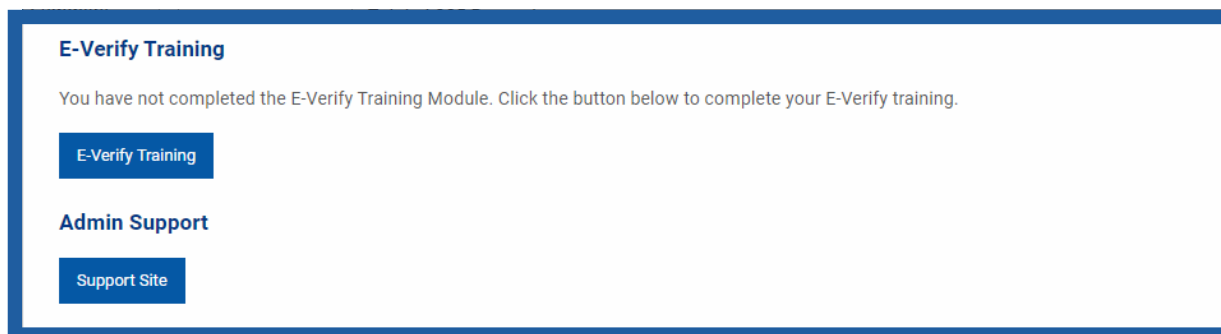
The training module consists of several training sections which review E-Verify requirements for users that will be submitting E-Verify cases within Efficient Hire.

Every Manager or Administrator user that will submit cases to E-Verify within Efficient Hire must complete the training module and **score a 70% or higher** on the Knowledge Test.

The training and test is available to all Manager and Administrator users, and beginning on **December 1, 2021**, a user will only be able to submit cases if they have attained a passing score on the Knowledge Test.

➔ How to Access the E-Verify Training Module & Knowledge Test

- Log into your **Efficient Hire Company** site
- Select **Support** from the title bar menu



- If you have **not completed** the E-Verify Training Module, you will be instructed to do so
- Click the **E-Verify Training** button to begin the training

I'll break it down, keep going!

➔ The E-Verify Training Module

Review each section of the Training Module carefully. You **cannot skip** any sections of the module, and will only reach the Knowledge Test after you complete each section of the module.

Welcome	Automatic Close Case
Privacy and Data Protections	
Employee Civil Rights and Civil Liberties	
Rules and Responsibilities Overview	
Privacy Breaches and Rights Violations	
E-Verify Overview	
Federal Contractor Requirements	
Form I-9 and E-Verify	
Employee's First Day of Employment	
Case Incomplete	
Photo Matching	
Case Results	
Tentative Nonconfirmation (TNC)	
Automatic Close Case	
Knowledge Test	

Automatic Closure for Employment Authorized Cases

E-Verify will automatically close cases that receive an initial result of Employment Authorized, and applies a standard closure reason. Employers will not have to manually close the case. Therefore, when a case receives an EMPLOYMENT_AUTHORIZED status, users will now see CLOSED. Employers should rely on the case eligibility statement to determine if the employee is employment authorized.

[Continue Questions Later](#)[Continue Questions](#)

➔ The E-Verify Knowledge Test

Welcome	Knowledge Test
Privacy and Data Protections	
Employee Civil Rights and Civil Liberties	
Rules and Responsibilities Overview	
Privacy Breaches and Rights Violations	
E-Verify Overview	
Federal Contractor Requirements	
Form I-9 and E-Verify	
Employee's First Day of Employment	
Case Incomplete	
Photo Matching	
Case Results	
Tentative Nonconfirmation (TNC)	
Automatic Close Case	
Knowledge Test	

You will now be asked a series of True/False questions to test your knowledge of E-Verify. You must obtain a score of 70% or higher in order to pass this training.

Question 1
An employer must do the following to ensure employees are treated equally and fairly when using E-Verify:

- Create a case in E-Verify only AFTER the applicant accepted an offer of employment and Form I-9, Employment Eligibility Verification is complete.
- Ensure employees who receive a Tentative Nonconfirmation (TNC) or Dual Tentative Nonconfirmation are given an opportunity to take action.
- Not take any adverse action against an employee because of a TNC unless and until E-Verify issues a Final Nonconfirmation, even if resolution takes longer than ten days.

(Required)

☐ True

☐ False

Question 2
An E-Verify Employer must follow ALL of the following E-Verify rules:

- Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
- Complete Form I-9 for each newly hired employee before creating a case in E-Verify.
- Provide each employee who receives a TNC written notice of the TNC and 8 federal workdays to contact DHS or

Once you have reviewed each section of the Training, you will take the Knowledge Test. You will be asked a series of **True/False** questions to test your knowledge of E-Verify!

Answer all the questions in the Knowledge Test, then click **Continue Questions** to access your Knowledge Test Score.

Welcome

Privacy and Data Protections

Employee Civil Rights and Civil Liberties

Rules and Responsibilities Overview

Privacy Breaches and Rights Violations

E-Verify Overview

Federal Contractor Requirements

Form I-9 and E-Verify

Employee's First Day of Employment

Case Incomplete

Photo Matching

Case Results

Tentative Nonconfirmation (TNC)

Automatic Close Case

Knowledge Test

Knowledge Test Score

Knowledge Test Score: **80% PASS**

Question Review

Question 1
An employer must do the following to ensure employees are treated equally and fairly when using E-Verify:

- Create a case in E-Verify only AFTER the applicant accepted an offer of employment and Form I-9, Employment Eligibility Verification is complete.
- Ensure employees who receive a Tentative Nonconfirmation (TNC) or Dual Tentative Nonconfirmation are given an opportunity to take action.
- Not take any adverse action against an employee because of a TNC unless and until E-Verify issues a Final Nonconfirmation, even if resolution takes longer than ten days.

(Your answer: True) - Correct

Question 2
An E-Verify Employer must follow ALL of the following E-Verify rules:

- Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
- Complete Form I-9 for each newly hired employee before creating a case in E-Verify.
- Provide each employee who receives a TNC written notice of the TNC, and 8 federal workdays to contact DHS or SSA to take action on a TNC.
- Not take any adverse action against employees who take action on a TNC, even if it takes longer than ten days to resolve the TNC.

Woo hoo! Remember a score of **70% or higher** is a passing score. Your score and date/time the test was passed is displayed above the E-Verify Training button in the Support menu on the title bar.

E-Verify Training

You have passed the E-Verify Training Module with a score of 80% on 10/19/2021 4:49:23 PM

E-Verify Training

Admin Support

Support Site

If you don't pass the first time, no worries, you can take the test as many times as you need to get a passing score. The last date/time the test was taken will be displayed in the Support button dialog.

One more thing, keep going!

➔ Tracking Users Test Dates & Test Scores

You can track users' Test Dates and Scores in the Efficient Hire **Manager** and **Administrator User Dashboards**.

Easily verify if users have passed with the score in **green**, or if they need to retake the test, the score will display in **red**. If a user has **not** taken the test, the Test Date and Score columns will be **blank**.

Thom

Support

Bulletins

Logout

Search

Administrator Views

WOTC Reports

Other Tax Reports

Benefit Manager

Import/Export

Setup

Company Profile

Administrator User

User Groups

Assignment

Manager Assignments

Custom Forms

Export History

Security

Select a Location

+

⚙

↓

↺

≡+

≡

New AdministratorConfigure ColumnsExport ViewRemove FiltersSaved FiltersSubmit Filter

Viewing record

Administrator User

	Last Name	First Name	User ID	E-Mail	Administrator Status	E-Verify Test Date	E-Verify Test Score
⚙	Heller	Steve	acasix	sheller@efficientforms.com	Active	10/19/2021 4:09:05 PM	100% Passed
⚙	Yorke	Thom	tyorkeAdmin	mash@efficientforms.com	Active	10/19/2021 4:49:23 PM	80% Passed
⚙	Donut	Dunkin	ddonutAdmin	mash@efficientforms.com	Active		
⚙	Royce	Rolls	rroyce	mrhardash@gmail.com	Active		
⚙	Ross	Bob	BRoss	mash@efficientforms.com	Active		
⚙	Lamp	Table	tlamp	mash@efficientforms.com	Active		
⚙	Key	Slin	slinky	mash@efficientforms.com	Active		
⚙	Clinton	George		mash1@efficientforms.com	Active		
⚙	Mayfield	Curtis		mash2@efficientforms.com	Active		
⚙	Hancock	Herbie		mash3@efficientforms.com	Active		
⚙	Clinton	George	GeoClinton	mash1@efficientforms.com	Active		
⚙	Mayfield	Curtis	CurMayfield	mash2@efficientforms.com	Active		
⚙	Hancock	Herbie	HerHancock	mash3@efficientforms.com	Active		

The two new columns have been made available on the Efficient Hire **Manager** and **Administrator User Dashboards**.

Using the **Configure Columns** feature on each dashboard, simply add the **E-Verify Test Score** and **E-Verify Test Date** columns to the dashboard view.

You will need to add these columns for each user login that needs to view the E-Verify Training Module data.

Let us know if you have questions or would like to schedule a training!