

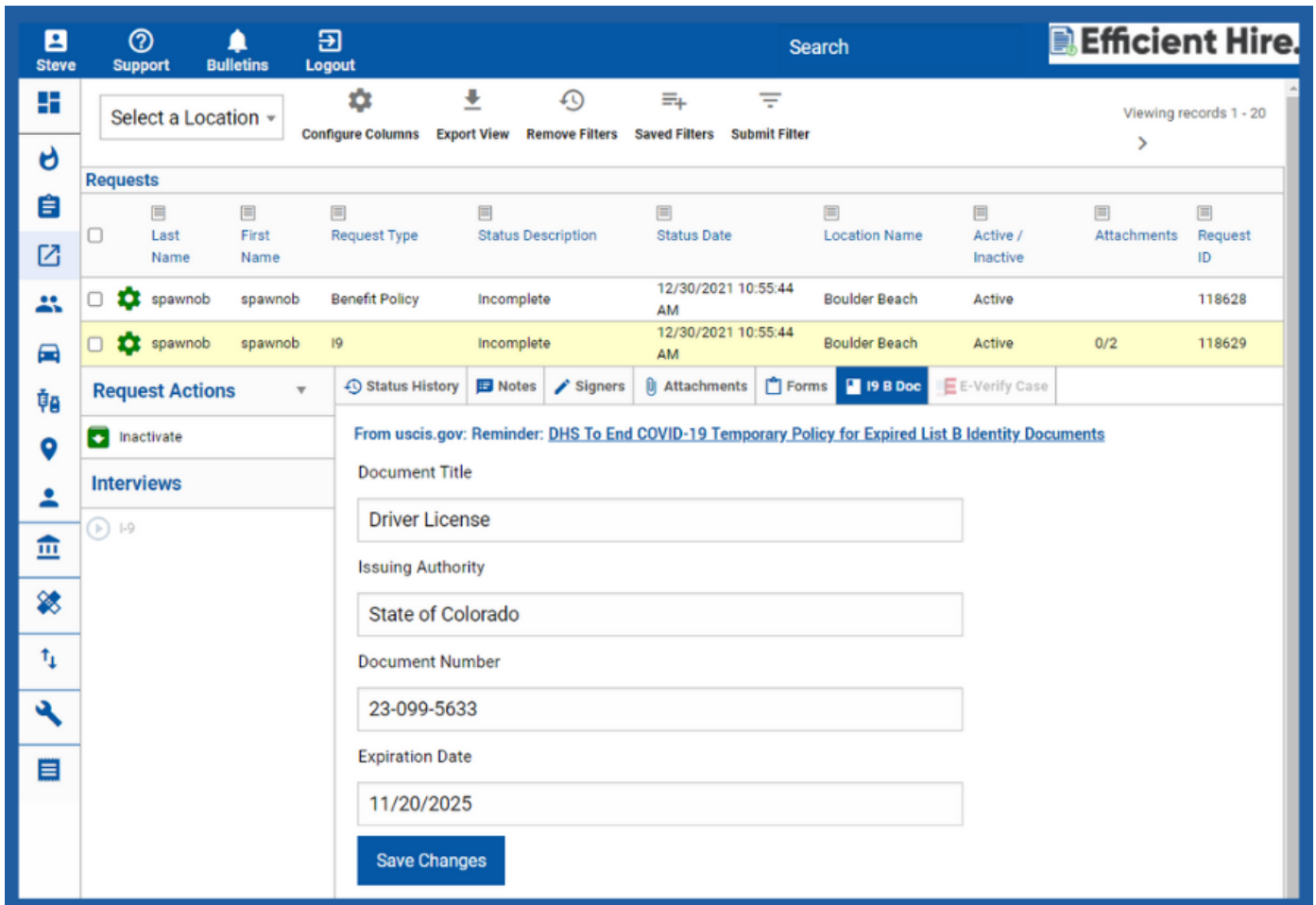
I-9 LIST B DOCS NO LONGER ACCEPTED

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DHS is ending the COVID-19 Temporary Policy for List B Identity Documents. Beginning May 1, Employers will no longer be able to accept expired List B documents.

If an employee presented an expired List B document between May 1, 2020, and April 30, 2022, employers are required to update their Forms I-9 by July 31, 2022. See the USCIS page in the link above for more information.

In Efficient Hire, you will be able to update applicable I-9's - we are adding a new tab in the I-9 properties, available May 5, 2022.



The screenshot displays the Efficient Hire web application interface. At the top, there is a navigation bar with user information (Steve), support links, and a search bar. Below this is a toolbar with various icons for configuration and data management. The main content area is divided into a left sidebar with navigation options like 'Requests', 'Request Actions', and 'Interviews', and a central workspace. The workspace shows a table of requests with columns for Last Name, First Name, Request Type, Status Description, Status Date, Location Name, Active/Inactive, Attachments, and Request ID. Two rows are visible, with the second row highlighted in yellow. Below the table, a 'Request Actions' dropdown menu is open, showing options like 'Status History', 'Notes', 'Signers', 'Attachments', 'Forms', 'I9 B Doc', and 'E-Verify Case'. The 'I9 B Doc' tab is selected, displaying a form for updating an I-9 document. The form includes fields for Document Title (Driver License), Issuing Authority (State of Colorado), Document Number (23-099-5633), and Expiration Date (11/20/2025). A 'Save Changes' button is at the bottom of the form. A notification banner from USCIS.gov is also visible at the top of the form area.

	Last Name	First Name	Request Type	Status Description	Status Date	Location Name	Active / Inactive	Attachments	Request ID
<input type="checkbox"/>	spawnob	spawnob	Benefit Policy	Incomplete	12/30/2021 10:55:44 AM	Boulder Beach	Active		118628
<input type="checkbox"/>	spawnob	spawnob	I9	Incomplete	12/30/2021 10:55:44 AM	Boulder Beach	Active	0/2	118629

How to filter for applicable I-9's in the Requests or Documents Dashboard:

You can filter for any I-9's you need to update by adding the custom column. Here are the steps -

1. Add Custom Column: DO = I9 and Var = I9 DOCUMENT ADDITIONAL INFO, name it "List B Expired"
2. Filter for value = COVID19 and RegType = I9
3. That gives you the list of expired B documents and I-9 regs
4. Click the **Green** gear to expand regs, use the tab in the screenshot above to add in the valid List B doc and select "Save"
5. The I-9 will be re-vaulted and that information will be placed in the Additional Info field in Part II of the I9

Drop us an email: support@efficientforms.com or submit a ticket (from the button below) with any questions, we're here to help!

♥ **Efficient Hire**

