

# **URGENT notice for E-verify Clients**

#### Need to take immediate action

As it appears E-Verify started auditing all open cases for clients using E-Verify. The focus is on:

- Any open cases longer than 10 Days.
  - These include but not limited to TNC's that need action, Case incomplete, Photo matching.
- Having more than 10-20 open cases can cause immediate termination of the MOU/E-Verify services.

Common mistakes or missed E-Verify tasks

- Open action item cases
  - Case in a status that will cause alarm from E-Verify:
    - Case Incomplete
    - Photo Matching
    - Open TNC (Tentative NonConfirmation)
      - Open meaning that the employee needs to be notified and/or chose the option of whether they are going to take action, also known as Contest or Not Contest.
- Instead of closing cases the client is Inactivating the Request.
  - Employees that have been submitted but did not become employed still <u>requires action</u> to resolve the open case.

#### What do I do to get started?

- 1. Admin or Manager will log in and go to the **Form I9 manager** tool in the lower left corner.
- 2. Then select the E-Verify Cases menu.



3. Click the <u>Needs Work</u> button and it will provide the immediate case that requires more action.

Administrator Views	\$	*	-0	≡+	Ŧ	Û	Φ
WOTC Reports	Configure Columns	Export View	Remove Filters	Saved Filters	Submit Filter	Needs Submitting	Needs Work
Import/Export	E-Venty Cases						
uniber (respect			8		B	8	
Setup	Case Numbe	er	Last Name		First Name	Closed?	Citizenship



4. Once in the screen Click the <u>Green Gear</u> of the employee record. Once open go to the <u>E-Verify Tab</u> and take the correct action for the type of status shown.

onfigure Columns Export View	Remove Filters Saved	d Filters Submit Filter	Needs Submitting	Needs Work Needs Closing				
rify Cases								
Case Number	I act Name	Eirst Name	E Closed 2	E	E Reverify Date	回 Status Code	Case Status Date	E Location Name
20210		Abdou	No	A lawful permanent resident	Neverity Date	Institute Additional Verification	2/16/2021 10/54/59 AM	Cocation reality
quest Actions	Status History	🔁 Notes 🥜 Signers	) Attachments	Porms E-Verity Case	3 Reverity			
	E-Verify Case M	anagement for Abdou	Aboulaye					
Approve	Case Number:		2021					
Activate	Case Status:		Unco Case	nfirmed Data				
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erviews								
1-9	First Name:		1					
	Last Name:							
	Birth Date							
	(YYYY-MM-DD):							
	Alien Number:							
	A valid alien num (zero) as necessa	iber is 9 digits prefixed by ary	'A'. If the alien num	ber provided does not conform, pr	fix the number with an A and	0		
	Confirm Emp	ployee Information						
	Close Case	Case History	Update Ca	se From E-Verify				

If you need further guidance, we have attached the E-Verify training guide below. For any further questions feel free to submit those to <a href="mailto:submit">submit to <a href="mailto:submit"

# E-Verify Client Training Guide

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## What is E-Verify and How Does it Work?

E-Verify is an Internet-based system operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employee and/or employee assigned to a federal contract. E-Verify works by comparing the information entered on an employee's Form I-9, Employment Eligibility Verification, with SSA and DHS records to verify employment eligibility.

## Rules and Responsibilities

## <u>Must Do</u>:

- Follow E-Verify procedures for each newly hired employee while enrolled/participating in E-Verify.
- o Notify each job applicant of E-Verify participation. (Which is completed through the I9 process within EHX)
- Complete Form I-9, Employment Eligibility Verification, <u>for each newly hired employee</u> before creating a case in E-Verify.
- o Ensure that all Form I-9 List B identity documents have a photo. (If List B document is being used)
- Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
- Ensure that clients obtain a Social Security number (SSN) from Form I-9 for each newly hired employee.
- Provide each employee with notice of and the opportunity to contest a Tentative Non-confirmation (TNC).
- Not terminate the employee during the E-Verify verification process because he or she receives a TNC.
- Create a case within a specified period. (Within the 3 days of start date) If a case is not created within those timeframes, you must note the reason for the delay and attach it to Form I-9. (This can be complete through the I9 process and will not require to attach but will be applied to the electronic I9.)

## <u>Must Not:</u>

- Use E-Verify to pre-screen an applicant for employment.
- Take adverse action against an employee based upon a case result unless E-Verify issues a final nonconfirmation.
- Specify or request which Form I-9 documentation a newly hired employee must use.

- Use E-Verify to discriminate against ANY job applicant or new hire on the basis of his or her national origin, citizenship or immigration status.
- Selectively verify the employment eligibility of a newly hired employee.
- Share any user ID and/or password.

## Complete Section II of the Form I-9

If E-Verify is enabled, after completing Section II of the Form I-9, you will be prompted to submit the employee data to E-Verify. There are two ways of completing the I-9:

### Complete Section II of the I-9 via the Task View

1. From the Task View, you simply click on Complete I-9 Part II

Select a Location      All Tasks	v E-1	erify requires Attention (486)			
My Tasks				Employee Tasks	
					Previous 1 21 22 Nexts
Joe Milbarge	¢	Godfrey DaDa	\$	Hunter Thompson	\$
everify_v27_location		everify_v27_location	-	everify_v27_location	
-ull-Time Hired Date: 12/17/1983					
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Note that if you are completing the onboarding approval first, you will be taken automatically into Section II of the 19.

#### 2. Enter Start Date

Employee Information	1-9	
	All U.S. employers must complete and retain a Fo States. This includes citizens and noncitizens. Tr identity document(s) an employee presents to d and relate to the individual and record the docum complete list of acceptable documents click <u>her</u>	orm I-9 for each individual they hire for employment in the United o complete the form you must examine the employment eligibility and etermine whether the document(s) reasonably appear to be genuine nent information on the following pages of this interview. For a g.
	Start Date (mm/dd/yyyy) (Required)	10/01/2020
		Continue Questions Later Continue Questions

3. Employee Identification – Select the document type(s) provided by the employee. (List A or B & C document type)

npioyee mornauon	Employee Identification I-9 Continued
	Click here to see the I-9. Form and a full description of the items or options listed below.
	In order to complete the Federal I-9 Employee identification form you will need to provide documents that establish both your identity and employment eligibility.
	Below is a primary list of eligible documents that establish both your identity and employment eligibility. Select the document you would like to use, then click "Continue" to make your selections on the next page.
	All documents must be unexpired
	List A
	Available Documents (Required)
	O U.S. Passport or U.S. Passport Card
	List B and C Documents (Select If none of the above are available)
	Back Continue Questions Later Continue Questions

4. Employee Identification (continued) – select or enter appropriately selected documentation.

9 - Janice McKee	
)Employee Information	Employee Identification I-9 Continued
	Click here to see the I-9 Form and a full description of the items or options listed below.
	Below are two lists of documents. You must select one document from List B AND one document from List C.
	All documents must be unexpired
	List B
	Available Documents (Regulired)
	Driver's license issued by a state or outlying possession of the U.S. with a photograph <sup>1</sup>
	$\bigcirc$ ID card issued by a state or outlying possession of the U.S. with a photograph ^1
	$\odot$ ID card issued by federal, state or local government agencies or entities^2
	O School ID card with a photograph
	O Voter's registration card
	O U.S. Military card or draft record
	O Military dependent's ID card
	O U.S. Coast Guard Merchant Mariner Card
	O Native American tribal document
	○ Driver's license issued by a Canadian government authority
	<sup>1</sup> 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
	<sup>2</sup> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
	All documents must be unexpired
	List C
	Available Documents (Required)
	Social Security Account Number card <sup>1</sup>
	O US Original or certified copy of birth certificate issued by a State, county, or <sup>2</sup>
	O Certification of Birth Abroad issued by the Department of State (Form FS-545)
	O Cartification of Deport of Dirth issued by the Deportment of State (Form DS 1250)

5. Documentation Information will then need to be entered (document numbers, expiration dates, Issuing Authority, etc.)

oyee Information	Employee I-9 Document Information	
	Click here to see the I-9 Form and a full description	n of the items or options listed below.
	List B	
	Document title:	Driver's License
	Driver's License State (Required)	WY
	Driver's License Number: (Required)	13464654
	Expiration Date <i>(mm/dd/yyyy)</i> (if any):	01/01/2024
	Check here if this document is a receipt:	
	AND	
	List C	
	Document title:	U.S. Social Security Card
	Issuing authority: (Required)	Social Security Administration v
	Document number:	111-11-1111
	Expiration Date (mm/dd/yyyy)	
	(if any): Note: If the Social Security Number is incorrect, o	to back to the Employee or Personal Information to change it.
	, , ,	

6. Then within the screen you will need to select the Covid-19 physical document inspection question.

○ Yes			
No			
Additional Information			
f the employee's state ID or driv document expiration date due to	er's license expired on or after COVID-19, then it is acceptab litional Information field.	March 1, 2020, and the state le as a List B document for F	e has extended the Form I-9.

- 7. Next step is to complete the Attestation that you have:
  - a. I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (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. Even with COVID-19, you should be able to see/review some sort of physical or copy of the submitting documents. Due to COVID-19 you will be able to review the physical documents later and date per your restriction within your industry.

⊖ Yes		
No		
Additional Information		
f the employee's state ID or dri document expiration date due t Enter "COVID-19 EXT" in the Ad	iver's license expired on or after March 1, 2020, and the state has extended the to COVID-19, then it is acceptable as a List B document for Form I-9. dditional Information field.	
Please enter any additional info	ormation related to the document(s) above.	
Click here to see a list of accept	table 19 documentation and a full description of the options listed below.	
Click here to see a list of accept Attestation	table 19 documentation and a full description of the options listed below.	
Click here to see a list of accept Attestation I attest, under penalty of perju employee, (2) the above-listed the best of my knowledge the	table 19 documentation and a full description of the options listed below.	
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### Complete Section II of Form I-9 via the Request Summary

1. Click on the hyperlinked requests that require your attention

TJ Support Bulletins	<b>⋺</b> Logout											Sear	ch	<b>E</b> Verif
Administrator Views			<b>n</b>											
👌 Tasks	Request Summ	nary <sub>Confi</sub>	gure View											
🔒 Request Summary	Select a Locati	on - T	otal of 274 Requ	ests										
Requests	Benefits	Incomplete	e Interview Complete	Waiting for Employee eSign	Pending Manager Approval	Pending Admin Review	Approved by Admin	Under SB Review	Approved by SB	Benefits - Not Eligible	Benefits Declined	Enrollment Pending	Enrolled Cancell	led Additional Information Require
Employees	Benefit Eligibility		-			 Pending Admin Review				 Benefits - Not Eligible	 Renefits Declined	- Enrollment Pending		
Locations	Employee Onboarding	37	3	1	19	1	1	-	-		-	-		
•	19	100	î	2	68	10	26	-	-	-	-	-		3
💄 Managers	Policy Reconfirmation	-	-	-	-	-	-	-	-	-	-	-		-
Import/Export	ReBoarding	1	1	-		**	-	-	-	**		-		
Setup														
Form I-9 Manager														

- 2. Click the green action gear next to the employee name
- 3. Click on I-9 under Interviews
- 4. Complete the process as above (steps 2 through 7)

## Complete E-Verify Process

### 1. I9 Summary Review

a. This is the best opportunity to confirm all data that will be sent to E-Verify. At this point you can go back and correct any mistakes entered by your representative and/or the last chance to have the employee correct any of their mistakes.

Review the information listed below as it will I If the document information shown below is in to return to the beginning and use the Continu necessary. If the start date is incorrect, click Continue Qu the onboarding request and change the date. Of If any of the employee's personal data is incor- Later to exit this interview. 1. Unsign the I9 request	esubmitted to E-Verify as it is displayed. icorrect, click Employee Information in the navigation menu to the left a buttons to page through your entries and make corrections where estions Later to exit this interview, then go to the Employee Profile on ince completed, return to this interview. ect (such as name, SSN, date of birth, etc.), click Continue Questions
If the document information shown below is in to return to the beginning and use the Continu necessary. If the start date is incorrect, click Continue Qu the onboarding request and change the date. If any of the employee's personal data is incor Later to exit this interview. 1. Unsign the I9 request	Incorrect, click Employee Information in the navigation menu to the left e buttons to page through your entries and make corrections where estions Later to exit this interview, then go to the Employee Profile on Ince completed, return to this interview. Pect (such as name, SSN, date of birth, etc.), click Continue Questions
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If any of the <b>employee's personal data</b> is incor Later to exit this interview. 1. Unsign the I9 request	rect (such as name, SSN, date of birth, etc.), click Continue Questions
2. Unsign the employee onboarding request	
<ol> <li>Have the employee update their information</li> <li>E-sign both requests.</li> <li>Return to the I9 interview</li> </ol>	1
Employee Information	
Name Date of Birth Start Date Social Security Number:	Janice McKee 07/14/1981 10/01/2020 111-11-1111
Employee Citizenship Status	
Citizenship Status	A citizen of the United States
I-9 Documents List B	
Document Title Issuing Authority Document Number Expiration Date	Driver's License State of Wyoming DOT 13464654 01/01/2024
I-9 Documents List C	
Document Title Issuing Authority Document Number Expiration Date	U.S. Social Security Card Social Security Administration 111-11-1111
Additional Information	

\*\*\*Very important to understand once you submit this information it will lock the ability to make any correction and could result in prolonging the process of getting a final status as well as require extra unnecessary steps involving the employee. \*\*\*

2. **Submit to E-Verify** – Next you will be asked "Do you want to submit this employee's information to E-Verify for employment eligibility verification?"

)Employee Information	Submit to E-Verify
	Next, we'll submit this employee's information to E-Verify for employment eligibility verification.
	You can click the <b>Back</b> button to review the identification information you just entered for this employee. Once you're sure this information is accurate, Select <b>Yes</b> below and click <b>Continue Questions</b> to submit this information to E- Verify.
	If you select <b>No</b> , you can return to this interview and submit at a later date, but remember, you only have three days from the employee's start date to submit!
	Do you want to submit this employee's information to E-Verify for employment eligibility verification? (Required)
	• Yes
	○ No
	Back Continue Questions

- a. Submitting: <u>Yes</u> it will send the information and will end in a result within a just a few seconds.
  - i. Most commonly, the "Employment Authorized" status will appear along with an issued case number. E-Verify will automatically close this case and you will then be able to continue through the approval process.
  - ii. <u>Any other status</u>: Will display a current Status along with the issued case number. For these statuses please refer to the E-Verify tab for further instructions.
    - 1. E-Verify Tab All results will be visible under this tab.
      - a. Reference the Case Number
      - b. Reference the Current Status
      - c. Proceed with any further action status. (Please review your status details under "Status Results" section below.)
      - d. The additional options that are not required or necessary:
        - i. Case History Allows you to review the different stages that case has gone through. This is a good tip to see any previous status it may have gone through as well as dates of those updates.
        - ii. Update Case form E-Verify This can be used at any time. The purpose is to reestablish connection with E-Verify web service to capture the latest status E-Verify holds with in their system for that case number.
- Submitting: <u>No</u> It will let you continue back to the request menu. (Important Note: Selecting this option will prevent any approval of the I9 request. This prevents any employees making it through the entire process without being submitted.)
- 3. Approval Process/Status In order to approve the employee's I9 request you will have to submit the provided information. This will move the request from a "Pending Manger" status to one of these statuses:
  - a. <u>Employment Authorized</u> Just needed to approve as the E-Verify will close the case for you.
  - b. <u>E-Verification Pending</u> This will require additional steps in most cases, but it could also result in waiting on a response/or update from E-Verify. At this point you may approve the employee's I9 to get them through to your export process (in most cases Payroll). Refer to the I9 Manger instructions below to understand how to monitor and track these open E-Verify Cases.
  - c. <u>Employment Not Authorized</u> If you receive this status at any time during the process the expected result would be to end or stop employment/ process of that employee immediately.
  - d. A second level of approval could be required depending on your site configuration.

- i. Most common I9 approval process: Employee eSigns->Pending Manger->One of (Employment Authorized/E-Verification Pending)->Pending Administrator->Approved by Administrator
  - 1. For Single stage Approval of I9
    - a. Employee eSigns->Pending Manger->One of (Employment Authorized/E-Verification Pending)-> Approved by Administrator
  - 2. If any employee status results in *Employment Not Authorized* see above description as the request will not be able to be approved any further. This could result in stopping the export of employee data.

## Approve the Form I-9

After completing the E-Verify process, you will be asked to review the completed Form I-9 and simply click Approve

(⑦ ▲ → Support Bulletins Looput	Search	EVerify
Ininistrator Views Tasks Request Summary Requests Endoyees	NA           Document flar           Issued Annuly           NA           Occument Number           NA           Expraction Date (f dany/mmd3)yyy)           NA           Cettretation: latest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee.	
Jocations	(2) the above-fisted document(is appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee's authorized to work in the United States. The employee's first day of employment (mm/siddyyyy):  2018/2019  Signature C Employer of Authorize Representative  2018/2019  Test of Employer of Authorized Representative	
up hanner	Automic Salest 2 (2002) 11 2020 11 2020 11 2020 11 2020 11 2020 11 2020 12 202	
	Observant J. A. New Entrations and Networks (1/1 set cumpremu in any end DV definition)              A. New Entrations and Networks (1/1 set cumpremu in any end DV definition)            A. New Entration (1/1)              A. Least Anime (1/1)           A. New Entration (1/1)              B. Least Anime (1/1)           A. New Entration (1/1)              Build of Setting (1/1)           A. New Entration (1/1)              Build of Setting (1/1)           C. If the employee's previous grant of encloyment authorization has expende, provide the intermation for the document or recent that establishes            Continent Trile              Document Number            Document Trile              Document Number	
	Tatest, under penalty of perjury, that to the best of my knowledge, this employee is authorteed to work in the United States, and if me employee presented advantmetis), the decounterally, the decounterally, the decounterally is decounterally in decounteral (and excellence) and if a state and if a state of the individual.     Sprature of Employer of Authorized Representative	
	Form 1-9         07/17/17         Page 2 of 3           Enter a note to indicate the next steps needed for the selected Employee Request:	
	2048 characters max	
	Cancel	

# Status Results

- <u>Employment Authorized</u> The employee's information matched with DHS and/or SSA records. This case will auto close without any additional steps needed. **It's that easy!**
- <u>Case Incomplete</u> (Institute Additional Verification) A prompt to review, update and resubmit the employee's Form I-9 information.
- Photo Matching
  - E-Verify prompts you to compare the photo on an employee's Form I-9 photo document with a photo displayed on the E-Verify screen. This helps you ensure that the document provided matches DHS records.
  - The photo matching step happens automatically. This may occur when an employee presents a U.S. Passport or Passport Card, Permanent Resident Card (Form I-551) or an Employment Authorization Document (Form I-766) for Form I-9 completion.
- <u>Scan and Upload</u> Requires a scan or photo of the actual document to be uploaded into EHX for E-Verify to review for processing.
- <u>Tentative Non-Confirmation (TNC)</u> from either the SSA or DHS Please note, a TNC does NOT necessarily mean that the employee is not authorized to work in the United States. This case result is also considered an interim case result because it requires additional action by you and the employee.
  - Information does not initially match with SSA or DHS records. Additional action is required due to an example below:

- SSA TNC
  - Citizenship or immigration status was not updated with SSA
  - Name change was not reported to SSA
  - Name, SSN or date of birth is incorrect in SSA records
  - SSA record contains another type of error
  - Information was not entered correctly by the employer
- DHS TNC
  - Name, A-number and/or I-94 number are incorrect in DHS records
  - U.S. Passport, Passport Card or driver's license information could not be verified
  - ID photo document differs from the photo in DHS records
  - Information was not updated in the employee's DHS records
  - Citizenship or immigration status changed
  - Record contains another type of error
  - Information was not entered correctly by the employer
- <u>Final Non-Confirmation</u> (SSA or DHS)
  - E-Verify cannot verify an employee's employment eligibility.
    - This could be after the employee has visited SSA or contacted DHS.
    - The employee did not contact DHS or SSA within the eight Federal Government working days.
      - Client may terminate employment based on a case result of SSA or DHS Final Non-Confirmation with no civil or criminal liability as noted in Article II, Section C -Responsibilities of the Employer (#6) in the MOU.
- DHS Verification in Process
  - This case is referred to DHS for further verification. No action is required until further notice from E-Verify.
  - There is also a subset to this sort of status, and it is SSA or DHS Case in Continuance The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result.

## Tentative Non-Confirmation (TNC) Process

- 1. Follow the steps under the E-Verify Tab
- 2. Print Fan Letter (Further Action Notice Letter)
- 3. Notify the Employee of TNC
- 4. Confirm Employee Decision
- 5. Refer Employee or Close Case
- 6. Check for Case Status Updates
  - a. Instruct the employer to have the employee indicate whether he or she will contest or not contest the TNC on the Further Action Notice.
  - b. Ensure that the employer and the employee sign and date the English version of the Further Action Notice.
  - c. Instruct the employer to give the employee a copy of the signed Further Action Notice in English and attach the original to the employee's Form I-9.
- 7. Instruct the employer to have the employee indicate whether he or she will contest or not contest the TNC on the Further Action Notice.
- 8. Ensure that the employer and the employee sign and date the English version of the Further Action Notice.
- 9. Instruct the employer to give the employee a copy of the signed Further Action Notice in English and attach the original to the employee's Form I-9.

## Post Submission Tools

**E-Verify tab** – Location of historical and current status of the E-Verify details (See further details above under I9 process/E-Verify Tab)

Administrator Views	Reque	sts																	
🕑 Tasks		CZ	Employee ID	E First Name	III Last Name	III Request ID	III Request Type	III Request Type Code	Request Status	E Status Description	III Status Date	E Company Party ID	Inactive /	III ACA Eligible	Ellent Name	E Custom Text 3	Case Close	19 Cert	IIII Nev Res
📋 Request Summary									Pending	Pending							218103	ACK	
Requests	•	A citizen of the United States	162810	Janice	McKee	108838	19	030	Manager Approval	Manager Approval	10/2/2020 6:41:48 AM	95443 [everify_v2]	g Active					Yes	
Employees	•	A citizen of the United States	160182	ESC	FirstTry	107312	19	030	Pending Manager Approval	Pending Manager Approval	8/5/2020 10:33:01 AM	95443 [everity_v27	Active						
Locations     Managers	•	A lawful permanent resident	156359	Jose	Rodriguez	103520	19	030	Pending Manager Approval	Pending Manager Approval	12/18/2019 4:47:20 PM	95443 (everity_v27	Active					Yes	
Import/Export	•	A citizen of the United States	156315	Hunter	Thompson	103500	19	030	Pending Manager Approval	Pending Manager Approval	12/17/2019 8:21:47 PM	95443 (everity_v27	Active						
Setup	-	An alien							Pending	Pending	12/17/2019	95443							
Form I-9 Manager		work	156244	william	Nockport	103464	19	030	Approval	Approval	2:17:21 PM	[everify_v2]	Active					Tes	
	Requ	est Actions	*	🕓 Status History 🔲 Notes 🖌 Signers 🕴 Attachments 📋 Ferms															
	🔒 Un	sign	Ign E-Verify Case Management for William Rockport																
	Approve			Case Nu Case Sta	nber: tus:			2	2019351213338EF										
	💽 Inc	ctivate						C	Closed										
	Inter	/iews	This case has been closed and requires no further						_										
	() 19		e History Update Case From E-Verify																

**19 Manager** (This will only appear if you are an E-Verify Enabled client) – The following tasks can be completed from the I9 Manager tab

Administrator Views Comport/Export	onfigure Columns Export View Re	move Filters Saved Filter											<b>E</b> veriry
mport/Export E-V			rs Submit Filter	Needs Subr	mitting Needs \	Vork Needs Clo	sing						
	erity Cases												
Setup	E Citizenship	E Case Number	III Request ID	Elosed?	I Last Name	■ First Name	E Status Code	Response Code	III Status Date	Case Status Date	■ EV-Status	Reverify Date	E Covid Ext
Form I-9 Manager	A citizen of the United States	2019345165057GC	103367	Yes	Ness	Sabina	Closed		12/9/2019 6:01:18 PM	10/12/2020 9:51:37 AM			
Reverify/Retention	A lawful permanent resident	2019352231210KB	103502	No	Ransom	Arthur	Final Nonconfirmation	No Show	2/11/2020 10:46:10 AM	9/17/2020 8:36:35 AM	Φ		
etup ♪ F-Verify Task View	A citizen of the United States	2019352183536CC	103504	No	Hickock	William	Final Nonconfirmation	No Show	5/13/2020 8:24:45 AM	1/8/2020 6:02:06 AM	φ		
etting 🌣	A lawful permanent resident	2019352035307LE	103505	No	Eyre	Jane	Final Nonconfirmation	No Show	12/17/2019 8:53:09 PM	1/8/2020 6:02:04 AM	φ		
Form I-9 Reverification	A lawful permanent resident	2019352003810KG	103497	No	Factor	Jacks	Final Nonconfirmation	No Show	5/13/2020 8:40:24 AM	1/7/2020 6:01:53 AM	φ		
otification Report	A citizen of the United States	2019350221549JE	103441	Yes	Guy	Tyler	Closed	Employment Authorized	12/16/2019 3:15:52 PM	12/23/2019 5:47:49 PM			
\$	An alien authorized to work	2019350220326HL	103443	Yes	Brody	Ivan	Closed	Employment Authorized	12/18/2019 7:13:32 PM	12/23/2019 5:47:49 PM			
\$	A citizen of the United States	2019350202702LE	103432	Yes	Goodell	Elaine	Closed	Employment Authorized	12/16/2019 1:27:04 PM	12/23/2019 5:47:48 PM			
\$	A lawful permanent resident	2019350170917LL	103428	Yes	Salek	Tim	Closed	Employment Authorized	12/16/2019 10:09:19 AM	12/23/2019 5:47:48 PM			
*	An alien authorized to work	2015174130538UR	59691	No	SATA	Aliana	Close Case and Resubmit	Unable to Process	3/25/2019 3:26:11 PM	12/23/2019 5:45:39 PM	Ê		
\$	An alien authorized to work	2018110170529TH	74938	No	Smith	Jane	Close Case and Resubmit	Verification in Process	4/20/2018 11:05:32 AM	12/23/2019 5:45:38 PM	Ê		

#### o E-Verify Cases

- Area to review all Open and Closed cases
- Track and monitor the outstanding E-Verify submission results
- Finding "Final" Non-Confirmation & what action needs to take place (ending employment status)
- COVID filter if necessary

Form I9 Reverification Notification Report

### • How to use the I9 Manager/E-Verify Cases section

- Note: Be sure to set up your columns. This is typically a one-time process, per user.
  - In the top menu you will find "Configure Columns" selection to add/remove and adjust columns. Recommend columns (not limited to):
    - Case Number
    - Last Name
    - First Name
    - Closed?
    - Status Description
    - Citizenship
    - Case Status Date
    - Location Name (optional if you have single location)

- Email
- Reverify Date
- COVID Ext (Optional if used in the I9 process for further reporting)
- Searching for open cases
  - Click on the column name "Closed?" to open a drop-down menu. Here you will enter "no" in the menu and submit.
    - Then review only ones that have an established case number (disregard the "not submitted" employees at this time).
    - Click the green gear and navigate to the E-Verify tab. Proceed with the instructions provided and to see further details refer to "Status Results" section previously listed.
- "Not Submitted status" what does that mean and why?
  - If an employee has the "Not Submitted" label it identifies that that particular employee's information has not been submitted to E-Verify.
  - Should I be worried about the ones with that label?
  - At this time there is no reason to be alarmed as this tool is used as a precaution to any E-Verify (Government) shutdown. This status will help you identify employees that may have been approved but will need to act later in the process. Again, normal operations only focus on the ones that have case numbers. During normal operations, the EHX system <u>will not</u> allow the employee's I9 to be approved without submitting their information to E-Verify.
- <u>Reverify (Section III)/Retention Setup</u> EHX allows you to configure I-9 Reverification Reminder E-mail notifications at different intervals for those employees that require reverification. Based upon USCIS requirements, employees with the following citizenship types must be reverified on or before their document expiration date:
  - A noncitizen national of the United States
  - An alien authorized to work
  - A lawful permanent resident who did NOT present a Permanent Resident Card (Form I-551) for Section 2
  - Multiple selections can be made for these notifications to go out: 90, 60, 45, 30, 14, 7, 3, 1
  - These can also be setup to notify selected: Employee, Admins, and Location Primary contacts
  - Form I-9 and Identification Data Retention
    - EHX provides you with the ability to retain Forms I-9 in compliance with the USCIS guidelines for Form I-9 retention. You must maintain a completed Form I-9 for each person on your payroll, and you must maintain a completed Form I-9 for employees that no longer work for you for 3 years, or one year past their employment end date, whichever is greater.
      - When you enable this feature, EHX will check daily for Forms I-9 that can be purged from the system based upon the USCIS guidelines, then generate a Retention report. From that Retention report, you simply confirm which Forms I-9 you want to purge. The system will delete the I-9 Request and all identification data associated with that I-9 request from the system for all items marked as Purge in the Retention report. (See details of the report below)

TJ Support Bulletins	E Search E Veril
Administrator Views	Form I-9 Reverification Reminder Emails
Import/Export	EHX allows you to configure I-9 Reventfaction Reminder E-mail notifications at different intervals for those employees that require reventification. Based upon USCIS requirements, employees with the following citizenship types must be
Setup	reverified on or before their document expiration date:
Form I-9 Manager	A noncitizen national of the United States
Reverify/Retention Setup	An alien authorized to work     A lawful permanent resident who did NOT present a Permanent Resident Card (Form I-S51) for Section 2
E-Verify Task View Setting	Notifications will NOT be sent for employees who do not require revertification. Only Type A and C documents need to be revertified.
E-Verify Cases	Select the number of days prior to document expiration you want to send the Reverification Reminder E-mail:
Form I-9 Reverification Notification Report	290 D60 D45 D30 D14 D7 23 21
	Select the users to which you want to send the Reverification Reminder Email:
	Employee Ex coation EAdministrator
	Form I-9 and Identification Data Retention
	EHX provides you with the ability to retain Forms I-9 in compliance with the USCIS guidelines for Form I-9 retention. You must maintain a completed Form I-9 for each person on your payroll, and you must maintain a completed Form I-9 for employees that no longer work for you for 3 years, or one year past their employment end date, whichever is greater.
	When you enable this feature, EHX will check daily for Forms I-9 that can be purged from the system based upon the USCIS guidelines, then generate a Retention report. From that Retention report, you simply confirm which Forms I-9 you want to purge. The system will delete the I-9 Request and all identification data associated with that I-9 request from the system for all items marked as Purge in the Retention report.
	Enable Form I-9 and data retention according to USCIS guidelines
	Save

- Form I-9 Reverification Notification Report This report is always available to view the key points of Location, Employee Name, Doc Expiration Date, Interval of notice, and the Sent to emails.
  - Only if you enable the Purge option if you <u>Enable Form I-9 and data retention</u> according to USCIS guidelines.

TJ Support Bulletins	El Logout					Search	E Verify							
dministrator Views	Select a Location *	\$	± ⊕ ≡	+ =			Viewing records 1 - 8							
mport/Export	Select a Eduation .	Configure Columns	Export View Remove Filters Saved	Filters Submit Filter										
	Form I-9 Reverification N	xm 1-9 Reverification Notification Report												
etup	121	(m)	E	H	(#)	H								
orm I-9 Manager	Location Name	Employee Name	Doc Expiration Date	Notification Interval	Date Sent	Sent To								
	everify_v27_location	Mary Abinteh	12/3/2019	1	12/2/2019 6:15:11 AM	zeckelman@efficientforms.com, tjrobleto@efficientforms.com, TJRobleto@efficientforms.com								
Reverify/Retention Setup	everify_v27_location	Olympia Hunter	10/3/2019	1	10/2/2019 6:15:03 AM	TJRobletogefficientforms.com, trobletogefficientforms.com, TJRobletogefficientforms.com								
	everify_v27_location	Olympia Hunter	10/3/2019	3	9/30/2019 6:15:02 AM	TJRobleto@efficientforms.com, tjrobleto@efficientforms.com, TJRobleto@efficientforms.com								
	everify_v27_location	Mary Abinteh	12/3/2019	90	9/4/2019 6:15:03 AM	zeckelmangefficientforms.com, tirobletogefficientforms.com, TJRobletogefficientforms.com								
E Vorify Tack View	everify_v27_location	Olympia Hunter	10/3/2019	90	7/5/2019 6:15:03 AM	TJRobleto@efficientforms.com, tirobleto@efficientforms.com, TJRobleto@efficientforms.com								
atting	everify_v27_location	Rocky Terra	12/31/2018	90	12/17/2018 2:10:56 PM	tbales@efficientforms.com, tjrobleto@efficientforms.com, TJRobleto@efficientforms.com								
erang	everify_v27_location	Robbie Exchange	12/31/2018	90	12/17/2018 2:10:56 PM	qaefemployee@gmail.com, tirobleto@efficientforms.com, TJRobleto@efficientforms.com								
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## Q&A

### • How do I submit a NEW I9?

- All cases for that employee need to be closed
- Unfortunately, we do not control how and when E-Verify closes the case. We utilize the auto-close function only when the case is *Employment Authorized*. If the case is in any other status you will have to continue to wait until E-Verify completes their side before continuing.
- Understand that when creating a New Request, the employee will have to log in and eSign the new request to confirm the information for the new I9 document.
- Once all cases are closed and the remaining I9 requests are inactive then go to the employee Available actions menu and create the New Document.
- Why is there no option to close the case as E-Verify support told me to?
  - There are two types of processes that can be used with E-Verify. (Only one option is preferred for the visibility in keeping within E-Verify compliance)
- Why does Efficient Hire support tell me something different than E-Verify support?
  - There is a process to use the Direct Account/Website to process employees. This is their primary support and gives only guidance to this process strictly.
  - EHX is integrated through the Web Service process. This allows us to send and receive employee data to
    process your employee through E-Verify without leaving the hiring platform EHX. The functionally is very
    close to the exact same process with a few exceptions due to small limitations provided by E-Verify's Web
    Service. These small changes will not affect your company's ability to be compliant.
  - o The overall process is the same with no change in status or employee documentation submissions.
  - The key to avoid this scenario is to be sure with in the Summary screen before submitting is to review all employee information before selection "Yes" to submission. Once you submit it will lock the I9 and will require E-Verify to provide an update.
  - If you confirmed all information and still awaiting E-Verify to update than you may continue to employee that person until you receive that result (Refer to I9 Manager).

### • Why am I being asked to submit a Duplicate case?

- This only happens if you submit the same SSN/Employee within 30 days of the original. This typically happens due to the requirement of issuing a new I9. Why a new I9? If a previous I9 was submitted with incorrect information and you needed to screen that employee.
  - After confirming that is the case simply choose the option to "Submit Case without Update"
  - If it is not that case, you may need to check for duplicates for that employee as they may have already been processed.

### • How do I export this data?

- Only a Super Admin they can export views within the screens of EHX. This will allow them to configure columns and export to a csv file.
- This function is mostly used for, but not limited to providing report for review about:
  - Open E-Verify cases
  - E-Verify case details such as case numbers and employment statuses
  - Incomplete employees
  - Re-Verification date
  - Outstanding COVID I9 documentation requirement (If used)

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Admir	nistrator Vie	ews		Select a Location *											Viewin	g records 1 - 20
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Reverify/Retention			Citizenship	Case Number	🕅 Request ID	Elosed?	🔳 Last Name	🖮 First Name	E Status Code	Response Code	Estatus Date	Case Status Date	■ EV-Status	Reverify Date	Covid Ext	
Setup	Setup		\$	A citizen of the United States	2019345165057GC	103367	Yes	Ness	Sabina	Closed		12/9/2019 6:01:18 PM	10/12/2020 9:51:37 AM			
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