Important Tips for Compliance Success



1. Constantly check your Top Pending I-9s Dashboard:



Green means that you have time for the employee to get their I-9 completed by the date listed under Section 2 deadline.

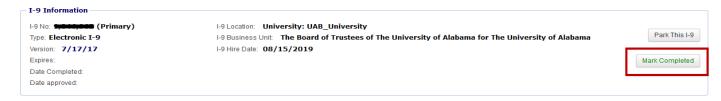


Yellow means that your employee's I-9 is due **that day** (i.e. If it is 9/18/19 and the I-9 is due 9/18/19 the indicator will be yellow).



Red means you are **out of compliance** and the
I-9 is **late** (this hits your
compliance scores at the
end of the quarter).

- 2. Convey upfront the importance of *original* documents when speaking of Section 2 of the I-9. No printouts, photos on phones, or anything other than the original is acceptable, per Federal Guidelines.
 - Having the employee return with their original documents can cause a delay in completion and can turn into non-compliance.
- **3.** Make sure that you hit the "Mark Complete" button once you have finished Section 2. This triggers the I-9 to come to Central for approval. If it is not marked complete, and is not found and completed before the due date, it will be counted late.



4. Stay in contact with your departments. The problems below, if past their due date, will hit your Unit/School for being out of compliance. It is the job of the POC to make sure a process is set up and clear expectations are communicated to the departments.

If they...

- Fail to inform you of a new hire,
- · Do not let you know of a hire change,
- If the employee was terminated and not transferred and therefore needs a new I-9.

REMEMBER: The Top Pending I-9s is what will keep you on track and prevent out-of-compliance employees and other surprises come the end of the quarter. All of that information can be found right on that dashboard.

Top Pending I-9s