

## 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.

I-9 Information	
I-9 No: ██████████ (Primary)	I-9 Location: <b>University: UAB_University</b>
Type: <b>Electronic I-9</b>	I-9 Business Unit: <b>The Board of Trustees of The University of Alabama for The University of Alabama</b>
Version: <b>7/17/17</b>	I-9 Hire Date: <b>08/15/2019</b>
Expires:	
Date Completed:	
Date approved:	

## 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