

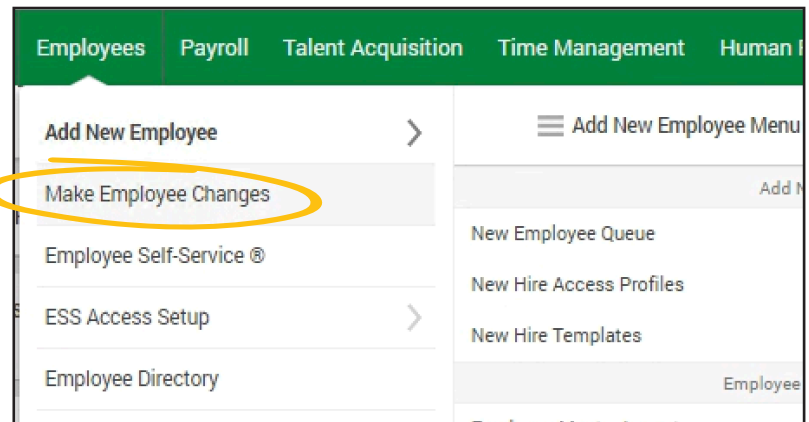
SHOW ME HOW

to Complete Employer Portion of Form I-9
Documents and Checklists



STEP 1

Navigate to
Employees >
Make Employee Changes.



STEP 2

Click the employee's name.

The screenshot shows the 'Make Employee Changes' page with an 'Employee Listing' table. The table has columns: Batch Edit, Employee, Status, Home Department, Pay Class, Terminal, Schedule Group, Badge Number, and Employee Self-Service ® Login. The row for 'AARONS, BRITTANY JANE (A001)' is circled in yellow.

Batch Edit	Employee	Status	Home Department	Pay Class	Terminal	Schedule Group	Badge Number	Employee Self-Service ® Login
<input type="checkbox"/>	AARONS, BRITTANY JANE (A001)	A	500	PC1	TG1	7467 - Sales		05425A001
<input type="checkbox"/>	ABBY, JENNIFER (9071)	A	600	PC0	TG0	12314 - Operations		054258971



STEP 3

Then, click Form 16: Checklists.

The screenshot shows the 'Employee Menu' with a list of forms. Form 16, 'Checklists', is circled in yellow.

Form Number	Form Name	Form Number	Form Name
1	Demographics, Pay Rates and Taxes	10	Time and Attendance
2	Scheduled Earnings and Deductions	12	Year-to-Date Totals
3	Dates and HR	13	Employee Benefits
4	Percentage Labor Distribution	14	Dependents and Beneficiaries
5	3rd Party Payees	15	Documents
6	Accrual Information	16	Checklists
7	Employee Photo	17	Year-End Tax Forms
8	Custom Fields	20	Performance and Compensation History
9	Employee Self-Service ®	21	Learning

SHOW ME HOW

to Complete Employer Portion of Form I-9

Documents and Checklists



STEP 4

Click the system-generated I-9 Section 2 Checklist or your onboarding checklist. Then, click "Start" next to the Employer I-9 task.

EE Task ID	Task ID	Task Description	Task Type	Task For	Completed By	Time Completed	Start Task
1715617	83514	I-9 (Employer) (System)	I-9	Employer			START
1715618	83515	I-9 (Employee) (System)	I-9	Employee	05425401S	09/02/2020 09:20:44 AM	



STEP 5

From here, fill out all required steps. If needed, you can review the instructions for assistance.

When completed, select "Click Here to Sign."

Employer I-9 Task

Section 2

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

Instructions View I-9 Handbook for Employers Start Over

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Rache	Monique	N/A	1

Documents provided by the employee
 List A Document provided List B and C Documents provided

Additional Information

Certification: 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. (State workforce agencies may omit the date the employee began employment.)

The employee's first day of employment (mm/dd/yyyy) 00/00/0000 (See instructions for exemptions)

Employer or Authorized Representative Signature [Click Here to Sign](#)