

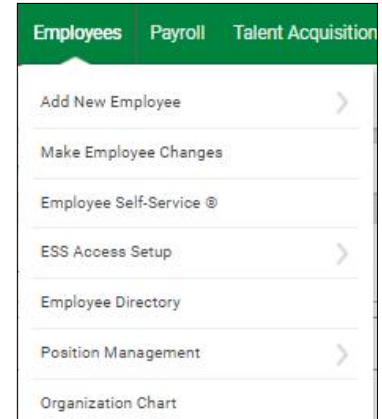
Show Me How

to Complete Employer Portion of Form I-9

DOCUMENTS AND CHECKLISTS

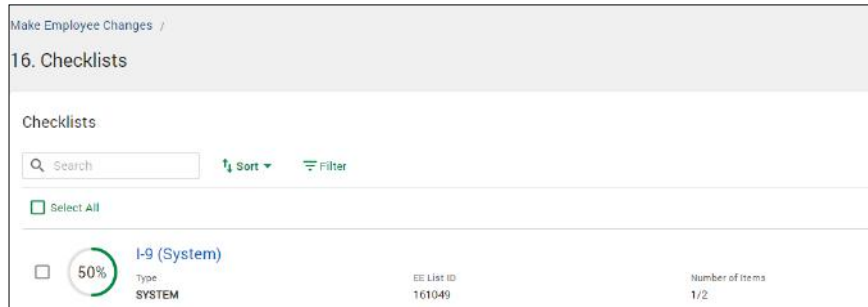
STEP 1

Navigate to Employees > Make Employee Changes. Select the appropriate employee.



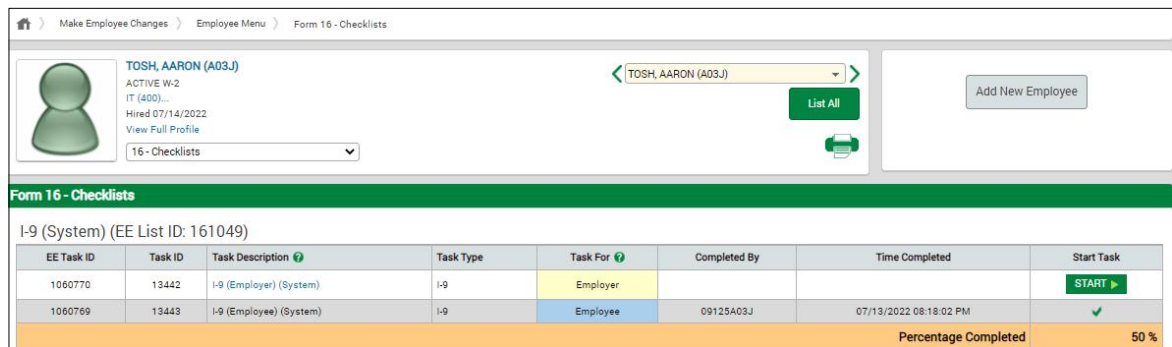
STEP 2

Navigate to "Form 16: Checklists" and click the system-generated I-9 (System) checklist or the Onboarding.



STEP 3

Select "Start" next to the Employer I-9 task highlighted in yellow.



ADMINISTRATORS & MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.



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STEP 4

Fill out the required fields. If needed, you can review the instructions for assistance. When finished, select "Click to Finish" at the bottom of the screen.

The screenshot displays the 'Employer I-9 Task' interface. At the top, there is a breadcrumb trail: 'Make Employee Changes > Employee Menu > Employer I-9 Task'. Below this, a header area shows the employee's profile for 'TOSH, AARON (A03.J)', including their job title 'ACTIVE W-2 IT (400)...', hire date 'Hired 07/14/2022', and a 'View Full Profile' link. A dropdown menu is set to '16 - Checklists'. A 'List All' button and a printer icon are also present. An 'Add New Employee' button is located on the right side of the header.

The main content area is titled 'Employer I-9 Task' and contains two tabs: 'Section 1' and 'Section 2'. The 'Section 2' tab is active, showing the 'Employment Eligibility Verification' form. The form is titled 'Employment Eligibility Verification' and 'Department of Homeland Security, U.S. Citizenship and Immigration Services'. It includes links for 'Instructions', 'View I-9 Handbook for Employers', and '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
	Tosh	Aaron	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): * (See instructions for exemptions)

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