

## Definition

All employers are required to complete a Form I-9 for new hires in order to validate their eligibility to work in the United States. This process typically requires a lot of paperwork, storing of physical files and monitoring those files to know how long to maintain documents and when identification paperwork is expiring. Info Cubic offers an electronic I-9 solution that is simple for new employees and employers to complete, and because it mirrors the paper I-9 issued by the U.S. Citizenship and Immigration Services (USCIS), the form is compliant with all federal regulations. The system will even notify you when documents are expiring and can be electronically updated when changes occur. Our electronic I-9 can also be paired with E-Verify so employers can have peace of mind that their new hire is legally able to work in the United States. The electronic I-9 record can be stored in The Cube along with the employee's background screen and drug results for a simple, one-stop solution. In addition to making the process as easy as possible for both employees and employers, Info Cubic's electronic I-9 process will document all steps taken in a thorough and easily accessible audit trail.

## Scope

Info Cubic's electronic I-9 complies with the requirements under the Federal Immigration Reform and Control Act (IRCA). IRCA mandates that U.S. employers verify the employment eligibility status of newly-hired employees (which by definition does not include volunteers and independent contractors) and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. The electronic I-9 is updated as changes are implemented by the U.S. Citizenship and Immigration Services (USCIS).

Some employers may also be subject to state or federal legislation that requires employees to be processed directly through the Social Security Administration and Department of Homeland Security for validation via the E-Verify process. Absent legal or regulatory requirements, other employers may also choose to include this as part of their onboarding protocol. Info Cubic can pair the electronic I-9 with E-Verify to automatically submit employee data to E-Verify once the I-9 is complete.

## Process

Once hired, the I-9 can be added to the background screening record in The Cube. The employee can receive an emailed invitation to go into the system and fill out Section 1 of the electronic I-9 on their own, or you can choose to have the employee fill in the form immediately if they are present. The employee will be required to fill in all necessary information on the form, reducing the risk of potential errors that would cause issues during an audit. The form is dynamic and will present questions and fields based on prior responses. This simplifies the form for the employee and employer and again reduces the chance of errors.

When all required information from Section 1 is complete, the employee can electronically sign the form using their computer's mouse. Just like with the paper process, the employer will then be responsible for reviewing the employee's documentation from lists A or B & C, and completing Section 2 of the form. Images of sample documentation will appear to assist the employer in validating the documentation provided by the new employee. The employer will then also electronically sign the form using their mouse.

The completed form will be available in PDF format if needed. Should any changes occur, such as the employee's name changing, termination or subsequent rehire, the form can be easily updated from within the system. Notifications when documents are expiring will be automatically triggered by the system to ensure compliance without cumbersome monitoring.

*For further details or to see a demonstration, call us today at 1-888-925-0922*