



E-VERIFY BASICS: HOW TO MAINTAIN I-9 COMPLIANCE

As HR professionals know, Form I-9 is a required document for every new employee. The goal is simple: to verify your new hires' identities and legal authorization to accept employment in the United States.

Yet completing the form is much more complex than it seems to outsiders, with over 25 fields of information to be filled in from different sources... not to mention increased scrutiny from U.S. Immigration and Customs Enforcement (ICE).

All employers today — as well as their staffing providers — need to make I-9 compliance a top priority. Fortunately, there are tools to make that easier.

ELECTRONIC FORM I-9

More than 55% of paper I-9 errors have to do with documents.¹ With so much variability, it's extremely difficult for an organization to complete its I-9s properly and on time.

That's why many, including Integrity Staffing Solutions, have moved to electronic software. Available from a number of vendors, I-9 software provides HR and non-HR professionals alike with error-proof self-service by:

- Removing Form I-9 guesswork and re-work. Managers are prompted and guided throughout the process, and given corrective steps whenever they make an error.
- Eliminating Section 2 errors with a visual document selector that makes it impossible to select the wrong combination of documents and simple to find the document numbers needed.
- Providing an extra fail-safe against missed deadlines with escalating alerts.
- Preventing missing forms by automatically triggering an I-9 for new hires entered into the HR system.
- Being prepared for audit with automated logging of all password-related system activity.



E-VERIFY: THE NEXT LEVEL

Many states are making E-Verify a mandatory part of the employee onboarding process. Failure to E-Verify could result in costly fines and loss of business licenses. To find out if your state is on the list, reach out to us today.

For the ultimate in flawless accuracy and compliance, you may also choose to implement E-Verify, a free internet-based system that compares information from an employee's Form I-9 to U.S. Department of Homeland Security and Social Security Administration records.² By thus confirming employees' eligibility, your organization demonstrates a strong commitment to maintaining a legal workforce and reducing employees' use of fraudulent work documents to support Form I-9.

The ideal I-9 processing system integrates both electronic software and E-Verify into one strong verification solution. Therefore, when selecting your I-9 software vendor or staffing provider, you should be sure that the software has E-Verify integration capability.

You (and/or your staffing partner) will then be able to:

- Deliver, track and manage E-Verify submissions, eliminating duplicate data entry and manual processes.
- Instantly submit all eligible new hire data to E-Verify, ensuring compliance across the organization.
- Receive immediate notification of E-Verify Tentative Non-Confirmations (TNCs) and Final Non-Confirmations (FNCs).
- See the status of all open cases and due dates without having to log into government servers.
- Review a list of all authorized E-Verify cases and close them all at once with a single click.

THE PRICE OF NON-COMPLIANCE

ICE fines are costly. Individual technical violations range from \$252 to \$2,507 per violation.

The fines for knowingly and continually hiring individuals are even more substantial. The amount of any penalty is determined based on the size of the business (revenue, payroll and number of employees), the good faith of the employer, the seriousness of the violation, whether the employee was unauthorized and the history of the company with regard to previous violations. (3)

In addition to fines, there are also the costs and delays associated with losing non-compliant workers. Implementing an electronic I-9 system can help mitigate or prevent these costs for unintentional errors.





**AVOID THE PRICE OF NON-COMPLIANCE.
WE'VE GOT YOU COVERED WITH E-VERIFY.**



ABOUT INTEGRITY STAFFING SOLUTIONS

Integrity Staffing Solutions is a full-service staffing agency and ranks in the top 2% of agencies across the country for quality service based on ClearlyRated's "Best of Staffing" client survey. To learn more about Integrity or for help with your hiring needs, visit [integritystaffing.com](https://www.integritystaffing.com) or call **833-446-1300**.



SOURCES:

¹ Taking the Labor Out of I-9 & E-Verify Compliance: A Guide for HR, Tracker Corp.

² Source: U.S. Citizenship and Immigration Services

³ <https://www.shrm.org>