CHANGES TO I-9 COMPLIANCE

"We have to do what now????"

Meet Your Presenters



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Chief Human Resources Officer



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Senior HR Advisor

What is it? And does it apply to me?

- The government let us accept emailed and uploaded documents to verify I-9s during Covid.
- Now they're planning to rescind that flexibility and require in-person, physical inspection of supporting documents. That includes revisiting the documents submitted by employees hired since March 20, 2020, and physically reviewing them in person (holding the passport in your hand). This is supposed to happen at the end of July, and you have 30 days to complete the project.
- If you hired employees since March 20, 2020, and accepted a virtual review of the documents, it applies to you.

The I-9 Form hasn't changed. What IS changing?

- July 31, 2023: Last day of flexibilities in virtual review of supporting documents.
- August 1 31, 2023: Complete physical examination of supporting documents and update Page 2 of the I-9 in the "Additional Information" field
 - Employees hired between March 20, 2020 now
 - Enter "COVID-19, documents physically examined"
 - Write the date of the physical review of documents
 - Write the name of the person completing the review of documents

What to do now?

Option 1: Wait and see if it sticks. If it doesn't, you haven't wasted any time.

Option 2: Identify active employees hired since 3/20/20 and their location. Go ahead and identify a person near them who could complete a physical review and share Thread's guide with them. Ask them to document the review on the employee's I-9 and send it back to you for upload. Our HR team will help with this.

Option 3: We have a partner who can facilitate this with your employees for a setup fee and \$8 per I-9.

Same Reviewer, Same Documents

In the Additional Information field:

- Covid-19
- Documents physically examined on (date)
- by (initials of reviewer)



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9 OMB No. 1615-0047

Expires 10/31/2022

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.")

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C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Document Number

Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Name of Employer or Authorized Representative

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Different Reviewer, Same Documents

In the Additional Information field:

- Covid-19
- Documents physically examined on (date)
- by (job title or relationship), (full reviewer name)



Employment Eligibility Verification Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9 OMB No. 1615-0047

Expires 10/31/2022

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Form I-9 10/21/2019 Page 2 of 3

Name of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Signature of Employer or Authorized Representative

If employee presents different documents

Complete section 2 of the I-9 with the new information and attach it to the original I-9.

Note in the Additional Information field in section 2:

- Covid-19
- Documents physically examined on (date)
- by (job title or relationship), (full reviewer name)

OR

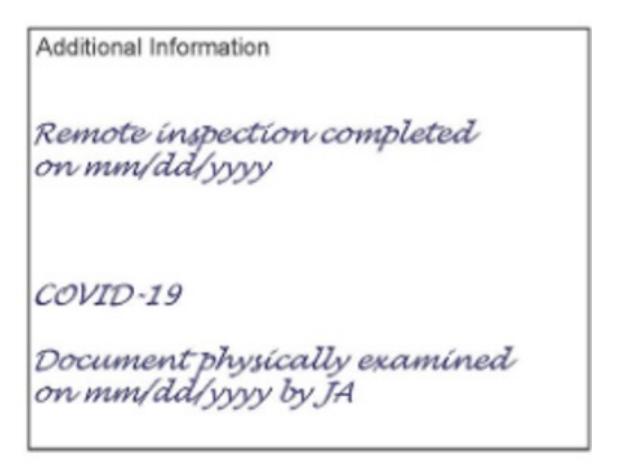
initials if same person completed the original review and is completing this review.

What if it's a new company representative and different supporting documents?

Complete section 2 of the I-9 with the new information and attach it to the original I-9.

Note in the Additional Information field in section 2:

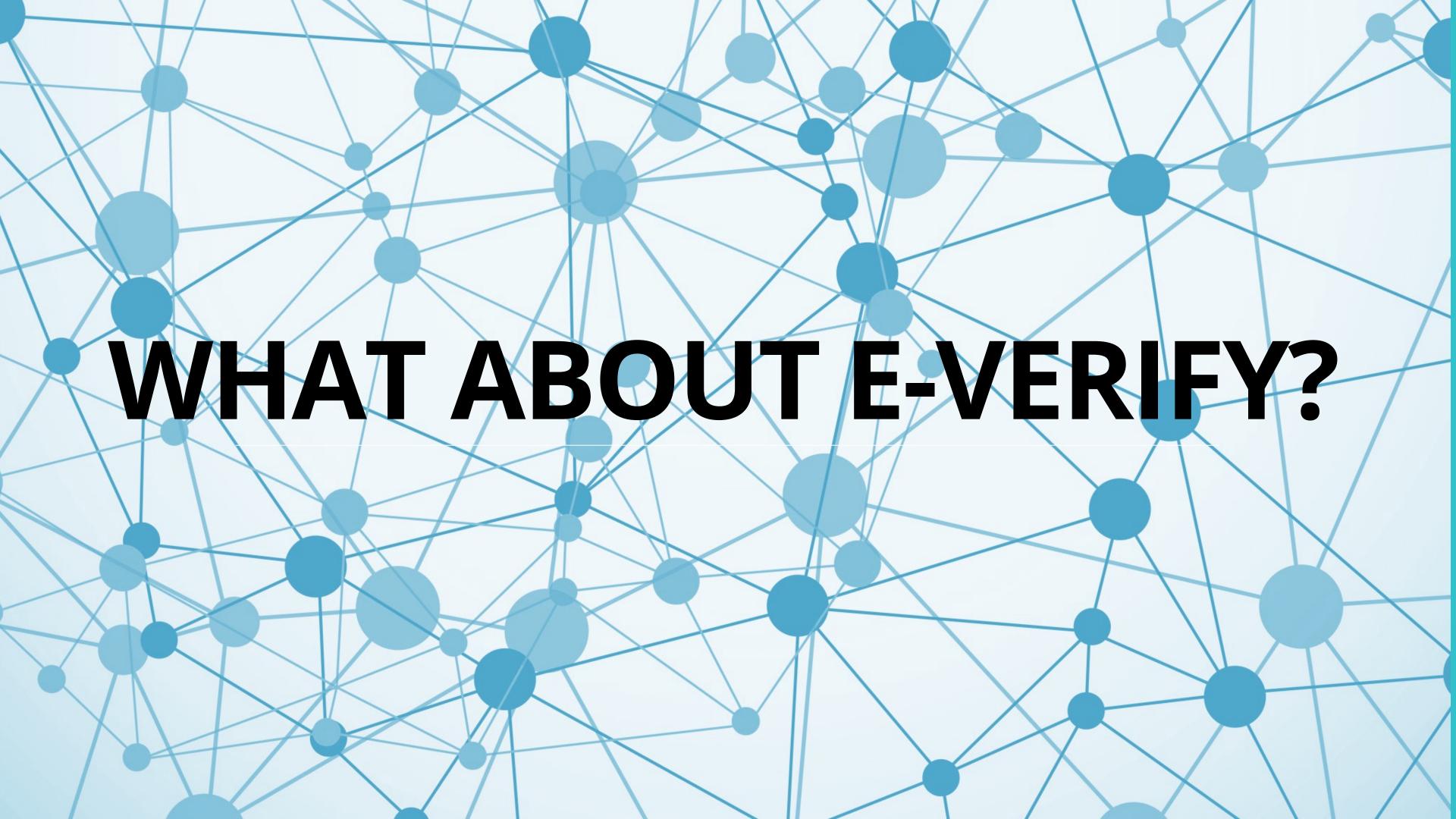
- Covid-19
- Documents physically examined on (date)
- by (job title or relationship), (full reviewer name)





What happens if...

- Employees document(s) are now expired?
- Employee(s) is on a leave during the month of August?
- Employee(s) is no longer employed?
- Employee(s) changes immigration status?
- Employee(s) refuses to allow for physical review of documents?





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