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| Slide 1 |  |  |
| Slide 2 |  | Hello, and welcome to training for the eI-9 form. In this training, you will learn to use the electronic I-9 form when onboarding new hires. |
| Slide 3 |  | How often have you needed to hire a new employee, but worried about the risk of hiring someone who is not eligible to work, or of exposure to lawsuit because you *didn’t* hire someone who *is*? |
| Slide 4 |  | Fortunately, Maxim uses the eI-9 and E-verify, which provide a simple way of reducing that risk. This course will show you how to correctly employ the eI-9, therefore protecting yourself and Maxim. |
| Slide 5 |  | In this training, you will learn how to follow the steps of using the I-9 during the hiring process; update the 1-9/work authorization, section 3 on the I-9; and correctly resolve cases in E-verify. |
| Slide 6 |  | You may remember that you already took training in filling out the paper Form I-9 for new hires. You will find that filling out the eI-9 is not so different. In fact, you may find it even easier. |
| Slide 7 |  | First, you’ll access the ADP eI-9 webpage from any computer, then click continue… |
| Slide 8 |  | Your new hire will create a username and password, and then access the tax credit screening, where they will be asked some questions to see if they qualify for the Work Opportunity Tax Credit, or WOTC.  If they qualify, you will be given the chance to print out the form 8859 later. |
| Slide 9 |  | After completing the Tax Credit Screening, the hire will be returned to the main screen.  He will click “CONTINUE” and move on the electronic I-9 interview. |
| Slide 10 |  | The new hire will read the instructions and indicate if any special circumstances apply, such as a handicap or the need for a translator. |
| Slide 11 |  | The new hire will enter his personal information, including his name, date of birth, Social Security Number… |
| Slide 12 |  | his address… |
| Slide 13 |  | …and his work eligibility status. |
| Slide 14 |  | After this, the new hire will be asked to electronically sign the form and click “continue”.  Remember, he must click continue in order to save his information! |
| Slide 15 |  | At this point, you will be asked if you are ready to complete section 2. Click “yes” if you, the hiring manager, are present. |
| Slide 16 |  | in order to complete section 2, you will log into the Manager’s Workbench by entering your username and password, which will have been provided to you by ADP.  Then click ”Continue”. |
| Slide 17 |  | On this screen, you will search for the employee’s record by entering his last name, Social Security number, or date of birth.  Once you have found the new hire’s record, you will review his Section 1 data for accuracy…  Scroll down for more data. |
| Slide 18 |  | In order to confirm the documents that your new hire supplied, you will enter the required information and scroll down for more data. |
| Slide 19 |  | Finally, enter the New Hire’s employment start date and indicate the location of employment.  In order to find your correct location, please conduct a search by “Unit Number”, which will be the same as your office number.  Click Continue. |
| Slide 20 |  | After a logic check, where you will be asked to correct any inconsistencies, you will be shown a screen with all the employee’s information and asked to verify that it is correct, or given the chance to go back an make changes. |
| Slide 21 |  | And you will be asked to electronically sign the form. |
| Slide 22 |  | Once you receive the confirmation of your electronic signature, don’t forget to click “CONTINUE”, otherwise your confirmation will not be saved! |
| Slide 23 |  | So you can see, it’s not difficult.  If you need to make an update to your employee's data, it is just as easy. |
| Slide 24 |  | You will log into the Manager’s Workbench using your username and password. You will see a variety of tools, or “gadgets” on the workbench, depending on your role. |
| Slide 25 |  | *This* gadget will allow you to make changes to the employee's name, rehire status, or work authorization.  You will be asked to e-sign each change after you have made it. |
| Slide 26 |  | Now, let’s see how well you remember the information you just learned. |
| Slide 27 |  |  |
| Slide 28 |  |  |
| Slide 29 |  |  |
| Slide 30 |  | Great! Now, there’s *one more step* for you and your new hire… |
| Slide 31 |  | When you have completed section 2, the system will automatically dial out to contact DHS and verify your hire’s information.  You will quickly receive a response. |
| Slide 32 |  | The possible responses include:  *Employment Authorized*: This response indicates that employment eligibility has been verified and the case can be resolved.  *SSA Tentative Nonconfirmation*: The information cannot be verified. The employee must be notified of the response and referred to the SSA if he wants to contest. If the employee does not wish to contest, the case can be resolved immediately.  *DHS Verification in Progress*: This response indicates that a DHS Immigration Status Verifier is checking additional DHS data sources to confirm the employment eligibility of a non-citizen. DHS has up to 3 Federal Government workdays to respond. You should check the system daily for a response. |
| Slide 33 |  | If your employee is tentatively non-confirmed, *this* is screen you will get. |
| Slide 34 |  | At this time, you will print out and give him the notice. |
| Slide 35 |  | And both you and the employee will electronically sign the confirmation. At this point, the employee can decide weather or not to contest his status. If he chooses not to contest it, he should be terminated from his position. |
| Slide 36 |  | Whatever the case is, it is important the you resolve the employee’s status in the DHS Manager Workbench, which you will do by using *this* gadget. |
| Slide 37 |  | Which will allow you to find your employee and select his resolution status. |
| Slide 38 |  | The possible resolution statuses include:  Resolved Authorized – the employee is authorized to work  Invalid Inquiry- incorrect information was originally submitted.  Self Terminated- the employee quits or is terminated for reasons unrelated to employment eligibility status.  Employment Unauthorized/Terminated- employment is not authorized, or there is an uncontested response and you have terminated the employment.  Employee Not Terminated- notifies the Department of Homeland Security that you are not terminating an employee whose employment is not authorized. |
| Slide 39 |  | As a reminder, here is the workflow that you should follow in verifying your new hire’s work status.  Click “CONTINUE” when you are ready to move on. |
| Slide 40 |  | In a moment, you will have the chance to resolve the cases of several employees whom you have hired… If you need to take another look at the workflow chart, just click the “HELP” button. |
| Slide 41 |  | *Note: See prototype 3 for this activity. There is no audio for this section*. |
| Slide 42 |  | You have just learned how to follow the steps of using the I-9 during the hiring process, update the 1-9/work authorization, section 3 on the I-9, and correctly resolve cases in E-verify. |
| Slide 43 |  | Thank you for attending online training for the eI-9 form. |