



# GT Paperless I-9 Solution

## Automated Compliance for the Enterprise

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# The Challenge: Automate the I-9

Since the Immigration Reform and Control Act of 1986 (IRCA) required employers to verify the identity and work eligibility of new employees, the Employment Eligibility Verification Form, or Form I-9, has been a prominent feature of the Human Resources landscape in the United States.

The form must be completed for every new employee at the time of hire, and is subject to retention requirements and audit by federal agencies.

As organizations have sought to save money and streamline business processes by automating the hire process, the I-9 has presented a special challenge. Many institutions, including some of our clients, have automated everything but the I-9.

## Barriers to I-9 Automation

What makes it so hard for organizations to automate the I-9? There are several factors at play. Here are two important ones:

### **Compliance**

Concerns about compliance are paramount in approaching I-9 automation. Risks of non-compliance include punitive fines and other business-disrupting consequences.

Until recently, there was no regulatory permission to complete and store the I-9 electronically. Congress enacted legislation allowing electronic I-9s in October 2004, and regulations implementing the legislation were issued in June 2006.

Still there has not been a rush to implement electronic I-9 solutions, at least in part because the new regulations are extensive and detailed, requiring significant consideration both in design and execution of an electronic solution.

### **Comfort Level**

Beyond compliance, there is also a level of comfort with the existing paper process that is difficult to recreate in an automated solution. This includes both the look and feel of the form, and the processes that encompass its completion and retention. It is difficult for an organization to move to an electronic I-9 solution that looks and feels nothing like a paper I-9.

## Options for Automation

Many organizations are now exploring various options to automate the I-9 business process. Summarized here are several of those options, including Gideon Taylor's proposed GT Paperless I-9 solution.

## Outsource

Several companies are currently offering outsourcing solutions for I-9 management and its surrounding business processes. These solutions are typically offered on a per-transaction or estimated transaction load basis, with ongoing costs throughout the use of the service.

### *Advantages*

- **Reduced need for internal training and decision making**
- **Oversight is invested in an external organization with expertise in the field**
- **Predictable cost**

### *Costs/ Risks*

- **Per-transaction cost structures may, over time, be more expensive than internal alternatives.**
- **Although the process itself can be outsourced, responsibility for process compliance cannot be; your organization remains liable for potential noncompliance without having control of the business process.**
- **Some outsourcing options require long-term contracts, while federal I-9 requirements may shift unpredictably based on legislative or regulatory action.**

## Homegrown

Regulations allow organizations with sufficient internal resources to develop automated I-9 solutions internally.

### *Advantages*

- **Internal control of compliance-related issues**
- **Ability to customize the solution according to unique business needs and regulatory interpretations**
- **Flexibility in choice of toolset and hardware**

### *Costs/ Risks*

- **Unpredictable cost and timeline – cost is typically higher to build from scratch**
- **Reliance on internal expertise for legal and regulatory compliance**
- **Dependence on retention of internal “in the know” talent**

## Delivered PeopleSoft

PeopleSoft’s HCM 9.0 includes a delivered I-9 solution.

### *Advantages*

- **HCM clients already own the solution**
- **A solution internal to PeopleSoft can leverage its existing security and identity architecture, default data from the Person data store, and allow data to be easily queried**
- **PeopleSoft can be expected to continue to develop and maintain the solution**
- **Client has access to code and can modify if necessary to maintain compliance and business fit**

### *Costs/ Risks*

- **The look and feel of the delivered solution is significantly different from the paper form, potentially requiring more training and forming a barrier to adoption**
- **Some HCM clients have expressed concern that the solution falls short on several compliance requirements**
- **Feature limitations (e.g. currently no E-Verify integration)**

## **Bolt-on PeopleSoft - GT Paperless I-9**

Having set the standard for automating Human Resources processes with its ePAF™ products, Gideon Taylor has developed an eForm-based I-9 solution that is fully reg-compliant and native to PeopleTools – the GT Paperless I-9.

### *Advantages*

- **GT is offering basic implementation, including the product and consulting, at a fixed price**
- **A solution internal to PeopleSoft can leverage its existing security and identity architecture, default data from the Person data store, and allow data to be easily queried**
- **Gideon Taylor can be expected to continue to develop and maintain the solution**
- **Client has access to code and can modify if necessary to maintain compliance and business fit**
- **Painstaking attention to regulatory compliance allows high degree of confidence**
- **Setup-table-based I-9 management allows client to stay current with less technical effort**
- **Maintains the look and feel of the DHS form while providing maximum efficiency and ease of use**
- **The GT solution is feature rich, including intelligent edits, attachment support and an available E-Verify integration**

- **Because it is built on the powerful GT eForms workflow framework, it is easy to add workflow notifications and approval routings**

*Costs/ Risks*

- **Administration, training and management of I-9 processes require in-house resources**
- **Implementation is at cost and requires client cooperation**
- **As with all automation options, the client retains responsibility for its I-9 compliance**

# Introducing GT Paperless I-9

The GT Paperless I-9 constitutes a unique solution to the challenge of automating the Form I-9. The I-9 is administered and managed in-house, stored within the PeopleSoft HCM system, and built on the flexible workflow and approval power of GT eForms.

The GT Paperless I-9 is currently being implemented at both the University of Houston and the University of Utah.

## Design Philosophy

GT has always focused on pushing the theoretical and practical limits of business process simplicity, efficiency and ease of use. In addition to these priorities, in tackling the design of the I-9, the GT design team identified the need to give preeminence to regulatory compliance and comfort level, addressing the two major barriers to the adoption of I-9 automation.

## Regulatory Compliance

The regulations governing electronic I-9 solutions are set forth in U.S. Code of Federal Regulations Title 8, Aliens and Nationality, Section 274a.2, Verification of employment eligibility. We identified 31 separate compliance points in the Code that needed to be addressed in the design of our I-9 solution.

Here are just a few of the compliance points that informed our design:

- **8 C.F.R. § 274.a.2(a)(2) ...Form I-9 can be electronically generated or retained, provided that the resulting form is legible; *there is no change to the name, content, or sequence of the data elements and instructions...*** (italics added)

This is a particularly challenging requirement, significantly constraining the layout of an electronic solution. We were able to come up with a design that fulfills this requirement while still leveraging the benefits of our step-based user interface framework.

- **8 C.F.R. § 274.a.2(a)(2) ...*no additional data elements or language are inserted...*** (italics added)

Our design carefully separates, both visually and functionally, the I-9 form itself from the other necessary navigation and instructional elements that help facilitate system ease of use.

- **8 C.F.R. § 274.a.2(e)(1)(v) The ability to reproduce legible and readable hardcopies.**

Our solution allows, but does not require, each I-9 to be generated as a PDF using XML Publisher, and printed in DHS format. Our solution provides the current DHS version, and allows easy adoption of new DHS versions.

- **8 C.F.R. § 274.a.2(h)(1) If a Form I-9 is completed electronically, the attestations in Form I-9 must be completed using a system for capturing an electronic signature that meets the standards set forth in this paragraph. *The system used to capture the electronic signature must include a method to acknowledge that the attestation to be signed has been read by***

*the signatory...* (italics added)

The GT Paperless I-9 meets all the electronic signature requirements from the C.F.R. and provides a visually-compelling representation of the graphical signature on all electronic displays of the I-9. Our technology can verify PeopleSoft user ids and logins without leaving the current user session.

The signatory clicks to sign...

---

*Employee's Signature*

Click to Sign

---

... and is presented with an opportunity to enter their user id and password, which uniquely identify them and serve as their electronic signature. In the process, they must acknowledge that they have read the attestation to be signed – a requirement that applies only to electronic I-9s.

**Enter Electronic Signature**

By entering my User ID and Password below, I acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury.

User ID:

User Password:

Sign Cancel

The signatory entering the electronic signature results in a visual representation of the signature that clearly indicates that the page has been signed, and by whom.



- **8 C.F.R. § 274.a.2(h)(1)(iii) Provide a printed confirmation of the transaction, at the time of the transaction, to the person providing the signature.**

Although one might question the purpose of requiring that a paper receipt be printed in order to implement an electronic system, we have faithfully implemented this requirement. Here is a sample receipt:

## Transaction Confirmation

This is to confirm that as of 11/06/08, Paula O Jargon has completed:  
**Section 1. Employee Information and Verification**  
 Of an electronic I-9 form for employment at The University of Utah, 420 Wakara Way,  
 Salt Lake City, UT 84112, and has provided the following electronic signature to that  
 effect:

Electronically signed 2008-11-06 04:41:40 by  
**Paula O Jargon**  
 EmpId 0892418, User ID GTJARGONP

- **8 C.F.R. § 274.a.2(g)(1)(iv)** Ensure that whenever the electronic record is created, *accessed, viewed, updated, or corrected*, a secure and permanent record is created that establishes the date of access, the identity of the individual who accessed the electronic record, and the particular action taken. (italics added)

Not only must creation of and changes to the electronic I-9 be tracked, but even views of the form must be audited.

When an authorized user attempts to view a completed I-9 form, they are presented with this message:

**Proceed?**

For regulatory compliance purposes, all accesses to completed I-9 Forms are tracked. If you proceed, a permanent record of your viewing this I-9 will be made. If you do not wish to proceed, please select Close.

If they proceed, by the time they view the form, a record has already been permanently committed to the database indicating that they have done so.

Transaction Log						
Customize   Find   First 1-4 of 4 Last						
	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	11/05/2008 4:12:37PM	Employee	GTKRANTZ13	Irma Krantz 3 - eVerify	Sign	Signed
2	11/05/2008 4:13:10PM	Employer Rep	GTC	Gideon Taylor	Sign	Signed
3	11/05/2008 4:13:27PM	GT Security Supervisor	GTC	Gideon Taylor	Authorize	Authorized
4	11/06/2008 5:29:21PM	GT eForms Administrator	GTC	Gideon Taylor	<u>View</u>	Authorized

These examples should serve to illustrate the complex and stringent nature of the regulations governing electronic I-9s, and the extent to which Gideon Taylor has gone to implement these requirements.

A complete compliance profile is included herein as Appendix A.

## Comfort through DHS Look and Feel

To achieve the desired level of comfort among I-9 users, GT committed to produce an I-9 solution that reproduced the look and feel of the paper DHS form as much as possible, while still providing the guided, wizard-like advantages of our electronic forms products.

Each page of the GT Paperless I-9 starts with the header text from the DHS form, including the discrimination warning, and ends with the DHS footer, with meticulously matched font and spacing.

OMB No. 1615-0047; Expires 06/30/09
<b>Form I-9, Employment Eligibility Verification</b>
Department of Homeland Security U.S. Citizenship and Immigration Services
<b>Read instructions carefully before completing this form. The instructions must be available during completion of this form.</b>
<b>ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.</b>
<b>Section 1. Employee Information and Verification. (To be completed and signed by employee at the time employment begins.)</b>

The form itself is also laid out in such a way that the electronic entry fields blend naturally into the DHS formatting and spacing, providing a very comfortable look and feel to those who are used to the paper form.

<b>Section 1. Employee Information and Verification. (To be completed and signed by employee at the time employment begins.)</b>			
<b>Print Name: *Last</b> Krantz	<b>*First</b> Irma	<b>Middle Initial</b> [ ]	<b>Maiden Name</b> [ ]
<b>*Address (Street Name and Number)</b> 1234 Someplace Way		<b>Apt. #</b> [ ]	<b>*Date of Birth (month/day/year)</b> 11/01/1943 [31]
<b>*City</b> Somewhere	<b>*State</b> UT [ ] Utah	<b>*Zip Code</b> 84123	<b>*Social Security #</b> 123-45-6789
<b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b>		<b>I attest, under penalty of perjury, that I am (check one of the following):</b>	
		<input type="checkbox"/> A citizen of the United States	
		<input type="checkbox"/> A noncitizen national of the United States (see instructions):	
		<input type="checkbox"/> A lawful permanent resident	
		<input type="checkbox"/> An alien authorized to work	

HR professionals who have reviewed the GT Paperless I-9 have expressed a high degree of confidence in and comfort with the look and feel of the application.

## Ease of Use

Our designers took on the challenge of making the form as easy to use as possible without compromising either compliance or the DHS look and feel. Since the I-9 will be partially completed by new employees who are not at all familiar with PeopleSoft, this is doubly important.

Our naturally unfolding interface simplifies the process by only showing the users the portions of the form they need to see. The employee only sees Section 1; the Employer Representative only sees Section 2. Also, the Preparer / Translator section and the Reverify section are only displayed when they are needed.

Another axiom of our ease of use philosophy is to make it very difficult for the user to make mistakes or leave the desired path. Robust warning messages, logically reduced valid value lists and obvious user controls help accomplish this. For example, the employee cannot leave the Section 1 page without completing it. This is what displays if they attempt to sign the form without indicating their eligibility:

The screenshot shows a web browser window displaying an I-9 form. A dialog box titled "Windows Internet Explorer" is overlaid on the form, displaying a warning message. The form is titled "Eligibility Verification" and includes the following fields and sections:

- Department of Homeland Security**  
U.S. Citizenship and Immigration
- Read instructions carefully before completing this form.**
- ANTI-DISCRIMINATION NOTICE:** Which document(s) they will accept and its expiration date may also constitute a requirement for the employee to provide additional documentation.
- Section 1. Employee Information**
  - Print Name: \*Last** (Krantz)
  - \*Address (Street Name and Number)** (1234 Someplace Way)
  - \*City** (Somewhere)
- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**
- I attest, under penalty of perjury, that I am (check one of the following):**
  - A citizen of the United States
  - A noncitizen national of the United States (see instructions)
  - A lawful permanent resident
  - An alien authorized to work
- Employee's Signature** (Click to Sign)
- Date (month/day/year)** (04/28/2009)
- Form I-9 (Rev. 02/02/09) N**
- << Search** | **Next >>**

## Flexibility in Defaulting and Entry Behavior

One of the clear advantages of an electronic I-9 solution is the ability to reuse previously-gathered information, such as employee name, address and etc., to pre-populate the form. Our design also recognizes that institutions will vary as to the amount of information they are comfortable defaulting into the form.

Our highly configurable design allows you to specify which fields will default, and which ones the users can edit. Say, for example, that you wanted the employee to re-enter their Social Security Number, even if you already have it on file. In the I-9 Setup Table, you would simply unselect the Default Field checkbox next to Social Security Number.

Field Defaulting and Editing				
Customize   Find   				
First  1-16 of 16  Last				
Order	Field Name	Field Long Name	Default Field	Allow User to Change
1	G_LAST_NAME	Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	G_FIRST_NAME	First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	G_MIDDLE_INITIAL	Middle Initial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	G_BIRTHDATE	Date of Birth (month/day/year)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	G_SSN	Social Security #	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	G_EE_SIGN_DT	Date (month/day/year)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The field will then be empty when presented to the employee.

## Compliance Philosophy

As we have already discussed, regulatory compliance has been our preeminent design consideration. The philosophy for our approach to compliance is as follows:

1. **Meticulously implement the specific requirements of the applicable regulations.**
2. **Go beyond specifics by supporting the apparent intent of the regulations, even if that intent is not specifically delineated.**
3. **Where multiple interpretations of the regulatory requirements are possible, implement the strictest possible interpretation.**
4. **Allow clients to adjust the solution to match their own interpretation.**

## Same Room, Same Time

The most salient example in our design of implementing apparent intent is our expectation that the employee and the employer's representative are completing the I-9 in the same room at the same time. This is not explicitly stated as a requirement in either the regulations or the form instructions, but the whole I-9 process is built around this assumption – the documents that are valid to establish identity, List A and List B, have photographs or physical descriptions; the only way they establish identity is if the photographs or descriptions match the employee presenting them, and the employer representative is able to make the comparison because the employer representative, the employee and the documents are all in the same room at the same time.

That this is the intent of the I-9 process is supported by the language of the IRCA, which requires the employee to present “facially valid” identification.

Our design encourages this practice by completing the electronic I-9 within one user session. The employer representative logs in and brings up the I-9, passing the keyboard and mouse to the employee, who signs it without leaving the representative’s session, and the representative completes and signs it before any of the form is saved. That way the employee and employer rep must work collaboratively to complete the I-9.

This could be circumvented by remotely sharing the session, but the general design is intended to encourage compliance with statutory intent.

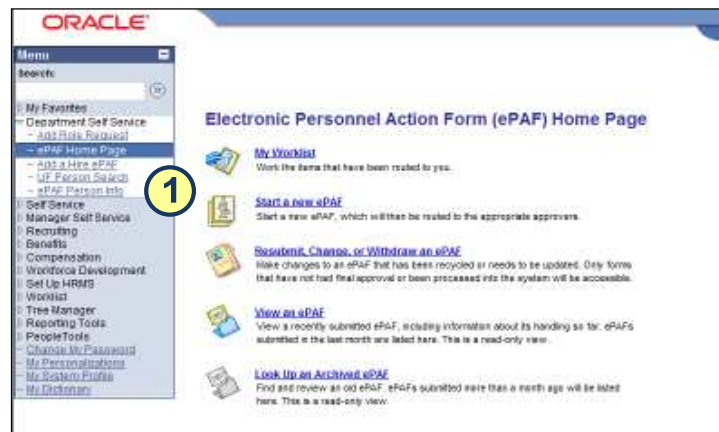
This design could, upon client request, be changed to allow the signatories to complete their sections separately. As long as Section 2 is completed by the employer representative prior to the three day requirement, the employer is still compliant with the DHS guidelines. One requirement that the software enforces is that the same employer representative who initiated Section 1 will complete Section 2.

# Walking Through the GT Paperless I-9™

## Creating an I-9 Form

To create an I-9 for an employee, the Employer Representative starts by navigating to the ePAF Home Page.


*Navigation: Department Self Service > ePAF Home Page*




1 They select the “Start a new ePAF” link.

The “Start a New electronic Personnel Action Form (ePAF)” page loads.


## Start a New electronic Personnel Action Form (ePAF)

- **Hire an Employee**


Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department.

[Hire an Employee](#)
- **Edit Existing Job**


Use this form to edit the job of an employee currently working in your department.

[Edit Existing Job](#)
- **Change Employment Status**

Use this form to submit a termination, retirement, leave of absence or return from leave.

[Change Employment Status](#)
- 1** **Create an I-9 Form**


Use this form to create an I-9 Form for a new employee. The employee must be present, as you will fill out the form jointly.

[Create an I-9 Form](#)
- **Complete an I-9 Form**


Use this form to complete an I-9 Form for a new employee.

[Complete an I-9 Form](#)

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- **Tentative Non-confirmation Form**

Use this form to update Name and/or reestablish eligibility.

[Tentative Non-confirmation Form](#)
- **Update and/or Reverify I-9 Form**

Use this form to update Name and/or reestablish eligibility.

[Update and/or Reverify I-9 Form](#)

[Return to Electronic Personnel Action Form \(ePAF\) Home Page](#)

**1** They select the “Create an I-9 Form” link.

The "Person Search" page loads.

The Employer Representative searches for the employee by their Employee ID or Name. If there are multiple matches, they select the correct employee from the search results list.

## Section 1. Employee Information and Verification

The first section of the I-9 loads with the available employee information pre-populated.

1

2

3

1 The Employer Representative verifies that the name displayed on the form matches the employee they are working with.

2 They also verify that the employee number displayed on the form matches the employee they are working with.

- 3 The Employer Representative can click on the “Instructions, Acceptable Documents or Handbook for Employers” links if anyone involved needs to review the DHS I-9 documentation. The documents will pop-up in a separate window. (Example below)

Example of DHS I-9 Instructions

Department of Homeland Security  
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 06/30/08  
**Form I-9, Employment  
Eligibility Verification**

---

**Instructions**  
Please read all instructions carefully before completing this form.

---

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. Employers must record:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and

---

**What Is the Purpose of This Form?**

The Employee is now given access to the system in order to review and update the remaining information on this page.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Eligibility Verification**

---

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

---

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

---

Print Name: *Last	*First	Middle Initial	Maiden Name
<input type="text" value="Jargon"/>	<input type="text" value="Paula"/>	<input type="text" value="O"/>	<input type="text"/>
*Address (Street Name and Number)	Apt. #	*Date of Birth (month/day/year)	
<input type="text" value="123 Street St"/>	<input type="text"/>	<input type="text" value="07/08/1955"/>	
*City	*State	*Zip Code	*Social Security #
<input type="text" value="OREM"/>	<input type="text" value="UT"/> Utah	<input type="text" value="84058"/>	<input type="text" value="550-89-2419"/>

Throughout the form, required fields are marked with an asterisk. The system will not allow the form to be submitted if a required field is not populated.

#	Field	Required Field?
1	Last Name	Yes
2	First Name	Yes
3	Middle Initial	No
4	Address	Yes
5	Apartment Number	No
6	City	Yes
7	State	Yes
8	Zip Code	Yes
9	Maiden Name	No

10	Date of Birth	Yes
11	Social Security Number	Yes

The Employee then clicks on the box next to the residence status that applies. (A checkmark will appear in the box after it has been clicked.)

The system may display additional required fields based upon the status that the employee selects.

<p><b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b></p>	<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input checked="" type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (see instructions):</p> <p><input type="checkbox"/> A lawful permanent resident</p> <p><input type="checkbox"/> An alien authorized to work</p>
---	---

If the Employee selects “A citizen of the United States” or “A noncitizen national of the United States (see instructions)”, additional fields will not appear, as no additional information is needed.

<p><b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b></p>	<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (see instructions):</p> <p><input checked="" type="checkbox"/> A lawful permanent resident *(Alien #) <input type="text"/></p> <p><input type="checkbox"/> An alien authorized to work</p>
---	---

If the Employee selects “A lawful permanent resident”, a field for “(Alien #) A” will appear.

<p><b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b></p>	<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (see instructions):</p> <p><input type="checkbox"/> A lawful permanent resident</p> <p><input checked="" type="checkbox"/> An alien authorized to work *(Alien # or Admission #) <input type="text"/></p> <p>*until (expiration date, if applicable - month/day/year) <input type="text"/> <input type="text"/></p>
---	--

If the Employee selects “An alien authorized to work”, two additional fields will appear. One for the “Until” date and one for the “Alien # or Admission #”

The Employee then signs the form.

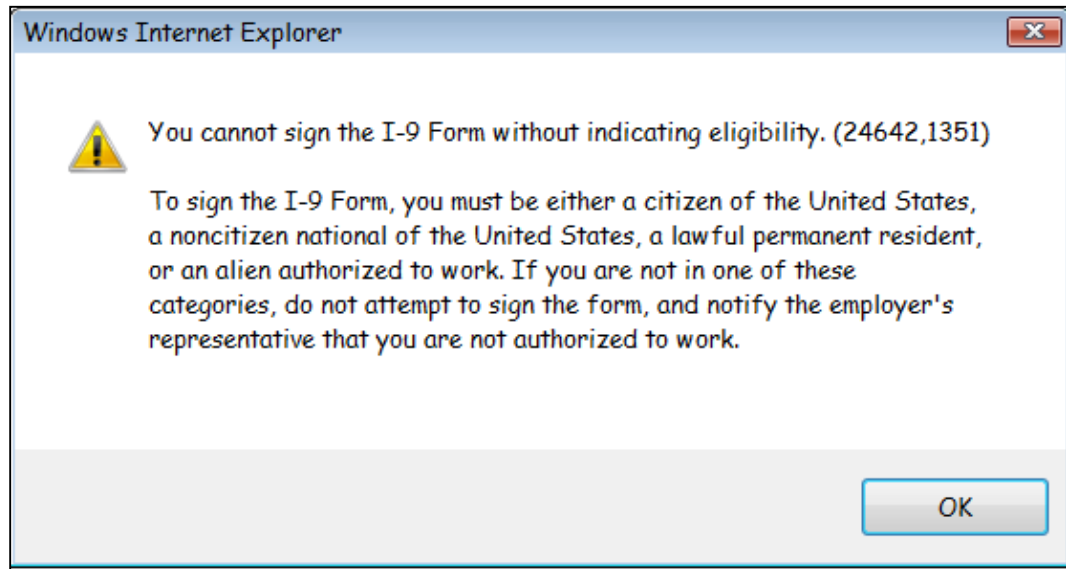
<p>Employee's Signature</p> <p style="text-align: center;"><input type="button" value="Click to Sign"/></p>	<p>Date (month/day/year)</p> <p style="text-align: center;">03/18/2009</p>
<p>Form I-9 (Rev. 02/02/09) N</p>	

① The Employee clicks the “Click to Sign” button.

② The “Date” field is populated with the current date.

If any required fields (including residence status) have not been populated, the system displays an error message which identifies the fields that need to be completed. (Example below)

Example error message :



If all required fields are complete, the Employee's Signature page loads.

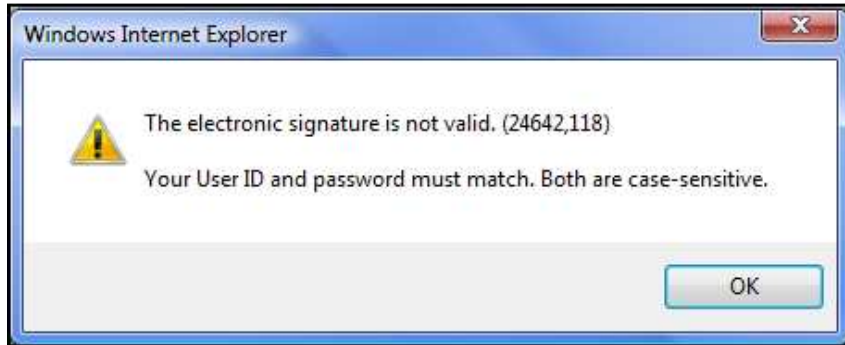
A screenshot of a web form titled "Employee's Signature" with a sub-heading "Enter Electronic Signature". The form contains a text area with the following text: "By entering my User ID and Password below, I acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury." Below this text are two input fields: "User ID:" followed by a text box, and "User Password:" followed by a text box. At the bottom of the form are two buttons: "Sign" and "Cancel".

① The Employee enters their User ID and User Password, and then clicks on the "Sign" button.

The system displays a detailed error message if any of the following occurs:

- ♦ The Employee enters their User ID incorrectly
- ♦ The Employee enters their User Password incorrectly
- ♦ The Employee's User ID does not match the User ID of the employee chosen on the form

Example error message:



Once a valid User ID/Password combination is entered, Section 1 is displayed again. The Employee Signature image is now displayed.

OMB No. 1615-0047; Expires 06/30/09

**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

---

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

---

**Section 1. Employee Information and Verification.** *(To be completed and signed by employee at the time employment begins.)*


<b>Print Name: Last</b> Krantz	<b>First</b> Irma	<b>Middle Initial</b>	<b>Maiden Name</b>
<b>Address (Street Name and Number)</b> 1234 Someplace Way		<b>Apt. #</b>	<b>Date of Birth (month/day/year)</b> 11/01/1943
<b>City</b> Somewhere	<b>State</b> UT	<b>Zip Code</b> 84123	<b>Social Security #</b> 123-45-6789

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions):
- A lawful permanent resident (Alien #) 006785107
- An alien authorized to work

---

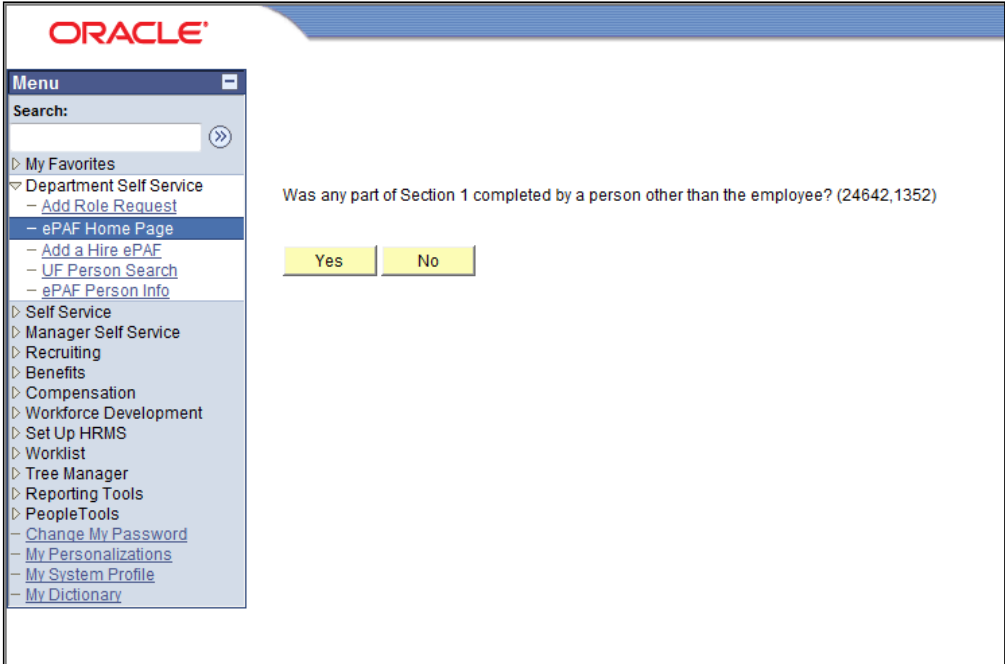
Employee's Signature:  Date (month/day/year): 03/18/2009

Form I-9 (Rev. 02/02/09) N

The Employee clicks the "Next" button.

On the next page, the employee must answer a question to determine whether the “Preparer and/or Translator Certification” page should load.

“Was any part of Section 1 completed by a person other than the employee?”



If the Employee had assistance in completing the form (including physical help or a translator), they click on the “Yes” button; otherwise, they click on the “No” button.

## Preparer and/or Translator Certification

If the Employee indicates they had help in completing their section of the form, the “Preparer and/or Translator Certification” page loads.

The Preparer/Translator is now given access to the system in order to review and update the remaining information on this page.

Authorized by  
■ GIDEON TAYLOR

### Create an I-9 Form

#### Step 2 of 5: Preparer and/or Translator Certification

The preparer/translator should follow the instructions below and fill out this page. When all required fields are entered, the preparer/translator should select the “Click to Sign” button to enter his or her electronic signature.

<b>Personal Info</b>		
Name: Krantz, Irma	EmplID: 0050	eForm ID: 2802

<b>Form Data</b>
<b>Instructions</b> Please read all instructions carefully before completing this form. <a href="#">Display Instructions</a>

---

OMB No. 1615-0047; Expires 06/30/09

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

<small>Preparer's/Translator's Signature</small>	<small>*Print Name</small>
<input type="button" value="Click to Sign"/>	<input type="text" value="John Absolute"/>

<small>*Address (Street Name and Number, City, State, Zip Code)</small>	<small>Date (month/day/year)</small>
<input type="text" value="123 Main St., Anytown, UT 92156"/>	<input type="text" value="03/18/2009"/>

Form I-9 (Rev. 02/02/09) N

- 1 The Preparer/Translator types their name into the “Print Name” field.
- 2 They fill out their full address in the “Address” field.
- 3 The “Date” field has been populated with the current date.

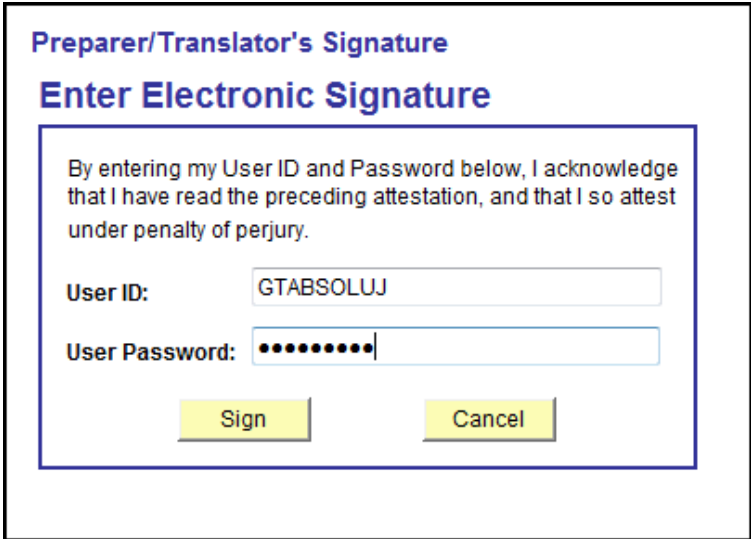
The Preparer/Translator clicks on the “Click to Sign” button.

The system displays a detailed error message if any of the required fields have not been completed by the Preparer/Translator. (Example below)

Example error message:



If there are no errors, the Preparer/Translator’s Signature page loads.



The Preparer/Translator enters their User ID and User Password, and then clicks on the “Sign” button.

If the User ID and/or User Password are incorrect, the system will display an error message.

Once a valid User ID/Password combination is entered, the “Preparer and/or Translator Certification” page is displayed again. The Preparer/Translator Signature image is now displayed.

Authored by  
■ GIDEON TAYLOR

## Create an I-9 Form

### Step 2 of 5: Preparer and/or Translator Certification

The preparer/translator should follow the instructions below and fill out this page. When all required fields are entered, the preparer/translator should select the "Click to Sign" button to enter his or her electronic signature.

**Personal Info**

Name: Krantz,Irma      EmpID: 0050      eForm ID: 2802

**Form Data**

#### Instructions

Please read all instructions carefully before completing this form.

[Display Instructions](#)

---

OMB No. 1615-0047; Expires 06/30/09

Department of Homeland Security  
U.S. Citizenship and Immigration Services


### Form I-9, Employment Eligibility Verification

---

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
 <small>Electronically signed 2009-03-18 04:37:55 by <b>John Absolute</b> EmpID 0526212, User ID GTABSOLU7</small>	John Absolute
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)
123 Main St., Anytown, UT 92156	03/18/2009

Form I-9 (Rev. 02/02/09) N

The Preparer/Translator clicks the “Next” button.

On the next page, the employer must answer a question to determine whether the “Employer Review and Verification” page should load.

Would you like to continue to Section 2, Employer Review and Verification, of the Form I-9? (24642,2626)

If the Employer would like to continue in completing the form, they click on the “Yes” button; otherwise, they click on the “No” button to place the form on Hold.

## Section 2. Employer Review and Verification

The “Employer Review and Verification” page loads.

The Employer Representative now takes over access of the system to complete this section.

In the “Form Data” section of the page, document links are displayed for additional information.

Authorized by  
**GIDEON TAYLOR**

### Create an I-9 Form

**Step 3 of 5: Section 2. Employer Review and Verification** i

The employer representative should follow the instructions below and fill out this page. When all required fields are entered, the employer representative should select the “Click to Sign” button to enter his or her electronic signature.

Personal Info

<b>Name:</b>	Krantz,Irma	<b>EmplID:</b>	0050	<b>eForm ID:</b>	2802
--------------	-------------	----------------	------	------------------	------

Form Data

**Instructions**

Please read all instructions carefully before completing this form.

[Instructions](#)     [Acceptable Documents](#)     [Handbook for Employers \(M-274\)](#)

**1** The “Instructions” link pops-up the DHS I-9 Instructions on a separate page. (Same link as in Section 1.)

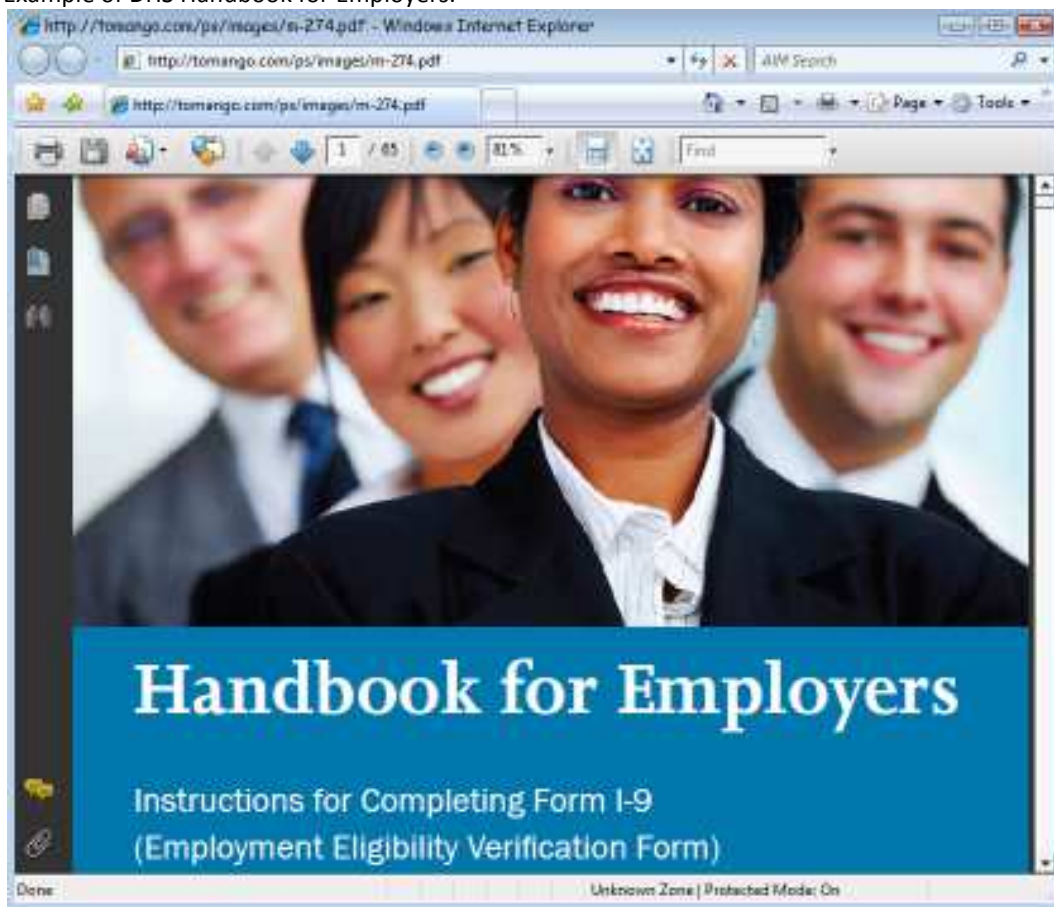
**2** The “Acceptable Documents” link pops-up the DHS Lists of Acceptable Documents. (Example below)

**3** The “Handbook for Employers (M-274) link pops-up the DHS Handbook for Employers. (Example below)

Example of DHS Lists of Acceptable Documents:

<b>LISTS OF ACCEPTABLE DOCUMENTS</b>		
<b>LIST A</b> Documents that Establish Both Identity and Employment Eligibility	<b>LIST B</b> Documents that Establish Identity	<b>LIST C</b> Documents that Establish Employment Eligibility
	OR	AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>

Example of DHS Handbook for Employers:



Using the documents that the Employee has provided, the Employer Representative completes the next section of the form.

OMB No. 1615-0047; Expires 06-30-08  
**Form I-9, Employment Eligibility Verification**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: <input type="text"/>	1	<input type="text"/>		<input type="text"/>
Issuing Authority: <input type="text"/>		<input type="text"/>		<input type="text"/>
Document #: <input type="text"/>		<input type="text"/>		<input type="text"/>
Expiration Date (if any): <input type="text"/>		<input type="text"/>		<input type="text"/>

1 Under the correct list heading, the Employer Representative clicks on the lookup button (the magnifying glass icon) at the end of the “Document title” field.

The document lookup page loads.

Lists A, B, and C have look up lists that are “smart” coded to only display the valid document types for the citizenship status that the employee selected.

Employer Representative clicks on the appropriate document from the list.

Section 2 page loads again.

1 They fill in the Issuing Authority, Document Number, and Expiration Date (if there is one) of the document.

Note : A setup table can be used to system-populate the Issuing Authority for each document type.

The previous steps are repeated under the correct list heading if there are multiple documents.

**2** The Employer Representative clicks on the paperclip icon if they want to attach an electronic copy of the document.

If the paperclip icon was clicked, the file loading page loads.

The Employer Representative clicks on the “Browse” button. They are then able to browse to the file on their computer and select it.

After selecting the file, they click the Upload button.

They can click the “View” button to review the document that was uploaded.

They can click the “Delete” button to delete the attachment.

They can click the “Return” button to continue.

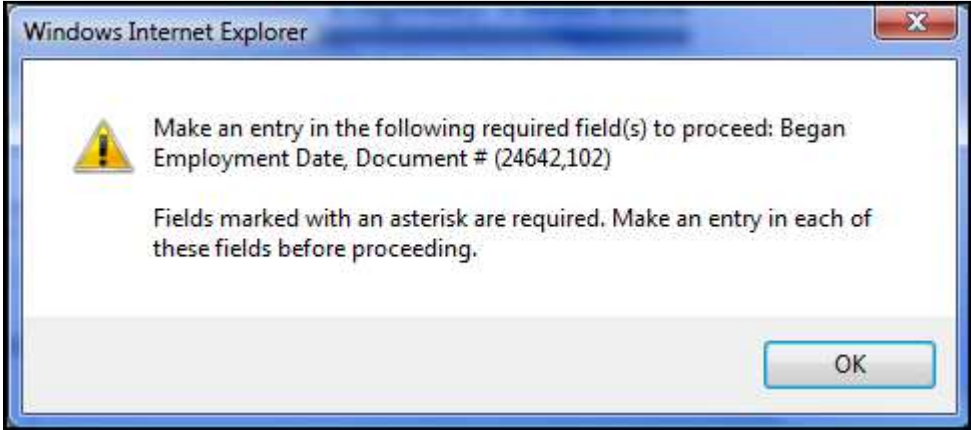
The Employer Representative fills out the Certification section.

#	Field	Required Field?
1	Began Employment Date	Yes
2	Print Name	Yes – Can be configured to system populate
3	Title	Yes – Can be configured to system populate
4	Business Address	Yes – Can use a setup table to system populate
5	Date	Yes – System populates

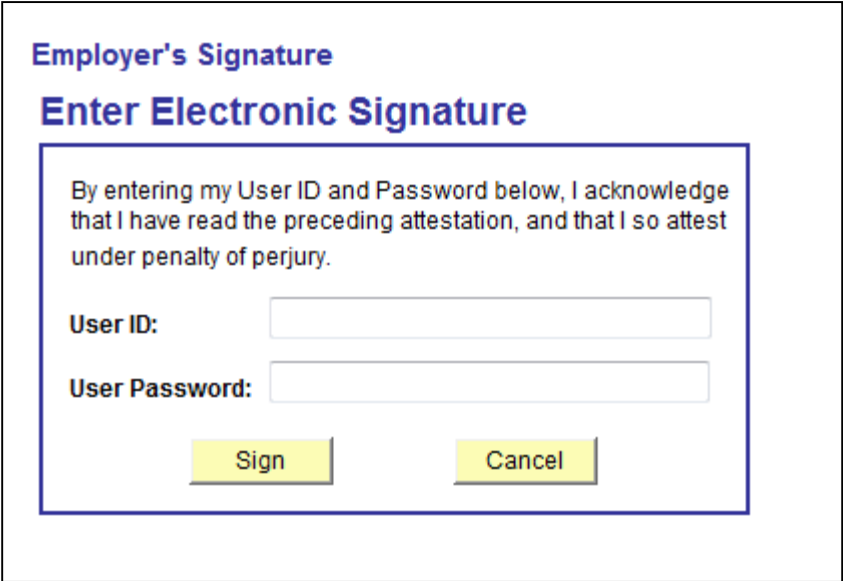
The Employer Representative clicks the “Click to Sign” button.

The system displays a detailed error message if any of the required fields have not been completed. (Example below)

Example error message:



If there are no errors, the Employer’s Signature page loads.



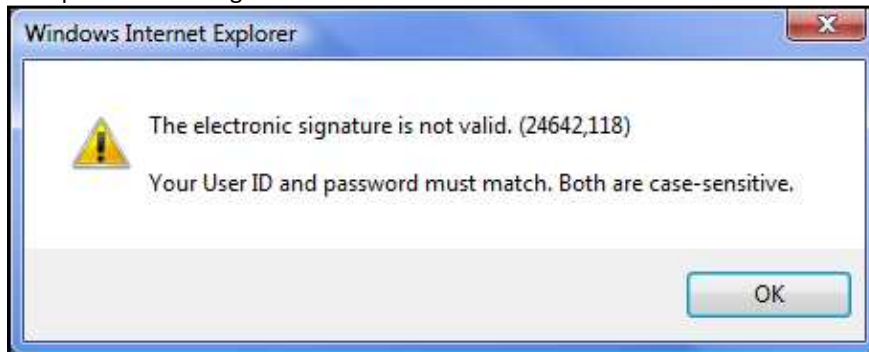
The Employer Representative enters their User ID and User Password, and then clicks on the “Sign” button.

The system will display a detailed error message if any of the following occurs:

- ♦ The User ID is entered incorrectly
- ♦ The User Password is entered incorrectly
- ♦ The Employer Representative’s User ID does not match the User ID that is currently logged in.

(Example below)

Example error message:



Once a valid User ID/Password combination is entered, Section 2 is displayed again. The Employer or Authorized Representative Signature image is now displayed.

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 03/15/2009 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative  Digitally signed by Gideon Taylor, DN: cn=Gideon Taylor, o=University of Florida, ou=Director of Finance, email=gideon.taylor@ufl.edu	Print Name Gideon Taylor	Title Director-Finance
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) University of Florida, Gainesville, Florida	Date (month/day/year) 03/18/2009	Form I-9 (Rev. 02/01/09) 3

<=< PREVIOUS    Next >>

The Employer Representative clicks the “Next” button.

## Finalize Form

The Employer Representative can add additional files to the I-9 on the Finalize Form page. They can also print the signatory receipts (confirmations) that are required, by the DHS, to be given to each person who has signed the I-9.

Authored by  
■ GIDEON TAYLOR

### Create an I-9 Form

**Step 4 of 5: Finalize this Form** ⓘ

The employer representative completes this page. Before submitting this form, a confirmation must be printed. Click the Print Confirmations link, print and distribute the confirmations, agree to the form message and click Submit.

**Personal Info**

Name:	Krantz,Irma	EmplID:	0050	eForm ID:	2802
-------	-------------	---------	------	-----------	------

Upload    View        +    -

Add File Attachment

[Print Signatory Receipts](#)

1 Documents that were attached in a previous step can be viewed by clicking on the “View” button. If additional documents need to be attached, the Employer Representative can click on the “Add File Attachment” button.

2 The Employer Representative clicks on the “Print Signatory Receipts” link.

The Signatory Receipts page loads with instructions at the top of the page which notify the Employer Representative that the page must be printed and the appropriate confirmation(s) must be separated and given to each person who has signed the I-9.

-----[tear here]-----

**Transaction Confirmation**

This is to confirm that as of 03/18/09, Irma Krantz has completed:  
**Section 1. Employee Information and Verification**  
Of an electronic I-9 form for employment at University of Florida, Gainesville, Florida, and has provided the following electronic signature to that effect:

Electronically signed 2009-03-18 03:58:28 by  
**Irma Krantz 1 - eVerify**  
EmpId 0050, User ID GTKRANTZ

-----[tear here]-----

**Transaction Confirmation**

This is to confirm that as of 03/18/09, John Absolute has completed:  
**Preparer and/or Translator Certification**  
Of an electronic I-9 form, assisting Irma Krantz for employment at University of Florida, Gainesville, Florida, and has provided the following electronic signature to that effect:

Electronically signed 2009-03-18 04:37:55 by  
**John Absolute**  
EmpId 0526312, User ID GTABSOLUJ

-----[tear here]-----

**Transaction Confirmation**

This is to confirm that as of 03/18/09, Gideon Taylor has completed:  
**Section 2. Employer Review and Verification**  
Of an electronic I-9 form for employment at University of Florida, Gainesville, Florida, and has provided the following electronic signature to that effect:

Electronically signed 2009-03-18 04:49:49 by  
**Gideon Taylor**  
EmpId KU0007, User ID GTC



-----[tear here]-----

1

① Employer Representative clicks on the “Print” button to print the receipt page.

After printing the receipts, they click the “Return” button.

The “Finalize Form” page loads again.

Form Messages	
Message Text	Description
<input checked="" type="checkbox"/>  Confirmation Printed	I attest that I have printed this page and given the appropriate confirmation to each signatory. I understand a record of this attestation will be stored permanently with this I-9 form. 

**Comments**

**Your Comment:**

This person will be a great asset to our company.

**Comment History:**

<< Previous      Submit

① The Employer Representative clicks the checkbox to certify they have printed the signatory receipts and given them to the signatories. This confirmation will be time stamped and will remain with the I-9.

② They can type a comment if needed. The comment will go into the form’s Comment History and will be visible whenever the form is viewed.

The Employer Representative clicks the “Submit” button.

A submit confirmation page loads.

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

They click the “Yes” button to continue.

The confirmation page loads. A statement confirms the form has been submitted and, if E-Verify is being used, the E-Verify status and case number are displayed.

If the “Print I-9 Form” link is selected, a new window will pop-up and display the standard DHS I-9 form with all of the I-9 data populated. This I-9 can be printed, if needed.

## Create an I-9 Form

Authorized by  
**GIDEON TAYLOR**

---

**Step 4 of 4: Form Finalized** ?

The I-9 has been successfully completed! 🔍

**Personal Info**

<b>Name:</b>	Krantz,Irma	<b>EmpID:</b>	0050	<b>eForm ID:</b>	2780
--------------	-------------	---------------	------	------------------	------

**Form Status**

eForm ID: 2780

**You have just AUTHORIZED this form.**



**Case Number:** 2008353133340SP

**Status:** EMPLOYMENT AUTHORIZED

**Resolution Code:** Resolved Authorized

[Print I-9 Form](#)

[Go To Worklist](#)

[View This Form](#)


[Close This Form](#)

## Complete an I-9 Form


You will use this form, if you answered No to the question “Would you like to continue to Section 2, Employer Review and Verification, of the Form I-9?” when completing Section 1.

*Navigation: Department Self Service > ePAF Home Page*


They click on the “Start a new ePAF” link. The next menu will load.




**Create an I-9 Form**  
Use this form to create an I-9 Form for a new employee. The employee must be present, as you will fill out the form jointly.  
[Create an I-9 Form](#)



**1 Complete an I-9 Form**  
Use this form to complete an I-9 Form for a new employee.  
[Complete an I-9 Form](#)



**Tentative Non-confirmation Form**  
Use this form to update Name and/or reestablish eligibility.  
[Tentative Non-confirmation Form](#)



**Update and/or Reverify I-9 Form**  
Use this form to update Name and/or reestablish eligibility.  
[Update and/or Reverify I-9 Form](#)




**1** They click on the “Complete an I-9 Form” link.


The following page appears:

### Complete an I-9

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>eForm ID:</b>	begins with	<input type="text"/>
<b>Workflow Form Type:</b>	begins with	<input type="text"/>
<b>Workflow Form Status:</b>	=	<input type="text"/>
<b>EmplID:</b>	begins with	<input type="text"/>
<b>Name:</b>	begins with	<input type="text"/>
<b>Original Operator:</b>	begins with	<input type="text"/>
<b>Originated Date From:</b>	>=	<input type="text"/> 
<b>Originated Date Thru:</b>	<=	<input type="text"/> 
<b>Last Date From:</b>	>=	<input type="text"/> 

[Basic Search](#)  [Save Search Criteria](#)

Enter either the eForm ID or the EmplID and click the Search button. The following page appears.

### Proceed?

For regulatory compliance purposes, all accesses to completed I-9 Forms are tracked. If you proceed, a permanent record of your viewing this I-9 will be made. If you do not wish to proceed, please select Close.

**DHS compliance requires that the system track each time someone accesses an electronic I-9 form.** This message will display and a log entry will be created when Proceed is selected.

The close button will close the form and take you back to the home page. Click on the **Proceed** button to continue the form. The following page appears.

Form Data

Instructions

Please read all instructions carefully before completing this form.

[Instructions](#)

[Acceptable Documents](#)

[Handbook for Employers \(M-2\)](#)

OMB No. 1615-0047

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Form  
Eligi

Read instructions carefully before completing this form. The instructions must be available at the time of completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized employees. Employers CANNOT specify which document(s) they will accept from an employee. The requirement that an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section I. Employee Information and Verification.** (To be completed and signed by employee at the time of employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Newhire	Ima		
Address (Street Name and Number)	Apt. #	Date of Birth (month/day/year)	
420 Wakara Way		05/22/1983	
City	State	Zip Code	Social Security #
Salt Lake City	UT Utah	84108	111-22-3333

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instruction)
- A lawful permanent resident
- An alien authorized to work

Employee's Signature

Electronically signed 2009-04-08 05:12:58 by  
**IMA NEWHIRE**  
EmpId: 00811858, User ID: U0811858

D:  
(

Form I-9

<< Search      Next >>

You will see the completed Section 1 which is now all grayed out. Click the Next button. If a Preparer and/or Translator were used, then you will see that information, which will be grayed out as well.

Click the next button to proceed to Section 2, Employer Review and Verification. Follow the steps outlined in pages 29 – 37 to finish this section.

When you are in the Finalize the form section, you will see this page.

## Complete an I-9 Form

### Step 4 of 5: Finalize this Form

The employer representative completes this page. Before submitting this form, a confirmation must be printed. Click on the Signatory Receipts link, print and distribute the confirmations, agree to the form message and click Submit.

#### Personal Info

Name: NEWHIRE, IMA

EmpID: 00111111

eForm ID:

#### File Attachments

Upload


View



Add File Attachment

[Print Signatory Receipts](#)

#### Form Messages

Message Text	Description
<input checked="" type="checkbox"/> Confirmation Printed	
<input type="checkbox"/>  Confirmation Printed	I attest that I have printed the signatory receipts and given the appropriate confirmation to each signatory. I understand a record of this attestation will be stored permanently with this I-9 form.

#### Comments

Your Comment:

<< Previous

Submit

Comment History:

You will notice that the system kept a track of the confirmation that was printed for Section 1.

Click on the **“Print Signatory Receipts”** link to print the electronic signatures page. **DHS regulations for electronic I-9 forms and signatures require that each signer receive a confirmation of their signature.**

This will now contain the signature receipt for Section 2 as well.

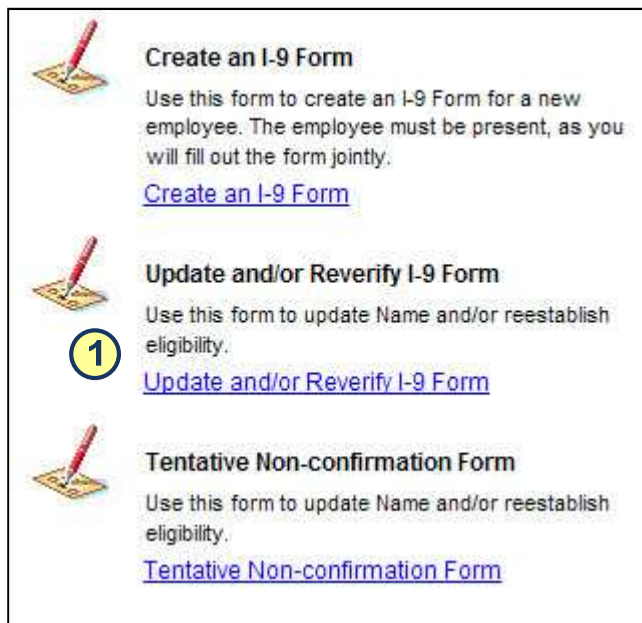
Follow steps outlined in pages 38 – 41 to successfully submit the form.


## Re-Verifying/Updating an I-9


If an employee has an existing I-9 form that needs to be updated or re-verified, the Employer Representative can handle the transaction through GT Paperless I-9.


Navigation: Department Self Service > ePAF Home Page

They click on the “Start a new ePAF” link. The next menu will load.



 **Create an I-9 Form**  
Use this form to create an I-9 Form for a new employee. The employee must be present, as you will fill out the form jointly.  
[Create an I-9 Form](#)

 **Update and/or Reverify I-9 Form**  
Use this form to update Name and/or reestablish eligibility.  
**1** [Update and/or Reverify I-9 Form](#)

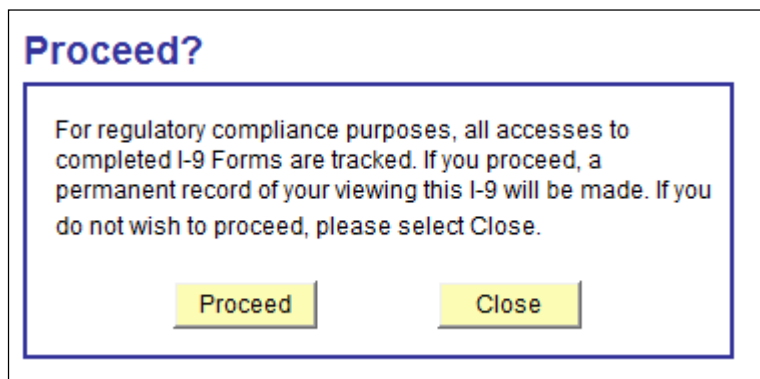
 **Tentative Non-confirmation Form**  
Use this form to update Name and/or reestablish eligibility.  
[Tentative Non-confirmation Form](#)

**1** They click on the “Update and/or Reverify I-9 Form” link.

The Person Search page loads.

The Employer Representative searches for, and selects, the appropriate employee I-9.

DHS regulation requires a permanent record to be created every time an electronic I-9 form is created, *updated*, or viewed. To comply with this, a notification message is displayed and a log entry is created when the “Proceed” button is selected.



**Proceed?**

For regulatory compliance purposes, all accesses to completed I-9 Forms are tracked. If you proceed, a permanent record of your viewing this I-9 will be made. If you do not wish to proceed, please select Close.

The “Proceed” button is clicked in order to continue.

The Employee's original I-9 is displayed and the Employer Representative looks over the data to ensure the correct employee was selected.

After scrolling through the original form, the "Updating and Re-verification" page loads.

**Section 3. Updating and Reverification.** *(To be completed and signed by employer.)*

**1** **A. New Name (if applicable)**  **B. Date of Hire (month/day/year) (if applicable)**

**C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.**

**Document Title:**  **Document #:**  **Expiration Date (if any):**

**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*  **Date (month/day/year)** 04/28/2009

Form I-9 (Rev. 02/02/09) N

**1** The Employer Representative populates the necessary fields, depending on what is needed.

After updates are made, they click the "Click to Sign" button.

**Employer Rep's Signature**

**Enter Electronic Signature**

By entering my User ID and Password below, I acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury.

**User ID:**

**User Password:**

As before, the Employer Representative enters their User ID and User Password, and then clicks the "Sign" button.

The Update/Reverification page loads again. Now the “Employer or Authorized Representative” signature image appears. The date field has been populated by the system.

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title:	Document #:	Expiration Date (if any):
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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

<small>Electronically signed 2008-09-10 12:20:18 by</small> <b>Gideon Taylor</b> <small>EmpId KU0007, User ID GTC</small>	Date (month/day/year) 09/10/2008
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The Employer Representative clicks the “Next” button.

As before, they can now view/upload files as well as print the signatory receipts. The signatory receipt print confirmation must be acknowledged before the form can be submitted.

Comments can also be viewed/added.

**Update and Reverify an I-9 Form**

Step 4 of 5: Update this Form

The employer representative completed this page. Before submitting this form, a confirmation must be printed. Click the Print Confirmations link, print and distribute the confirmations, agree to the form message and click Resubmit.

**Personal Info**

Name: Krantz, Irma      EmpID: 0000018

Alien Registration Receipt Card (I-551)

**Print Signatory Receipts**

**Form Messages**

Message Text  
Confirmation Printed

**Comments**

Your Comment:

The Employer Representative clicks the “Submit” button.

The Form Updated page will open and confirm that the I-9 was successfully updated.

## Viewing an I-9 Form

I-9 forms can be viewed by authorized users. DHS requires that the system permanently logs any “views”.

*Navigation: Department Self Service > ePAF Home Page*

The user clicks on the “View an ePAF” link.

On the ePAF search page, the user enters the form ID or employee information in order to search for the ePAF. If there are multiple results, the user chooses the correct ePAF from the results list.

The tracking notification is displayed to the User.

**Proceed?**

For regulatory compliance purposes, all accesses to completed I-9 Forms are tracked. If you proceed, a permanent record of your viewing this I-9 will be made. If you do not wish to proceed, please select Close.

Proceed Close

The User clicks on the “Proceed” button to continue.

The I-9 form loads and the User can view the next page by clicking the “Next” button at the bottom of the page.

On the last page of the form, the User clicks “Next” to view the Log History.

eForm ID:	Workflow Form Status:	Authorized
437		
Workflow Form Type: I9		
<b>1</b> Original Operator: GTPRONOUT Todd V Pronoun Original DateTime: 09/08/2008 2:08:19PM		
<b>2</b> Last Operator: GTC Gideon Taylor Last By Alternate Operator: Last DateTime: 09/10/2008 5:16:06PM		
Next Approving RoleUser:		
Next Approving RoleName:		<a href="#">Who can work this form?</a>

The eForm ID, Form Type, and Form Status are all displayed at the top of the form.

**1** Information about the Original Operator (person who initiated the form) and the Date/Time of the original form are listed here.

2 The Last Operator section lists information about the last time the form was accessed.

To comply with DHS regulations, a log of all action on this form (including submitting, updating, and viewing) are listed in the Transaction Log on this page.

Transaction Log								
Log Instance	Current Date/Time	Role Name	User ID	User Description	Form Action	For Role Name	Alternate User ID	Workflow Form Status
1	09/08/2008 2:05:41PM	Employee	GTJARGONP	Paula O Jargon	Sign			Signed
2	09/08/2008 2:07:34PM	Employer Rep	GTPRONOUT	Todd V Pronoun	Sign			Signed
3	09/08/2008 2:08:10PM	GT Test User	GTPRONOUT	Todd V Pronoun	Submit			Pending
4	09/10/2008 5:07:18PM	GT eForms Administrator	GTC	Gideon Taylor	View			Pending
5	09/10/2008 5:15:40PM	Employer Rep	GTC	Gideon Taylor	Sign			Signed
6	09/10/2008 5:19:06PM	GT Security Supervisor	GTC	Gideon Taylor	Authorize			Authorized
7	09/10/2008 5:21:28PM	GT eForms Administrator	GTC	Gideon Taylor	View			Authorized
8	09/11/2008 8:44:40AM	GT eForms Administrator	GTC	Gideon Taylor	View			Authorized

Form Messages

<< Previous      Next >>

# Strengths of the Solution

The GT Paperless I-9 solution occupies a unique position in the I-9 automation landscape. As a bolt-on application, the solution has all the advantages of living within PeopleSoft without actually being PeopleSoft, meaning that clients can manage the solution without impacting future upgrades. The one-time cost to implement compares favorably with cost-per-transaction solutions.

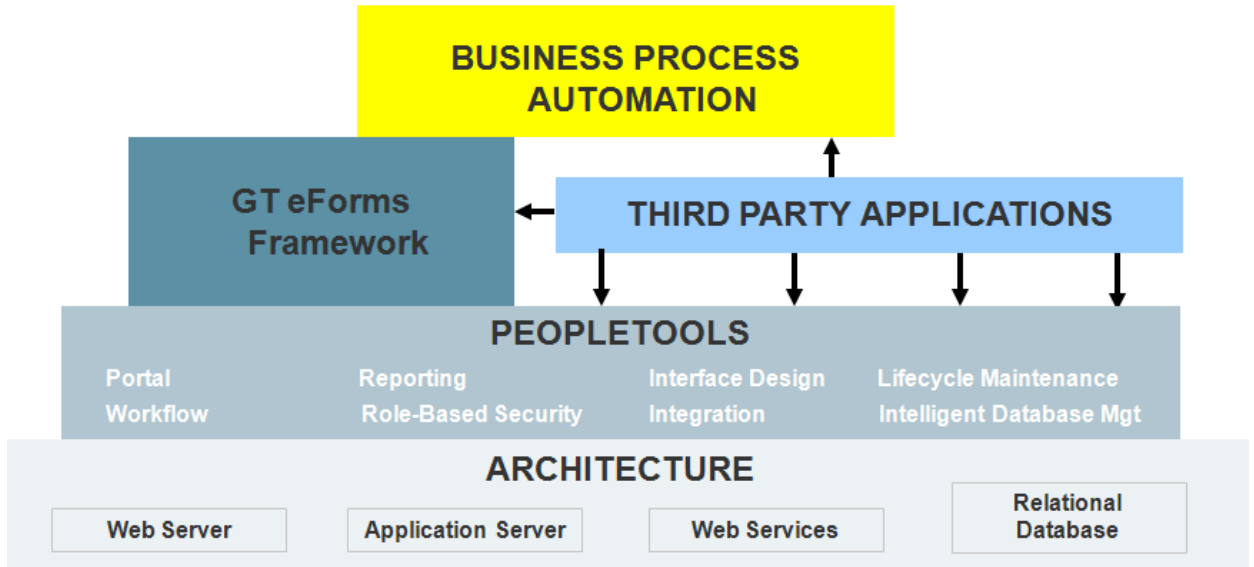
## Advantages of a Native PeopleSoft Solution

There are a surprising number of advantages that spring from being a native PeopleSoft application.

- **No additional hardware is required.** The solution will use the same database, application, file and web servers already in place. (Attachments may be stored on a separate storage device if desired.)
- **The existing security architecture can be leveraged.** We use the same user IDs and passwords as PeopleSoft, reducing management overhead, duplication and synchronization issues.
- **Local access to Person data.** The GT Paperless I-9 can read Person data directly to pre-populate the I-9 with information that has already been validated, reducing both data entry time and mismatch errors.
- **Native access to edit code.** In addition to native data access, even the native validation code for that data can be easily accessed.
- **Native access to valid values.** Without external data interfaces, our solution can read the most current employee, user, business unit and other values, reducing errors and streamlining entry.
- **Integration with delivered Workflow.** If the client implements workflow routings for the I-9, those routings will display on the same delivered PeopleSoft Worklist as other implemented workflow routings.
- **Users manage I-9s in a familiar environment.** As a native PeopleSoft application the GT Paperless I-9 is easy for existing PeopleSoft users to master.
- **Technical resources can leverage their existing skill sets.** Any maintenance required or customizations desired are easier because the client's technical team already knows PeopleTools.
- **Integrated reporting, auditing and process management.** Because the I-9s are stored in the same database as the HR data, analysts or auditors can easily query for missing I-9s, drill down to I-9 data from Person and Job data, and include I-9 and HR data on the same reports. I-9 processes are also easily integrated into other HR business processes – for example, an automated Hire process could check I-9 status.

## Overview of Product Features

The paperless I-9 was built using the GT eForms development framework. GT eForms is an eForm development framework that allows any paper process to be turned into a PeopleSoft-based, workflow-enabled electronic form.



## Platform Support

GT eForms supports versions of PeopleTools from version 8.22 to 8.49 and HRMS versions from 8.3 to 9.0.

Examples of our current client Product and PeopleTools versions that we support

Customer	Functional Product/Version	PT Version	RDBMS
Wakefern	HRMS 8.3	8.22	DB 2
BYU	HCM 8.8	8.49	Oracle 10g
UF	HCM 8.8	8.48	DB 2
UA	Financials 8.9 / HRMS 8.3	8.49 / 8.22	Oracle 9i
UCF	HCM 8.9	8.46	Oracle 9i
UH	HCM 8.9	8.49	Oracle 10g

UU	HCM 8.9	8.49	Oracle 10g
OUHSC	HCM 9.0	8.49	Oracle 10g
OU-Norman	HCM 9.0	8.49	Oracle 10g

## Seamless E-Verify Integration

The challenge for GT was to make the I-9 verification process one seamless business process for the user. We have met this challenge with our E-Verify integration solution. The GT process begins with the paperless I-9 that enforces compliance of the governing regulations. Then the E-Verify integration extracts the required data, formats it to CPS standards, and submits the transaction using the CPS subsystem, ensuring that the transaction is quickly and accurately processed with the E-Verify response available in one easy to access log.

## Built on the Power of GT eForms

- **GT eForms is a bolt-on electronic forms toolset that can be installed on any current PeopleTools-based application using delivered installation scripts and the Install Guide.**
- **GT eForms is an eForm development framework that allows *any paper process* to be turned into a PeopleSoft-based, workflow-enabled electronic form.**
- **GT eForms provides users with the overall architecture and guidance to create and use forms that expedite and improve business processes.**
- **GT eForms enhances form-based processes with “smart” automation capabilities:**
  - Built-in security
  - Interface shows different fields and pages based on different business conditions
  - Self-checking for errors
  - Robust, automatic approval routing
  - Automated entry into PeopleSoft
  - Automatic storage and instant retrieval
- **Navigation and presentation information is stored in setup tables that can be managed by functional users / business analysts with little or no developer intervention.**

## Implementation Strategy

Organizations have flexible options for implementing the GT paperless I-9. Since access to the form is driven by PeopleSoft security, each organization can choose to implement strategy that is right for their organization.

Options for Implementation include:

- **Pilot group – select a group of users to pilot the I-9 process. This allows the organization to refine the business process before rolling it out to the next group of users. The pilot group can be a department, a group of departments, select users within a department or any other grouping of users that can be defined. This concept reduces the number of users that need to be trained and supported during each roll out.**
- **Entire Organization – The GT paperless I-9 can be implemented for the entire organization at one time. This approach means that as of a specific date, all I-9 documentation is in one format. It allows a focused training period that includes all users and a reduced timeframe for “go-live” production support.**

GT consultants will work with your organization to assist you in identifying an implementation strategy that will be the best solution for your organization.

## Conclusion

The GT Paperless I-9 provides clients the opportunity to streamline, standardize and automate the historically cumbersome I-9 business process, while maintaining in-house oversight and compliance control. The solution achieves its design goals of compliance, comfort, ease of use and flexibility, giving clients a solution they can trust and benefits they can count on.

GT's current fixed-price implementation offering forms a very competitive alternative to high-priced, long-term outsourcing options, and brings expert GT implementers onsite to make sure the solution integrates successfully into the business of your enterprise.

The GT Paperless I-9 strongly advances Gideon Taylor's goal of bringing innovation and efficiency to the enterprise.

# Appendix A: Federal Regulations

An electronic copy of the Code of Federal Regulations is provided by the National Archives and Records Administration. The url for the e-CFR is <http://www.gpoaccess.gov/ecfr>. Title 8 of the CFR defines the regulations regarding Aliens and Nationality. Excerpts from the code regarding electronic I-9s are provided in the table below. The third column shows the features provided or facilitated by the GT Paperless I-9. Rows with asterisk (\*) indicate regulations where the customer must provide additional systems or policies and procedures to maintain compliance.

C.F.R. Title 8: Aliens and Nationality	eReg Description	GT Paperless I-9	Compliance Method / Client Action Required (in bold)
<b>Form-Related Regs</b>			
I-9 Instructions pg 2	Instructions must be available to all employees completing form.	Yes	Links are available within the application to the PDF version of the Instructions from DHS.
8 C.F.R. § 274.a.2	Electronic form must be legible	Yes	The GT Paperless I-9 view is an HTML version of the DHS form. Additionally, the printed version of the I-9 is the PDF provided by DHS. All writing is legible and easy to read.
8 C.F.R. § 274.a.2	No change to the name, content or sequence of the data elements and instructions	Yes	The GT Paperless I-9 maintains the integrity of the form and instructions by using the exact language published by DHS.
8 C.F.R. § 274.a.2	No additional data elements or language are inserted	Yes	The GT Paperless I-9 maintains the integrity of the form and instructions by using the exact language published by DHS. Web headings and navigation are clearly separated from the form sections.
<b>Retention and Integrity</b>			
8 C.F.R. § 274.b.2(i)(A)	Employer must retain completed form for 3 yrs from hire or 1 yr from termination, whichever is later.	Yes*	Since the GT Paperless I-9 form is stored in electronic format in a relational database, all information is consolidated in one area and in electronic format. It is not necessary to search the organization to find all copies of I-9 and supporting documents. Dates are stored in the environment and are easily searchable. <b>If the client wishes, they can implement a process to archive or remove eligible forms.</b>

C.F.R. Title 8: Aliens and Nationality	eReg Description	GT Paperless I-9	Compliance Method / Client Action Required (in bold)
8 C.F.R. § 274.e.1(i)	Reasonable controls to ensure the integrity, accuracy and reliability of the electronic generation or storage system.	Yes*	The GT Paperless I-9 data is stored in the PeopleSoft HCM application environment. The application can accurately and reliably generate the electronic forms. <b>Clients should have reasonably appropriate database maintenance and backup procedures in place.</b>
8 C.F.R. § 274.e.1(ii)	Reasonable controls to prevent and detect the unauthorized or accidental creation of, addition to, alteration of, deletion of, or deterioration of an electronically completed or stored I-9, including electronic signature if used.	Yes*	The GT Paperless I-9 keeps user and authorization level audit records of all creation, addition, alteration, deletion activity. <b>Deterioration of the data is prevented by Client's reasonably appropriate database maintenance and backup procedures. Client is also responsible to maintain appropriate security protocols to protect user IDs and passwords.</b>
8 C.F.R. § 274.e.1(iii)	An inspection and QA program evidenced by regular evaluations of the electronic generation or storage system, including periodic checks of the electronically stored I-9.	Yes*	The GT Paperless I-9 solution allows easy access to all information that is stored in the environment. <b>The client must, however, schedule periodic evaluations and review the data in the system.</b>
8 C.F.R. § 274.e.1(iv)	A retrieval system that includes an indexing system that permits searches by any data element	Yes	The GT Paperless I-9 solution's fields are stored in the relational database environment. Searching and retrieval can be easily performed for any data element.
8 C.F.R. § 274.e.4	Multiple storage environments allowed as long as they meet regulations.	Yes	The GT Paperless I-9 allows external storage environments for attachments etc.
8 C.F.R. § 274.e.6	Indexing system is a system that permits the identification and retrieval for viewing or reproducing of relevant books or records maintained in an electronic storage system. Basically, it needs to be functionally comparable to a reasonable hardcopy filing system.	Yes	The GT Paperless I-9 solution's fields are stored in the relational database environment. Searching and retrieval can be easily performed for any data element.
8 C.F.R. § 274.e.7	Reasonable data compression or formatting technologies as part of the electronic storage system are permitted.	Yes	The GT Paperless I-9, as integrated with PeopleSoft HCM, stores its data in industry-standard relational database formats.

C.F.R. Title 8: Aliens and Nationality	eReg Description	GT Paperless I-9	Compliance Method / Client Action Required (in bold)
8 C.F.R. § 274.g.1(i), 8 C.F.R. § 274.g.1(ii), 8 C.F.R. § 274.g.1(iii), 8 C.F.R. § 274.g.1(iv)	Must have a security program/process that ensures that only authorized personnel have access to the records, provides for backup and recovery of records to protect against loss, ensures employees are trained to minimize the risk of accidental/unauthorized alteration or deletion, and there is an audit of creates, accesses, views, updates and correction that establishes the date of access, the identity of the individual and the action taken.	Yes*	<p>PeopleSoft has security structures built in that limit access to authorized personnel that will meet this requirement. GT Paperless I-9 uses this security natively, and delivers security roles for use in limiting access.</p> <p><b>Client is responsible for training its personnel. Client should have reasonably appropriate database maintenance and backup procedures in place.</b></p> <p>The GT Paperless I-9 keeps user and authorization level audit records of all creation, access, view, addition, alteration, deletion activity.</p>
<b>Printing</b>			
8 C.F.R. § 274.e.1(v)	Ability to reproduce legible and readable hardcopies.	Yes	The GT Paperless I-9 uses XML Publisher to print the Fields on the DHS I-9 PDF form.
8 C.F.R. § 274.e.2	All documents reproduced by the electronic retention system must exhibit a high degree of legibility and readability when displayed on a video display terminal or when printed on paper etc.	Yes	The readability on the screen is designed to allow familiarity with the I-9 format and read easily. The DHS I-9 PDF file is used for printing to maintain legibility and familiarity.
8 C.F.R. § 274.e.8(iii)	Provide electronic summary files, such as a spreadsheet, containing all of the information fields on all stored I-9s if available.	Yes	All data is stored in the relational database and reports can be created in PeopleSoft or the database that lists the data.
<b>Electronic Signature</b>			
8 C.F.R. § 274.b.1(i)(A)	Employee electronic signature	Yes	GT Paperless I-9 features electronic signatures for the employee.
8 C.F.R. § 274.b.1(ii)(B)	Employer electronic signature	Yes	GT Paperless I-9 features electronic signatures for the employer.
8 C.F.R. § 274.h.1	Electronic signature must include a method to acknowledge that the attestation to be signed has been read by the signatory.	Yes	The employee must complete the GT Paperless I-9 on the screen. Signing the document cannot occur until the fields are completed, including the attestation that the form was read.

C.F.R. Title 8: Aliens and Nationality	eReg Description	GT Paperless I-9	Compliance Method / Client Action Required (in bold)
8 C.F.R. § 274.h.1	The electronic signature must be attached to, or logically associated with the electronic I-9	Yes	The GT Paperless I-9 stores the unique key for the I-9 document with each electronic signature, logically associating the signature with the I-9.
8 C.F.R. § 274.h.1(i)	The system must affix the electronic signature at the time of the transaction	Yes	The GT Paperless I-9 attaches the signature to the electronic I-9 as soon as the Userid and Password is entered successfully.
8 C.F.R. § 274.h.1(ii)	The system must create and preserve a record verifying the identity of the person producing the signature.	Yes*	The GT Paperless I-9 stores the userid and authorization information with the signature. <b>The client should store information about the user with the userid, if additional information is desired for identity purposes.</b>
8 C.F.R. § 274.h.1(iii)	Provide a printed confirmation of the transaction at the time of the transaction to the person providing the signature.	Yes	The GT Paperless I-9 provides a unique Signatory Receipt that is printed at the completion of the I-9. There is a receipt for each person signing the I-9, including a Preparer/Translator if used. The employer representative must affirm that they printed and delivered the receipts.
8 C.F.R. § 274.i	The employer must attest to the required information in the I-9. The system should include a method to acknowledge that the attestation to be signed has been read by the signatory.	Yes	The employer must complete the GT Paperless I-9 on the screen. Signing the document cannot occur until the fields are completed. By logging their electronic signature they attest to the fact that they have read the document.
<b>US Agency Inspection</b>			
8 C.F.R. § 274.b.2(ii)	At inspection, the electronic form or a paper copy of the electronic form must be made available at the location where the request for production was made or another location if the inspector is notified and arrangements are made. A printed electronic image of the Form I-9 in lieu of the original or electronic form may also be presented.	Yes*	The GT Paperless I-9 allows for both electronic review and printing of the I-9 document with all supporting data including electronic signature information. <b>The client must work with any inspector to provide electronic access or printed copies at an appropriate location.</b>
8 C.F.R. § 274.e.3	Access by an Agency of the United States cannot be limited in whole or part by any agreement with regard to storage or electronic generation.	Yes	Gideon Taylor does not require any agreement that would limit the client's ability to print information or grant electronic access to anyone of their choice.

C.F.R. Title 8: Aliens and Nationality	eReg Description	GT Paperless I-9	Compliance Method / Client Action Required (in bold)
8 C.F.R. § 274.e.8(i)	Retrieve and reproduce (including printed copies) the I-9s in the system and supporting documentation specifically requested by an agency of the United States and any audit trail.	Yes	The GT Paperless I-9 allows for both electronic review and printing of the I-9 document with all supporting data including electronic signature information, including audit trail data.
8 C.F.R. § 274.e.8(ii)	Provide the requesting agency of the United States the resources (i.e. hardware, software, documentation) required to locate, retrieve, read and reproduce the electronically stored I-9s.	Yes	The documentation provided at the completion of the GT Paperless I-9 integration will direct anyone on how to use the application to locate, retrieve, read and reproduce I-9s from the environment. <b>The client is responsible for providing appropriate security access to agency resources.</b>
<b>Documentation</b>			
8 C.F.R. § 274.e.5(i)	Descriptions of electronic generation and storage system including procedures relating to its use.	Yes*	The documentation provided with the GT Paperless I-9 integration provides specific descriptions, and direction in the use of the system. <b>The client may need to document client-specific procedures.</b>
8 C.F.R. § 274.e.5(ii)	Descriptions of the indexing system.	Yes	The project meta-data provided with the GT Paperless I-9 documents the indexing system of the database tables in which the I-9 data is stored.
8 C.F.R. § 274.f.1(i), 8 C.F.R. § 274.f.1(ii), 8 C.F.R. § 274.f.1(iii)	Must maintain and make available upon request documentation of the business process that (a) create the I-9; (b) modify or maintain the I-9s, and (c) establish the authenticity and integrity of the I-9, such as audit trails.	Yes*	The documentation provided with the GT Paperless I-9 integration provides specific descriptions, and direction in the use of the system. <b>The client may need to document client-specific procedures.</b>