I-9 Anywhere

Situation
More and more companies are moving towards a dispersed workforce for various reasons: providing greater work-life balance, expanding hiring search for talent, placing employees with business partners, and/or centralizing HR functions leaving locations without onsite HR management. This creates a unique challenge for employers as they manage their Form I-9 process to comply with the I-9 requirements around these dispersed employees. Employers often do not have the time or resources necessary to send a hiring manager to the remote employee or fly the employee to a company facility to complete the Form I-9. Too often, employers instead rely on their “good faith” efforts and hope to avoid any penalties in the event of a government audit.

Several requirements make Form I-9 completion difficult for a remote employee such as:
- The person completing and signing Section 2 of Form I-9 must be physically present with the employee to review the employee’s original documents
- While the employer may designate an agent to complete and sign Section 2 of Form I-9, the employer retains liability
- E-Verify® employers must retain copies of employee documents subject to E-Verify photo matching

Although many employers have implemented creative solutions to this problem such as video conferencing and bar-coded faxed forms, any solution aside from a face-to-face interaction between the remote employee and the employer or an authorized agent leaves the employer at risk.

Our Solution: I-9 Anywhere
To help organizations onboard remote employees with confidence, I-9 Anywhere provides flexible Section 2 completion options for a comprehensive remote I-9 solution.

Name your own Section 2 completer:
To streamline the I-9 management process and help organizations onboard dispersed employees, Equifax delivers I-9 Anywhere to provide employers the ability to leverage our electronic I-9 Management system to name a Section 2 Completer to serve as the authorized agent. This provides employers with an efficient and effective option to complete Section 2 of Form I-9 regardless of a new hire’s location.

The ‘name your own Section 2 completer’ optional feature enables new hires to electronically complete Form I-9 Section 1 and then securely facilitate the remote completion of Form I-9 Section 2 with a trusted, employer-authorized agent. Employers provide the authorized agent with Section 2 user access that limits functionality only to the workflow essential for completing Section 2 and securely links the authorized agent to the appropriate employee through the use of a unique receipt code. Section 2 completion is accessible from mobile devices such as tablets and phones (in addition to traditional desktop computers), allowing new employees a more convenient option for meeting trusted completers and completing Section 2 within three business days of hire.

A mobile app helps employers meet the I-9 processing requirements and makes it easier for new hires to complete the onboarding process by enabling secure capture of document images, providing for configurable retention of employee-presented documents without the need to access hard-wired scanners. These images write directly to Equifax Workforce Solutions servers and do not stop on the completer’s device, providing greater protection of employee’s personally identifiable information (PII). The completed electronic Form I-9 is then securely stored and accessible with the employer’s other electronic Forms I-9 and, if necessary, automatically submitted to E-Verify.
Employees benefit by accessing conveniently located, trusted Section 2 completers, while helping employers comply with stringent Form I-9 requirements in a timely, secure, and cost efficient manner.

Access to a Section 2 completer network:
Equifax also offers optional access to a network of specialists stationed over hundreds of centers throughout the U.S. Dispersed employees can complete Section 1 of Form I-9 electronically and then visit the nearest center to have Section 2 completed.

Once employees have completed Section 1 they can use an online scheduling website to make an appointment at the nearest center to complete Section 2 of their Form I-9. The specialist reviews the employee’s required documentation and electronically completes and signs Section 2 of the form. The completed electronic Form I-9 is then securely stored and accessible with the employer’s other electronic Forms I-9 and, if necessary, automatically submitted to E-Verify.

Employers benefit by taking advantage of the network of trained specialists to comply with the strict Form I-9 requirements while providing a secure, convenient, and cost efficient option to manage Section 2 completion for employees regardless of their location.

Value
I-9 Anywhere provides flexible solutions that remove the hassle and uncertainty of hiring a dispersed workforce, allowing employers to focus on ensuring new employees have a positive experience, helping them be productive from day one. Employers can select from a combination of services to best meet their needs.

Only Equifax offers these capabilities for gathering complete information and documentation for employees regardless of their location.

- Enables employers to promptly connect newly hired remote employees to employer-appointed Section 2 completers or the Equifax nationwide network of specialists in their geographic location
- Securely links a completed Form I-9 Section 1 to the associated new hire
- User role access limits authorized representatives to only the workflow essential for completing Form I-9 Section 2 for the specified employee(s)
- New hire email notifications provide instructions for Section 1 and Section 2 completion and are configurable to employer specific content
- Ability for new hires to email the receipt code upon completion of Section 1 to ensure easy access to the information needed for Section 2 completion
- Section 2 completion is accessible from mobile devices such as tablets and phones (in addition to traditional desktop computers). Intuitive, wizard approach guides authorized representatives through Section 2 completion to help manage Form I-9 compliance
- Mobile app enables secure capture of document images to write directly to Equifax servers without stopping on the completer’s device, providing greater protection of employee data
- If applicable, completed I-9 is automatically submitted to E-Verify
- Complete reporting to help manage compliance, with an audit trail that includes; history, date, and time in which authorized agents completed Section 2

About Equifax I-9 Management
Designed to help employers reduce liability and unnecessary paper, the Equifax I-9 Management solution with optional E-Verify integration generates and maintains forms electronically, complete with electronic signatures. Additional features allow employers to monitor I-9 status, provide reverification notices, generate reports, measure compliance and help respond to audits. Web access with unique logins delivers a high level of security and enhances control of the I-9 process. Conversion of historical paper I-9s to an electronic format can provide additional benefits with comprehensive compliance reporting. Integration with The Work Number® (the Equifax Employment Verifications service) identifies missing I-9s, and removes old I-9s for terminated employees once data retention requirements are satisfied.


CONTACT US TODAY

For more information:
moreinfo@equifax.com
800-888-8277
www.equifaxworkforce.com

Equifax and EFX are registered trademarks of Equifax, Inc. E-Verify® is a registered trademark of the Department of Homeland Security. © 2015 Equifax Workforce Solutions, a/k/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved. EFX-WS-0129-08/06/2015