Processing I-9

To process I-9s, login to UKG Ready (this hyperlink is for Admin only, do not share with employee).

You can process I9s through reviewing employee checklist.

or

On your Home Dashboard, navigate to the I9s Widget then click on the ellipsis "..." for the specific employee > View Form I9



Review page 1 and 2 (if employee used preparer or translator). If there are mistakes and need corrections, click on "Reject I9" button. This will allow employee to correct their mistakes and resubmit. You will need to notify employee manually as this action do not send email notification to employee.

Form I9		0	Dow	nload PDF	Reject I9	Save And Ve	switch	To External Verify			
)*		20	Status: Empl	oyee Completed		5					
((7	Section 2. Employer or Authorized Representative Review and Verification (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.") Last Name (Family Name) First Name (Given Name) N.L. Citizenship/Immigration Status										
E	Employee Info from Section 1 Tan			0	Gary	0	- 1	0			
	Identity and En	List A	ent Authorization	OR	List B Identity	AND	List C Employment Au	thorization			
	Document Title			Document Title		Docum	ent Title				
G	U.S. Passport		~	①N/A	~	①N/A		×			
	Issuing Authority			Issuing Authority		Issuing	Authority				
G	U.S. Department O	f State		()N/A		(i)N/A					
	Document Number	8		Document Numb	er	Docum	ent Number				
G	0123456789			①N/A		①N/A					
	Expiration Date (if	any) (m	m/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expirat	on Date (if any) (mm/dd/)	(УУУ)			

If all is good, complete Section 2 on page 3 after reviewing pages 1 and 2 (if employee used preparer or translator). Click on "Save And Verify" button to sign the document.

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ld	entity and En	List A	ent Authorization	OR n	List B Identity	AND	List C Employment Aut	horization
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(i) 123	456789			①N/A		①N/A		
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Type you name to sign and enter the employee start date

Verify I9 Acknowledgement X								
() Please type your full name to confirm: Gary Tan								
Full Employee Name *								
Gary Tan								
Please read all information below. Populating required fields and clicking 'I Agree' button below will mark this form as verified and will prevent any further changes.								
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):								
Date Started *								
03/21/2023								
and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)								
Cancel								

Complete E-Verify and download a copy of the summary. To upload the e-Very summary to UKG, click on the paperclip link.

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\$ (/ n o	Section 2. Employer of I Employers or their authorized reprinust physically examine one docurs of Acceptable Documents.")	Authorize esentative must nent from List	d Representations and the stand stands and the stand of the stands and the stands of the stands of the stands and the stands of the stands of the stands of the stands of the stands and the stands of the stands and the stands of the stands o	ve Review and Section 2 within 3 bu of one document from	I Verification siness days of the n List B and one do	employee's first day of employment. ocument from List C as listed on the *	You 'Lists
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Support	ing Documents			×			
(i) A m	aximum of 5 files are allowed	to be selecte	ed per upload.				
⊥ Upload	Document						
Choose	No file chosen						
				ose			

Supporting Documents	×
File 1	Document Type E-Verify Document
	Close

You have successfully processed the I9. **DO NOT** click on "Mark E-Verify Completed" button. Leave this action to the New Hire Team.

NOTE: Date field do not require N/A