

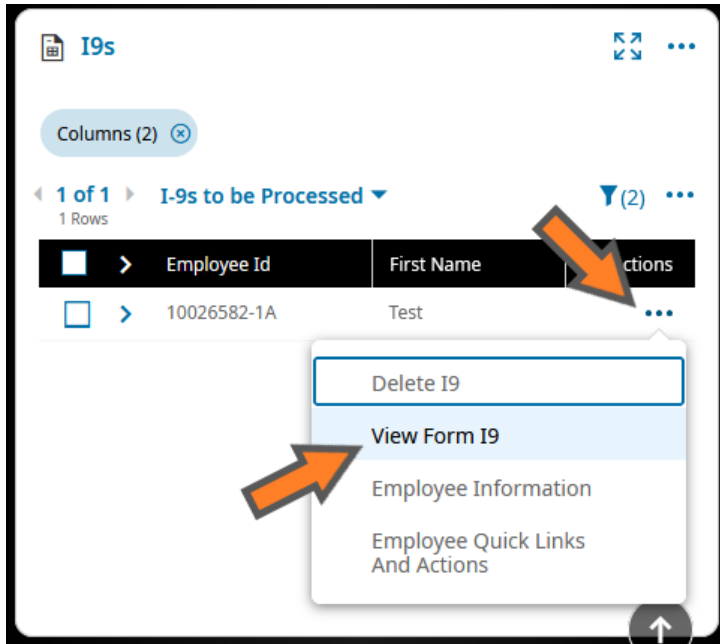
## Processing I-9

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

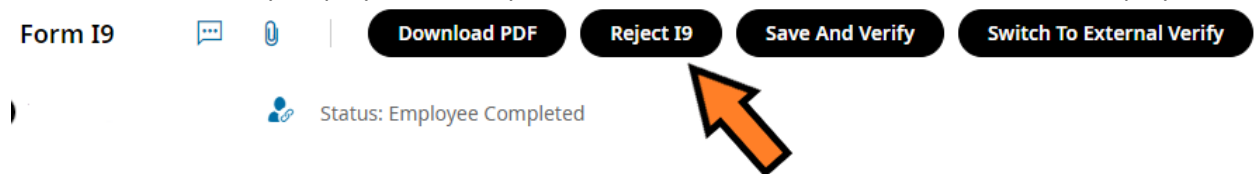
You can process I9s through reviewing employee checklist.

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.



**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.")

Employee Info from Section 1	Last Name (Family Name) Tan	First Name (Given Name) Gary	M.I. -	Citizenship/Immigration Status 1
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Identity and Employment Authorization (List A) OR Identity (List B) AND Employment Authorization (List C)

Document Title	Document Title	Document Title
U.S. Passport	N/A	N/A
Issuing Authority U.S. Department Of State	Issuing Authority N/A	Issuing Authority N/A
Document Number 123456789	Document Number N/A	Document Number N/A
Expiration Date (if any) (mm/dd/yyyy) 03/02/2026	Expiration Date (if any) (mm/dd/yyyy) N/A	Expiration Date (if any) (mm/dd/yyyy) N/A

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.

Form I9 | | | **Download PDF** | **Reject I9** | **Save And Verify** | **Switch To External Verify**

Status: Employee Completed

### 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.")*

Employee Info from Section 1	Last Name (Family Name) Tan	First Name (Given Name) Gary	M.I. -	Citizenship/Immigration Status 1
------------------------------	--------------------------------	---------------------------------	-----------	-------------------------------------

Identity and Employment Authorization (List A) OR Identity (List B) AND Employment Authorization (List C)

Document Title	Document Title	Document Title
U.S. Passport	N/A	N/A
Issuing Authority U.S. Department Of State	Issuing Authority N/A	Issuing Authority N/A
Document Number 123456789	Document Number N/A	Document Number N/A
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)

Type you name to sign and enter the employee start date

### Verify I9 Acknowledgement

Please type your full name to confirm: Gary Tan

Full Employee Name \*

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 \*

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** | **I Agree**

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

Form I9   | [Download PDF](#) [Reject I9](#) [Save And Verify](#) [Switch To External Verify](#)



Status: Employee Completed

Section 2. Employer or Authorized Representative Review and Verification				
<i>(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.")</i>				
Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
Tan	Gary	-	1	
List A Identity and Employment Authorization		OR	List B Identity	AND List C Employment Authorization
Document Title U.S. Passport	Issuing Authority U.S. Department Of State	Document Title N/A	Issuing Authority N/A	Document Title N/A
Document Number 123456789	Expiration Date (if any) (mm/dd/yyyy)	Document Number N/A	Expiration Date (if any) (mm/dd/yyyy)	Document Number N/A

### Supporting Documents

A maximum of 5 files are allowed to be selected per upload.

Upload Document

Choose No file chosen

Close

### Supporting Documents

File 1

BlankDocument.Pdf

Display Name: BlankDocument.pdf Document Type: E-Verify Document

Upload

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