

Form I-9 Section 2 Approval

Form I-9 has two sections: Section 1 is filled out by the employee, and Section 2 is filled out by the employer. Once the employee has completed section 1, an email will be sent to the I-9 approver notifying them Form I-9 has been completed by the new hire and section 2 is ready to complete. *NOTE: We recommend that Section 2 be completed once all other onboarding paperwork is finished and submitted.*

1. Click on the PeopleHub link noted in the email to complete section 2.

Action required! In order to complete onboarding for your new hire, additional action is required. Please complete Section II of Form I-9 for Joe Sample at Tandem Demo PEO. The I-9 form is extremely time sensitive, as there are specific regulations regarding the timing of when information must be completed. As such, please complete the verification of this form immediately.

Follow these steps to complete I-9 Section II:

1. Log into the PrismHR website (<https://tan.prismhr.com/tan>)
2. Go to Client > Action > Approvals Pending

We are here to help! You can contact the YSC Contact information at 630.468.9298 or yoursolutioncenter@tandemhr.com.

Sincerely,
Tandem HR

2. Click on the **Checkbox** icon, which is located to the right of the **search bar** OR follow the pathway **My Company**, then **Approvals Pending**.

The screenshot shows the PrismHR web interface. At the top, there is a navigation bar with 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. A search bar is on the right, and a notification icon with a '2' badge is in the top right corner. Below the navigation bar, the company name 'Company: (10147) TANDEM DEMO PEO' is displayed. The main content area shows 'My Support Team'.

3. Click on the pending approval type item in the “**Approvals Pending**” (Available to You) list.

Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
Pav_Rate_Change	1	BAILLEY FIONA		10/25/2018	12:29PM	
Approvals Pending (Available to You)						
I-9 Section 2	1	JONES, JENNY		03/19/2019	01:44PM	03/22/2019
I-9 Section 2	1	Workflow, Nextgen		03/21/2019	04:58PM	03/24/2019
Pav_Rate_Change	1	BAILLEY FIONA		02/28/2019	01:16PM	
Pav_Rate_Change	1	BAILLEY FIONA		02/28/2019	01:18PM	
Leave Request	1	JOHNSON GRACE		03/18/2019	11:52AM	
Leave Request	1	JOHNSON GRACE		03/18/2019	06:10PM	

- Click on **“Grab”** to assign the **“Approvals Pending”** item to your list

Approval

Approval Type: I-9 Section 2

Approval Step: 1 of 1 [Show Audit History](#)

Policy Type: Company

Payroll: N

Generated By: on 03/19/2019 at 01:44PM

Approval Details

Please approve the I9 submission for JONES, JENNY

Grab
Close

- Click on **“I-9 Section 2”** in the **“Approvals Pending” (Assigned to You)** list.

Company / Action / Approvals Pending		Company: (10147) TANDEM DEMO PEO				
Approvals Pending (Assigned to You)						
Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
Pay Rate Change	1	BAILLEY FIONA		10/25/2018	12:29PM	
I-9 Section 2	1	JONES, JENNY		03/19/2019	01:44PM	03/22/2019
Approvals Pending (Available to You)						
Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
I-9 Section 2	1	Workflow, Nextgen		03/21/2019	04:58PM	03/24/2019
Pay Rate Change	1	BAILLEY FIONA		02/28/2019	01:16PM	
Pay Rate Change	1	BAILLEY FIONA		02/28/2019	01:18PM	
Leave Request	1	JOHNSON GRACE		03/18/2019	11:52AM	
Leave Request	1	JOHNSON GRACE		03/18/2019	06:10PM	

- The I-9 program will run and you should now review section 1 of the I-9

System / Action / I-9 Section 2

Review I-9 Section 1 [View Instructions](#) [Download](#)

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Review Section 1 to ensure the employee completed it properly. If you find errors, click Deny and ask the employee to make corrections, as necessary.

If the employee completed Section 1 properly, review the document(s) the employee presents from the Lists of Acceptable Documents. If the documents reasonably appear to be genuine and to relate to the employee, you must accept the documents. Click Next to enter the documents in Section 2.

Employment Eligibility Verification I-9 Form I-9

Department of Homeland Security U.S. Citizenship and Immigration Services OMB No. 1615-0047 Expires 09/30/2018

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employees are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1: Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
JONES	JENNY	N/A	N/A
Address (Street Number and Name)	City or Town	State	Zip Code
2400 WOLF RD	WESTCHESTER	IL	60154
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
06/04/2004	N/A		N/A

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

Submit (confirm accuracy of entries; must I am I embark use of this following format):

Return to Queue
Deny
Next >

7. To **Approve** section 1, click on “**Next**”

In the event you need the employee to correct section 1, click deny.

- This will send the employee an email notifying them section 1 has been denied and provide them with a comment added by you. This will also reopen section 1 for the employee so they can make their edits.

8. Select the appropriate document title from the drop-down list and complete the information. Click **Next** after completing the document information.

9. Enter any addition information in the “**Additional Information**” screen (not required) and click **Next**.

10. Section 2 of the *Validate Form I-9* screen appears, as shown in below. This section is to be completed by the Employer or Authorized Representative. Select **Next** to move to the next page.

- *If you are utilizing a general manager account that is not associated with an actual employee's name, please make sure you update the First and Last Name fields for Section 2 accordingly.

I-9 Section 2

Certification [View Instructions](#)

I attest, under penalty of perjury, that:

(1) I have examined the document(s) presented by the above-named employee;

(2) the above-listed document(s) appear to be genuine and to relate to the employee named; and

(3) to the best of my knowledge the employee is authorized to work in the United States.

*The employee's first day of employment:

03/25/2019

Signature of Employer or Authorized Representative

By checking this box, I attest that I am electronically signing Form I-9 Section 2.

Today's Date 03/25/2019

*Title of Employer or Authorized Representative

*Last Name of Employer or Authorized Representative

*First Name of Employer or Authorized Representative

*Employer's Business or Organization Name

TANDEM PES, INC

11. Once Section 2 of form I-9 is completed, click the **Submit** button. The onboarding process for the new hire is completed.

I-9 Section 2

Review I-9 [View Instructions](#) [Download](#)

Review the completed Form I-9 and then click Submit.

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Employment Eligibility Verification USCIS **Form I-9**
 Department of Homeland Security (Only New Hire Cases) Expires 08/13/2019
 U.S. Citizenship and Immigration Services

Section 2. Employer or Authorized Representative Review and Verification
 (Employer 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 and document from List A OR a combination of one document from List B and one document from List C, as listed on the "List of Acceptable Documents.")

Employee info from Section 1	Last Name (Family Name)	First Name (Given Name)	SSN	Citizenship/Immigration Status
JONES	JENNY	N/A		1

Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
U.S. Passport		N/A		N/A
Issuing Authority		Issuing Authority		Issuing Authority
U.S. Department of State		N/A		N/A
Document Number		Document Number		Document Number
A50121		N/A		N/A
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
36/09/2025		N/A		N/A
Document Title		Additional Information		SSN (Leave blank if no SSN in the base)
N/A				
Issuing Authority				
N/A				

[Back](#) [Submit](#)

12. After selecting **Submit**, a message will appear confirming Form I-9 Section 2 submission was successfully completed.

I-9 Section 2

Download and Print

Download and/or print the submitted Form I-9. When you are finished, click Done.

[Download](#) [Print](#)

Form I-9 PDF Form I-9 PDF

[Done](#)

Questions?

**Your Solution Center is available to assist you
Monday – Friday, 8:00 a.m. – 5:00 p.m. CT
Call: 630.468.9298
Email: YourSolutionCenter@TandemHR.com
Chat live: www.TandemHR.com**