

Complete Section 2 of Form I-9

As a reminder, the employee must complete Section 1 of Form I-9 no later than the end of their first day of work. Starting the onboarding process before the first day helps ensure compliance with this requirement. The latest that an employer is able to complete Section 2 of Form I-9 is the end of the third day of employment.

To get started, log in to the PeopleHub portal at www.TandemHR.com by clicking on **PeopleHub** then **Employee Login**. Toggle to **Manager** portal.

Select **My Approvals** on the left navigation menu and note which approvals pending are Approval Type labeled I-9 Section 2.

The screenshot shows the PeopleHub Manager portal interface. At the top right, there are two toggle buttons: 'Employee' and 'Manager'. A red arrow points to the 'Employee' button. Below the navigation bar, the 'My Approvals' section is visible. On the left sidebar, the 'My Approvals' icon is highlighted with a red box. The main content area shows a table of approvals. The first row is for DAVID JONES, with 'Approval Type I-9 Section 2' circled in red. A red arrow points to the 'Review' button for this entry. The table also shows entries for PENNY SINGER and SPRING TIME, both with 'Approval Type I-9 Section 2' and 'Review' buttons. The bottom of the page indicates 'Viewing 1 - 3 of 3'.

Employee	Approval Type	Generated on	Due Date	Action
DAVID JONES	I-9 Section 2	2/15/2024	2/18/2024	Review
PENNY SINGER	I-9 Section 2	3/19/2024	2/4/2024	Review
SPRING TIME	I-9 Section 2	3/25/2024	4/1/2024	Review

Select the **Review** button next to the I-9 request you would like to complete. A pop-up window guide will walk you through the review of Section 1 of the I-9. In the top instruction area, you will notice a hyperlink to a list of acceptable documents. We encourage managers to provide the full list of acceptable documents to the employee instead of requesting any specific documents.

1. Carefully review the information filled out by the employee, including:
 - a. The employee's legal name as show on legal documents was recorded in Section 1
 - b. Typos in the information filled out by the employee including name, social security number, and date of birth. If you find any errors, click the Deny button and the document will be sent back to the employee for updates. Otherwise, click Next.

2. In this section, you will choose the name of the documents you personally used to review Section 1 of Form I-9. As a reminder, you must see either one document from List A or one from List B and one from List C. Click Next.
3. If you have a remote verification capability enabled, you will proceed to a screen for that process. Otherwise, you will see an Additional Information section where you can make any necessary notes. Click Next.
4. The last step is a Certification page where you will enter your information to confirm approval of this document. Click Next.
5. At this point, you will see copy of the completed I-9 pop up for review. If anything needs fixed, use the Back button. Otherwise, click Submit.

At this point, you can choose to Download or Print the form. Keep in mind, the form will automatically save in the Employee's I-9 folder in PeopleHub's managed documents.

Once you approve the request, it will be removed from your **My Approvals** list.