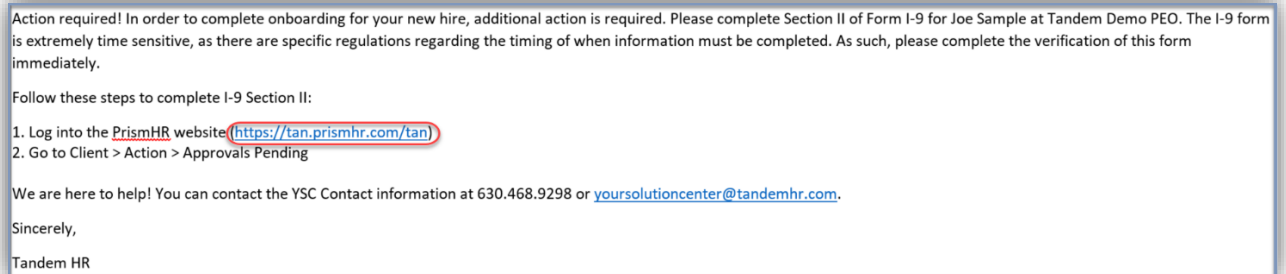


Form I-9 Section 2 Approval

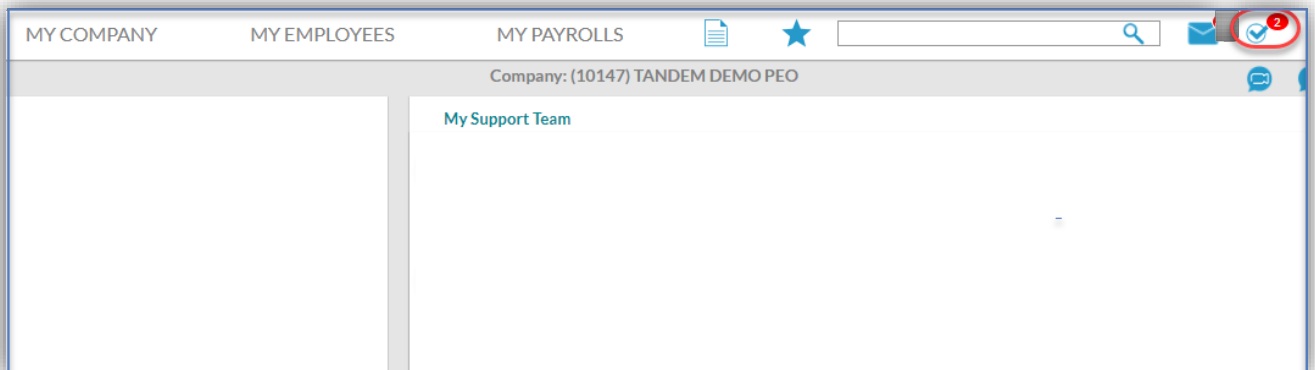
Form I-9 has two sections: Section 1 is filled out by the employee and Section 2 is filled out by the employer. Once the employee completes Section 1, an email will be sent to the designated I-9 approver to notify them that Section 2 is ready to complete. This guide will walk the I-9 approver through the approval process.

NOTE: We recommend that Section 2 be completed once all other onboarding paperwork is finished and submitted.

1. Click on the link included in the email.



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



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

Approvals Pending (Assigned to You)						
Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
Pav. Rate Change	1	BAILEY FIONA		10/25/2018	12:29PM	

Approvals Pending (Available to You)						
Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
1-9 Section 2	1	JONES, JENNY		03/19/2019	01:44PM	03/22/2019
1-9 Section 2	1	Workflow, Nextgen		03/21/2019	04:58PM	03/24/2019
Pav. Rate Change	1	BAILEY FIONA		02/28/2019	01:16PM	

- Click **Grab** to assign the **Approvals Pending** item to your list
- Click on **I-9 Section 2** in the **Approvals Pending (Assigned to You)** list.

Approval

Approval Type: I-9 Section 2
 Approval Step: 1 of 1
 Policy Type: Company
 Payroll: N
 Generated By: on 03/19/2019 at 01:44PM

[Show Audit History](#)

Approval Details

Please approve the 19 submission for JONES, JENNY

Grab **Close**

Company / Action / Approvals Pending Company: (10147) TANDEM DEMO PEO

Approval Pending (Assigned to You)	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
I-9 Section 2	1	BAILLEY FIONA		10/25/2018	12:29PM	
	1	JONES, JENNY		03/19/2019	01:44PM	03/22/2019

- The I-9 program will run and you will now review the information the employee filled out in Section 1 of the I-9.
- To approve section 1, click **Next**.

If you need the employee to correct any information in Section 1, click **Deny**. This will send the employee an email notifying them their I-9 has been denied and will include a comment you will add when you deny it.

Review I-9 Section 1 View Instructions Download

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 USCIS Form I-9
 Department of Homeland Security U.S. Citizenship and Immigration Services
 (OMB No. 1615-0047) Revised 08/11/2019

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

Last Name (Family Name): JONES First Name (Given Name): JENNY Middle Initial: N/A Other Last Names Used (if any):
 Address (Street Number and Name): 2400 WOLF RD City or Town: WESTCHESTER State: IL ZIP Code: 60154
 Date of Birth (MM/DD/YYYY): 05/04/2004 U.S. Social Security Number: N/A Employee's E-mail Address: N/A Employee's Telephone Number:
 I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form.

Next **Deny** **Returns to Queue**

- Once you are able to approve by clicking **Next**, select the appropriate document title from the drop-down list and complete the information. Click **Next** after completing the document information.

Enter Documents View Instructions

Enter the document(s) the employee presents from the Lists of Acceptable Documents. Complete all fields for each document.

Select a document from List A or List B:

* Document Title: [Dropdown]
 * Document Number: [Text]
 * Issuing Authority: [Text]
 * Expiration Date - if any (Choose "N/A" if none): MM/DD/YYYY [Calendar] [N/A]

Next **Back**

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

System / Action / I-9 Section 2

I-9 Section 2

[View Instructions](#)

Additional Information

Use this space to notate any additional information required for Form I-9. You may leave this field blank if the employee's circumstances do not require additional notations.

[← Back](#) [Next →](#)

10. Section 2 of the *Validate Form I-9* screen appears as shown below. This section is to be completed by the Employer or Authorized Representative. Select **Next** to move to the next page. If you are using a general manager account not associated with an actual employee name, make sure you update the first and last name fields here.

Certification

Certification of Employer or Authorized Representative Information

<p>* Title</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Director of HR"/>	<p>* Business or Organization Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="No Name Services Group"/>
<p>* Last Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="THATCHER"/>	<p>* Business or Organization Address</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="2400 Wolf Rd"/>
<p>* First Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AVA"/>	<p>* City or Town</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="WESTCHESTER"/>
<p>* State</p> <div style="border: 1px solid #ccc; padding: 2px;">IL ▾</div>	<p>* Zipcode</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="60154"/>

The employee's first day of employment: 02/01/2024

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.

Signature of Employer or Authorized Representative

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

AVA THATCHER
Today's Date 04/01/2024

< Back
Next >

11. Once Section 2 of Form I-9 is completed, click **Submit**.

12. A message will appear confirming Form I-9 Section 2 submission was successfully completed. It will automatically save to the employee's I-9 folder under Documents in PeopleHub.



Your Solution Center
Monday – Friday, 8:00 AM – 5:00 PM (CST)
630.468.9298
YSC@TandemHR.com
Chat live at TandemHR.com