

WORKFORCE

End-to-End I-9 Management

From start to finish, manage the I-9 process from one page. With CEIPAL, back office employees can now send pre-populated I-9 forms directly to both new hires and authorized representatives through the system. And—even better—employees and authorized representatives can submit all paperwork back through the system, for clean and simple documentation.

How does it work?

Manage everything from one paperless page.

Go simple with CEIPAL's paperless employee dashboards. Back office employees can track the entire I-9 process in a single glance.

I-9 Form Version	I-9 Form Expiry Date	Verifier Name	Document Status	Record Status	Initiated By	Initiated On	Expecting Response By	Documents
1615-0047	10/31/2022	HR Manager	Initiator Accepted	Active	Jane Doe	05/18/2020 15:44	05/19/2020	Show Documents (2)
1615-0047	10/31/2022	HR Manager	Verifier Accepted	Inactive	Jane Doe	04/27/2020 16:45	04/28/2020	Show Documents (2)
1615-0047	10/31/2022	HR Manager	Initiator Accepted	Inactive	Jane Doe	04/28/2020 10:48	04/28/2020	Show Documents (2)

Use the data you have.

Eliminate manual data entry as CEIPAL automatically pre-populates the entire I-9 form with information from your database.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration

Initiate for: Jane Doe
Respond by: 06/20/2020

Section 1. Employee Information and Attestation (Employees must complete this section on the first day of employment, but not before accepting a job offer.)

Last Name (Family Name): Doe
First Name (Given Name): Jane
Middle Initial: A
Address (Street Number and Name): 123 Star Lane
Apt. Number: Unit 412
City or Town: New York City
Date of Birth (mm/dd/yyyy): 06/22/1983
U.S. Social Security Number: - - - - 0 0 0 0
Employee's Email: j.jane.doe@c

Authorized Representative: Alex Morrison

Send out the request.

Send the I-9 form request to both the employee and your authorized representative of choice, specifying critical information like due dates as you go.

Track progress & retain documents.

See exactly when the form has been submitted and verified by your AR on the employee's dashboard.

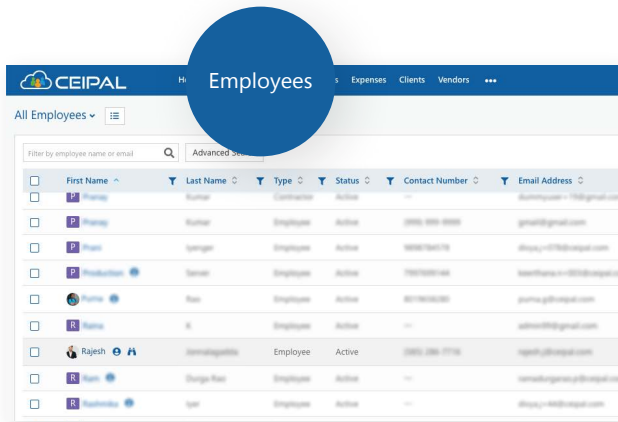
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1615-0047

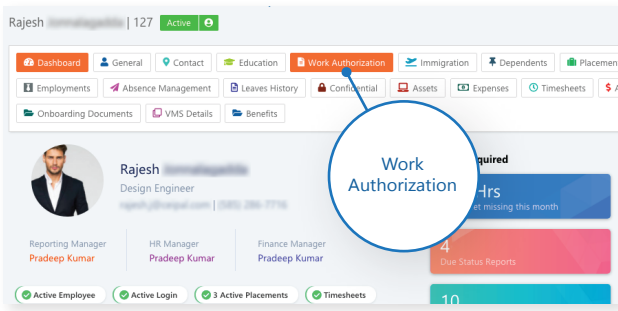
Verified

How do I use it?

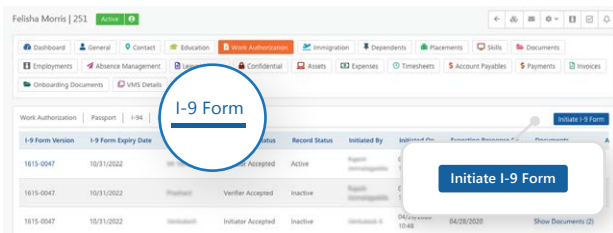
- 1 Visit the **Employee** module and select an employee



- 2 Select the **Work Authorization** tab



- 3 Select **I-9 Form**, then select **Initiate I-9 Form**



- 4 Specify an authorized representation (or add a new one)

The screenshot shows the USCIS Form I-9 Employment Eligibility Verification form. The 'Authorized Representative' section is highlighted. It includes fields for the Authorized Representative's Name, Email, Primary Phone Number, and Alternate Phone Number. The form also includes instructions and a warning about the consequences of providing false information.

The screenshot shows the 'Enter Authorized Representative Details' dialog box. It contains fields for Authorized Representative Name, Email, Primary Phone Number, Alternate Phone Number, Alternate Email, Address, Country, and State. There are 'Save' and 'Cancel' buttons at the bottom.

- 5 Initiate the process!

The screenshot shows the 'I-9 Form' section for Felisha Morris. The 'Initiate' button is highlighted. The form also shows the Authorized Representative Details section, which is partially filled out with the name Alex Morrison and email john.doe@ceipal.com.