***Please distribute this alert to any users within your agency who are responsible for Form I-9, Employment Eligibility Verification.***

**Enhancements to the electronic process for Form I-9.**

* Information regarding enhancements to the electronic process for Form I-9, Employment Eligibility Verification.

On November 19, 2018 agencies supported by the HR Service Center (HRSC) will see changes to the look and functionality of the Form I-9 employment eligibility verification process within onboarding.

E-PARs for new hires and rehires, effective 11/12/2018 to 11/19/2018, should be submitted **ASAP** to avoid delays in transaction processing and completion of the onboarding process.

**I-9 Verifier Impacts**

On Sunday, November 18, 2018 I-9 verifiers will be migrated to the new features and lose access to the current onboarding module supporting the I-9 process. As a result, supervisors and I-9 verifiers will lose access to any I-9 workflow items pending Section 2 completion.

Supervisors and I-9 verifiers **must complete** all pending I-9 workflow prior to the transition by close of business Friday, November 16, 2018. Failure to complete the I-9 workflow prior to the transition will cause a potential delay in verifying employment eligibility and result in cases of non-compliance. If the workflow is not completed by the deadline, the verifier will need to wait for communication from the HR Service Center that I-9 processing can resume.

The [Guide for I-9 Verifiers](https://www.hrm.oa.pa.gov/hire-sep/Hiring/Documents/i-9-verifier-guide.pdf) has been revised to reflect the enhanced I-9 verification process. All supervisors and I-9 verifiers will receive a separate notification with the revised guide prior to the transition. Additionally, a link to the guide will continue to be available in the email reminder sent to supervisors and I-9 verifiers for Section 2 completion.

Core procedures for completing Form I-9 are not changing and will remain as follows:

1. Employee completes Section 1 of Form I-9 during Tour 1 of the online orientation.
2. Upon Section 1 being signed, an email reminder to complete Section 2 is sent to the I-9 Verifier.
3. Agency I-9 Verifier completes Section 2 of Form I-9.
4. HRSC submits and monitors E-Verify cases.
5. Agency contacted if a Tentative Non-Confirmation (TNC) result is received.

**Questions?**   
If you have any questions regarding Enhancements to the electronic process for Form I-9., please contact the HR Service Center at 866.377.2672 or submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category.