



US Verify: Online New Hire Paperwork Process V5 (*Adecco Only*)



Document Use / Instructions

April 2012

This document is a User Guide covering the functional steps necessary to complete the step by step system application process functionality. This User Guide contains an **ACTIVE TABLE OF CONTENTS** that can be utilized by clicking the title section you wish to navigate to with this document. Additionally this User Guide contains internal hyperlinks from section to section to eliminate the need for scrolling and ensure the end user's navigation to the correct section.

This document is best utilized by saving to your desktop (not printing). However, navigate to its original location on a regular basis to check for updated versions, and ensure you are always following the most current version of this User Guide. <u>This is Version 5 (V5).</u>



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<u>Overview</u>

Important Note: Prior to using US Verify it is recommended you complete/review the E-Verify and US Verify training courses and/or materials.

US Verify is our web-based application that delivers ALL the new-hire On-boarding forms electronically for your employees to complete online. US Verify allows employees to complete the I-9 form with accuracy, and allows you to electronically process and store I-9 forms. US Verify completes the E-Verify query through their integration with the government E-Verify database. In addition to I-9 forms the US Verify system allows employees to complete the W4, applicable State Tax forms, and company forms such as screening waiver forms, Commitment Sheet, and more!

Also through US Verify you can deliver client required forms electronically. The library of the client required forms available through US Verify will grow over time eliminating the need for paper completely.

Benefits of using US Verify are:

- One location to deliver new hire forms electronically, manage E-Verify results, track I-9 document expirations, and lookup forms
- Reduced unemployment claims due to no more lost Mandatory Contact Notice/Commitment Sheets
- Monthly I-9 audit eliminated with full adoption of electronic forms!
- Forms completed perfectly every time- no more errors on I-9 or other forms
- E-Verify is integrated and occurs automatically after the I-9 is reviewed and completed
- Client Specific Forms can be delivered through the same system
- Remote form completion

Remote Process

US Verify has the functionality to deliver the On Boarding forms remotely to wherever the Employee is able to access a computer. Create the On boarding packet using the **Email** (preferred method) or **PrePopulate** functions in US Verify.

Note: After completing the forms remotely the Employee will still need to go to a local branch for a Company Representative to review their ID documents and complete Section 2 of the I-9. For forms other than the I-9 the employee doesn't need to be present in your office.

Another scenario that makes sense to deliver forms remotely is when your Employee wants to change their Federal or State W4, Direct Deposit form, or complete Client forms. In this case you will need to select the correct email template to deliver the additional form(s).

US Verify allows us to deliver Client required forms quickly and easily if the employee is already in US Verify. You should always start by checking the Contract Administration site to see if there are any additional forms not found in US Verify. Additionally, only Employee facing forms have been loaded into US Verify. Any form that the Employee does not need to see, Example: Checklist, background requirements will not be loaded into US Verify



Logging into USVerify

First Time Login

Follow these instructions for logging into US Verify. Step 3 is an additional step that will occur the first time you log into the system.

Step	Instruction	Action
1.	Locate US Verify website <u>https://secure.usverify.com/hrmgr/hrmgr?brand=</u> <u>29000</u>	
2.	Log in using Username = first part of your email address (joe. smith) or (jennifer.jones-ny) Password default = 1234 Employer Code Adecco: ADECCO Adecco Franchise: FRANCHISE Click the Login button	Employer Login If you are already a user of Adecco I-9 services, you can quickly login here. Username: Password: Employer Code: TRAINING Forgot your password? Click here to reset your password?
3.	 Logging in for the first time will prompt you to change your Password. After you change your password Click the Save button log out and then log back into the USVerify using your new password 	Change User Password Current Password: Re-enter New Password: Cancel Save



Forgot Your Password?

If you forget your password you can reset it from the main login screen.

Step	Instruction	Action
1.	 From the Main login page, from the Employer Login section: Under the Login button in the" Forgot your password? Click here to reset your password." Click the word here 	Employer Login If you are already a user of Adecco I-9 services, you can quickly login here. Username: Password: Employer Code: Login Forgot your password? Click here to reset your password.
2.	 Enter your Username Enter your Employer Code Click the Submit button 	Reset Password Please enter your username to reset your password. Username: Employer Code: Submit
3.	An email will automatically be generated to your email account. (ETA: 2-5 minutes)	An email has been sent to the email address on record





Changing Your Password

You can change your password for logging into US Verify any time you like on your own. You must first log into the system, then follow the instructions below. If at any time you feel your password has been compromised you can log in and create a new secret password. Remember never share your login credentials with coworkers, employees or anyone. Your password to the US Verify system is to be kept confidential.

Step	Instruction	Action
1.	Locate US Verify website <u>https://secure.usverify.com/hrmgr/hrmgr?brand=</u> <u>29000</u>	
2.	At any point in time <u>if you feel your Password has</u> <u>been compromised you can change your</u> password for the US Verify site Login using your Current Password	Employer Login If you are already a user of Adecto 1-9 services, you can quickly login here. Username: Employer Code: TRAINING Forgot your password? Click here to reset your password?
3.	 From the Left Navigation menu Click the Change PIN hyperlink 	Dashboard Dashboard Pre-Populate Working Cas Upload Working Cas Search P DH5 Cases Administration P SSN Appliec Reports P Documental Email P Verification Help Help
4.	 The Change User Password screen will appear Enter your Current Password Create and Enter a new secret password into the New Password field Re enter your newly created password into the Re-enter New Password field Olide the Deced wave 	Change User Password Current Password: New Password: Re-enter New Password: Cancel Save
5.	Click the Save button Log out and then log back into the US Verify using	your new password



Setting up the Employee

There are two (2) different ways to set up an employee to complete his/her paperwork within US Verify; by **Email** and by **Pre-Populate**. Different reasons for using each method apply. Follow the instructions below that correspond with your daily scenario to set up your employees correctly.

Email (only) Process

This process is a quick way to set up a candidate with a new hire and I9 E-Verify packet. The only information about the employee that is required for this process is: Location of Employment, First Name, Last Name, and Email Address.

Step	Instruction	Action
1.	Locate US Verify website <u>https://secure.usverify.com/hrmgr/hrmgr?brand=</u> 29000	
2.	After logging into US Verify: From the left Menu	Dashboard Dashboard Pre-Populate
	Select Email	Pre-Populate Upload Search Administration Reports Email Change PIN Help



Step	Instruction	Action
3.	 The Create Email page will open Select Location of Employment from the dropdown menu Select Email template from the Select Email Template dropdown menu Double click to select form group from the Select Form Group list of options Selected form group (s) will move to Selected Groups menu OR Click to highlight in the list of options then click the Add Form Group >> button Form Groups: Many form(s) and form packages are set up. If you have a question regarding what is in an actual form group and/or package, submit a request to eService. 	Create Email Inclusion of Employment: Select From Group Select From Group Select From On Boarding Group and the single delivery forms: relation to Fourier Staffing On-Boarding Forms: Reference Compared by lawyedd Select From On Boarding Forms: Hire - Caneral Staffing On-Boarding Forms Hire - Caneral Staffing On-Boarding Forms - Nj Hire - Caneral Staffing On-Boarding Forms - Nj Hire - Canereal Staffing On-Boarding Forms - Nj <
4.	 If Client Forms are being added: Double click form choice from Select Client Form Group column OR Click to highlight then click the Add Form Group>> button The form (form group) will be added to the Selected Groups menu 	Hire - Bank Of America General Staffing On-Boarding Fc Alifer - Cpe General Staffing On-Boarding - Ni Hire - General Staffing On-Boarding - Ni Hire - Professional On-Boarding Forms Hire - Professional On-Boarding Forms - Ni Client - 1011602 New Breed Hire - Professional On-Boarding Forms - Ni Hire - Professional Onboarding Forms - Ni Hire - Professional Onboarding Forms - Ni Hire - Professional Onboarding Forms - Ni Hire - Medical And Science Onboarding Forms - Ni Image: Ni Hire - Medical And Science Onboarding Forms - Ni Image: Ni Image: Ni Select From Client Form Groups Is -1:001968 GE Healthcare PSA Image: Ni Image: Ni Filter groups by keyword Image: Ni Image: Ni Image: Ni Client - 100367 Philips Healthcare - Intermagnetics (Image: Ni Image: Ni Image: Ni Image: Ni Client - 100367 Philips Healthcare - Intermagnetics (Image: Ni Image: Ni Image: Ni Image: Ni Image: Ni Client - 103388 Bayer All Associates Ni Image: Ni Image: Ni Image: Ni Image: Ni Image: Ni Client - 1033988 Bayer Health Care Only Image: Ni Image: Ni





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Step	Instruction	Action
6.	 Address the Email to the employee: Complete all fields with a red asterisk Add to top of message if desired The Check Box to receive progress updates is automatically checked. To received email updates related to the Employee's progress in US Verify: Leave checkbox selected with green checkmark If you do NOT want to receive email updates regarding the Employee's progress in US Verify: Click checkbox to deselect or remove the 	First Name: MI: * Last Name: Prom: (enter Email Address) P Check box to receive progress updates. rachel.prentiss@adeccona.com CC: (separate with semicolon) Click to include your email address. Subject: Salutation/Greeting: Add to top of message body: .::
7.	green checkmark Read/review the Standard Template Text: *NOTE: Do NOT change/edit/alter the Standard Template Text • Add desired, additional, relevant information to the employee in the Add to bottom of message body field	Standard Template Text: Thank you for taking the time to interview with Adecco and to discuss employment opportunities. Congratulations, you meet Adecco's preliminary placement requirements; and are ready to begin the Adecco hiring process. During this preliminary on-boarding process, you will complete Adecco waiver forms and you may be asked to complete client specific forms. Executing these documents does not constitute or guarantee an assignment offer by Adecco and/or our client. Please note: you will need to have the following computer settings in order to access the forms: PC: MS Internet Explorer 6,7 or 8 or Mozilla Firefox browser on a MS XP machine or higher with an Adobe PDF Viewer installed and pop-up blockers Add to bottom of message body: For any questions please contact Branch User at 11111111
8.	Your personal contact information will automatically populate in this section for you. * <i>Note</i> this can be edited if desired	Closing: Sincerely,
9.	Click the Send button on bottom right of screen	Send In a
10.	 You will receive a confirmation message An email will automatically be generated to your Employee's email 	An email invitation has been sent to: lucas.lukerson@gmail.com

See <u>The Employee Experience</u> section of this User Guide for In Branch (and Remote) Employee completion steps.



Pre- Populate Process

The Pre-Populate process can be used for when an Employee does not have an email address, or simply wants to complete the forms while s/he is currently in your office. A packet can be set up for the Employee to complete while s/he is in your office.

In Office Process

This Pre-Populate process is the ONLY way to set up paperwork for in-office applicants/employees and employees that do not have an email address.

In the Pre-Populate process you are entering in the Employee information so that s/he will not have to complete their personal information fields during their on-boarding process. Always confirm <u>Name, Address, email and</u> <u>phone</u> with the employee to ensure the most current information exists in the CM record.

Step	Instruction	Action	
1.	Locate and log into the US Verify website <u>https://secure.usverify.com/hrmgr/hrmgr?brand=2</u> <u>9000</u>		
2.	 From the left Menu Select Pre-Populate 	Dashboard Pre-Populate	
3.	The PrePopulate page will open.	Pre-Populate	
	 In the Employee Data section: Select branch location from Location drop down many options 	Employee Data	
	Populate all fields with information from the	Location First Name	010101 - CEO, Adecciv
	Employee's file of CM	MI Last Name	WORKER
	Form Group field select correct group for YOUR new hire	SSN Retype SSN	222222222 222222222
	Include I9? field select	Zip	32801
	 Yes to include I9 (after addendum is signed and returned) or 	Address	900 N ORANGE AVE
	 NO if I9 has already been completed or is not needed at this specific time 	Address 2 City	ORLANDO
	Use Notary?	State	FL
	If the Employee will be completing I-9 with	Email	WENDY.WORKER@EMAIL.COM
	approval/signature via Notary Republic select	Reenter Email	WENDY.WORKER@EMAIL.COM
	YES from the Use Notary dropdown menu	Phone	4078101111
	If no Notary will be used leave the default as \mathbf{NO}	Include I-9? Use Notary	Yes 💙
	For more information regarding use of Notary see <u>Notary</u> section of this document.		

Note: The employee may change the information if needed during the completion of his or her on-boarding forms.



Step	Instruction	Action
4.	Make form/form group selections from the Select Form On Boarding Group section and (if needed) Select Client Form Group section: Double click form group to move to Selected Groups menu OR Click form group to highlight then click Add Form Group>> button	Select From On Boarding Group (This ist contains the On Boarding Groups and the single delivery forms relating to on-boarding Le State Tax Forms.) Filter groups by keyword Filter = State Tax Forms - VI Hire = Tax Pervent Notice Around Info Hire = Tax Pervent Notice Around Info Notice = 1000387 Philips Healthcare = Intermagnetics (Invit Client - 1003868 Beyer All Driving Positions Notice = 100000000000000000000000000000000000
Client	Form Group SEARCH TIP	Custom Match -
•	In Custom Match (CM): Look at the Assignment and get the Customer # directly from the Order	File Options View Report Help Customer Employee Order Calendar Tasks CS WebS GMIC Resume Admin Order Info Order Order Detail Order Skills E Save Customer Name: GE Eustomer ID: 856061 Close Order Name: CPE CPE ID: ID: <t< td=""></t<>
In US	Verifv	
•	Type the Customer # in the field and then	Select From Client Form Group (This list contains all Client Form Groups i.e. 1001968 GE Healthcare PSA)
•	Click the Filter button	Filter groups by keyword
All of t custor list of t	he package(s) and/or form(s) associated to that ner should appear. This will help sort through the form packages.	Client - 856061 Ge Energy Management
** NOT Custor the US	FE: If no results appear in the listing then the mer ID entered has no associated Client Forms in S Verify system.	~
5.	After completing ALL fields, from the bottom of the page:	Save Info to Pending Queue
	 Click the Save Info to Pending Queue button You will receive a confirmation message that the employee's record has been saved successfully in US Verify 	Dashboard Pre-populated information was saved successfully. Pre-Populate Pre-populate
	Now the Employee will need to login to their link and complete their form(s). Follow the steps in <u>The Employee Experience</u> section to assist.	Unload
See T	he Employee Experience section of this User Guide f	or In Branch and Remote Employee completion steps.



The Employee Experience

There are TWO (2) different methods for the Employee to complete forms within US Verify by completing on a pc **in your branch/office location** or by completing online **from a remote location** (usually at home). The process for completing the form or form packets is the same regardless of the location from where he/she access the forms. The difference is the point of access or login to retrieve the form(s) you set up for the Employee.

Employee Complete Forms from Remote Location

In order for your Employee to complete the forms from a remote location s/he will need to remember, and have access to the email you entered for him/her when setting up the packet in US Verify.

EMPLOYEE/CANDIDATE STEPS: Remote completion		
Step	Instruction	Action
1.	 From a remote location Employee will access the email account to which you sent the form packet via US Verify read the email and review the browser setting information click the Click here to complete your forms link Note: The Employer Code is the same Employer Code that you use to login to US Verify. The Employee will need to be made aware of the Employer Code prior to logging in 	What's New Indox x Inik × Detete Reply Forward Image: Span Move Pint Actions Dear. Thank you for taking the time to speak with our recruiter today. The next step in our process is to complete the new hire forms, electronically. This would include our company forms and the government forms including the 1-9, W-4, and State Tax Form (f applicable). Please note: you will need to have the following computer settings in order to access the forms: PC: MS Internet Explorer 6,7 or 8 or Mozilla Firefox browser on a MS XP machine or higher with an Adobe PDF Viewer installed and pop-up blockers "off". Mac: Safari browser with Adobe PDF plug-in and pop-up blockers "turned off". If using the Mac Leopard OS, you must use Safari in 32-bit mode. To change your browser settings, please, consult your Mac user instruction manual for instructions. Unfortunately, this website will not work on a Mac using Mozilla FireFox as a browser. For any questions, please contact Click here to complete your forms Click here to complete your forms Super Same Same Same Same Same Same Same Same
2.	 If you set up the employee forms using email only (not pre-populate) The el9Verify page will open first if the employee. The employee must Enter his/her email address Then Click the Next button 	Welcome to I-9 Applicant Entry Your employer has provided you this link in order to have you enter information that will be used to complete your Federal I-9 form. To begin a remote I-9 enter the email address where you received the email from your employer. Email: Next It is the spañol
The Er Note: After t The fo	mployee will be brought to their I9 and/or the forms th the el9 page shows up regardless of whether the em the Employee completes the forms then he/she m rms that the employee fills out will determine their ne	at you have assigned. ployee is completing an I9 at this time or not. <mark>ust contact</mark> you for their next steps. xt steps.



Employee Complete Forms in Branch/Office

In order for your Employee to complete the forms, you will need to set up the Employee on a web enabled computer in your office.

Note: The computer that the Employee is completing the forms at must be connected to an office printer.

In addition to web access and printer access: The Employee Access URL (link) must be **saved** in either the **bookmarks** or **favorites** of a web browser in your candidate PC Stations in your branch/office location. <u>https://secure.usverify.com/hrmgr/eob?p_action=workFlow&switchCode=501</u>

EMPLOYEE/CANDIDATE STEPS			
Step	Instruction	Action	
1.	After you access the above link for the employee from the candidate/ test pc workstation	Employee Login Please enter the information requested below to begin.	
	 Employee will Go to test computer login to the Employee Login Page all fields are required (as noted by red asterisk) Note: The Employer Code is the same Employer Code that <u>you use</u> to login to USVerify. The Employee will need to be made aware of the Employer Code prior to logging in 	• Employer Code: • First Name • Last Name: • Last Name: • Last Four Digits of SSN: • Zip Code: • Please enter the text shown below. Click Refresh of you cannot read the image. f you cannot	
2.	After completing the form fields, from the lower right corner of the screen, the employee will need to: • Click the Next button	Next -	
The Employee will be brought to their I9 and/or the forms that you have assigned.			



Conducting Searches

There are two (2) different methods to search for Employee records within US Verify. You can search your office locally as well you can conduct a search on all offices.

Searching office location that you have access to:

To conduct a search for an Employee record within the offices that you have access to in US Verify follow the steps below:

Step	Instruction	Action
1.	From the left Menu Select Search	Dashboard Pre-Populate Upload Search Administration Reports Email Change PIN Help
2.	 Enter the First and/or Last Name and/or SSN of the Employee you are reactivating and/or Employee's Email Address 	Search Criteria Search Results Employee Quick View Advanced Search Help Specific Search Criteria
3.	 Then scroll to the bottom of the page and click the Search button 	Search Results as



Step	Instruction	Action	
4.	The Employee Name's name will appear.	Name Prentiss, Kiana	SSN DOH xxx-xx-4525 06-15-2010
	From the far right Action column Click the Quick View hyperlink to open the Employee Record .	llenc Ilenc	e Quick View e Quick View e Quick View e Quick View
5.	 The Employee Quick View tab will open From the Employee Functions section: Click the Go to Employee Record button 	Case Status: Case Closure:	Security number entered in E-Verify is not valid according to SSA records. N/A

Searching ALL office locations that you do not have access to:

Step	Instruction	Action
1.	From the left Menu Select Search	Dashboard Pre-Populate Upload Search Administration Reports Email Change PIN Help





Step	Instruction	Action
•		
2.	The All Locations Search sub-option link will appear:	Dashboard
	Click the All Locations Search link	Pre-Populate
		Upload
		Search
		All Locations Search
		Administration
		Reports
		Email
		Change PIN
		Help
2.	The All Locations search screen will appear	All Location Search
	Enter either the First and/or Last Name 	Specific Search Criteria First Name Last Name
	and/or	SSN
	• SSN of the Employee you are reactivating	
	and/or	
	Employee's Email Address	
3.	Click the Search button	Search Im
4.	The Search Results will appear.	
	 Under the Name section Click the name of the Employee that you are searching 	Search Results Location(s) Name SSN Location(s) IAMES, ASHTON *****8503 , 026962 - Closed - Phoenix Southwest, AZ JAMES, CAMREN ******4112 , 025315 - Rochester, NY JAMES, GARY ******0711 , 025186 - Jacksonville, FL JAMES, KENUBRE ******9787 , 025383 - Richardson, TX JAMES, LANETIA *****9028 , 025383 - Richardson, TX JAMES, MADINAH ******9200 , 025286 - Lyndhurst, NJ
5.	Note:	
	You will have the function to be able to:	
	 Assign form(s) Verify the I-9 form Resolve the E-Verify case View the record 	



Countersigning On-boarding Forms and Completing Section 2 of the 19

The employee informs you that s/he has completed the On-Boarding Forms. You will now be able to Countersign the required forms.

- The Reference Check Release Form will be ready for you to complete the Employee reference check
- When complete continue to Section 2 of the I9 form to data enter the Employee's IDs
- E-Verify will now be processed
- The final step is to print any forms that the Employee should receive.

Photo Matching – Section 2 of the I9

The **Photo Matching** status requires you to compare the photograph on the employee's Section 2 document to the picture displayed by E-Verify. To date, the only documents included in the **Photo Matching** tool for E-Verify are the US Passport, I-766 and I-551.

Form I-9: Section 2

You must retain copies of the Photo Matching documents which are the US Passport, I-766, and I-551.

Scenario: You are completing Section 2 of the Form I-9 and your employee presents either the US Passport, I-766 or I-551.

Step	Instruction	Action
1.	After the forms are completed by the Employee; to locate the Employee Record : Navigate to the Dashboard (From the left menu click the Dashboard hyperlink) From the Working Cases section • Click the Verification Pending hyperlink <i>NOTE:</i> <u>Verification Pending</u> means: On-Boarding paperwork has been completed by Employee and section 2 of the I-9 is ready to be completed	Dashboard Pre-Populate Upload Search Administration Reports Email Change PIN Help





Step	Instruction	Action
2.	 The Search Results list will open: Locate Employee name in Verification Pending list 	Employee Search Search Criteria Search Results Employee Quick View Advanced Search Showing 83 records out of 83 total results.
		Arderson, Carolyn B, A B, A Bean, Jelly Artion
	 From the far right Action column Click the Quick View hyperlink to open the Employee Record 	Quick View Quick View Ilence Quick View Ilence Quick View
3.	The Employee Quick View Tab will open. From the bottom right Employee Functions section • Click the Verify Employee's I-9 button NOTE: *The form names will be in Blue if they have been countersigned. The form names will be in Black if they have not been completed fully and/or they are Read Only/Downloaded documents.	Case Status: N/A Case Closure: N/A Case Closure: N/A Case Closure: N/A Employee Functions Verify Employee's 10 Verify Employee
4.	 Countersign the required forms. To counter sign each form: Click the form name hyperlink of each form separately After you countersign and/or view a form it will no longer be linked The font will change to "black" This will prevent you from countersigning the form more then once NOTE: You will be able to view the form again from inside the Employee's record. 	Dashboard Pre-Populate Upload The form(s) lated below must be completed before this employee's 1-9 can be verified. Al Locations Search Administration Reports MAIDATORY CONTACT NOTICE Email Change PIN Help Connor





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Section 2: Employer Review and Verification		
The documents that are provided by the Employee will determine if you enter information for List A only or List B and C.		
8.	 Enter the information in the drop down boxes for: Start Date Location Select a document list If the employee presents a US Passport, I-766 or I-551 see the Photo Matching Steps below Note: If an SSA Card is entered it will prompt you to check a box (seen in the screenshot). 	Section 2: Employer Review and Verification. Start Date 06-17-2010 Location: 026203 - Dulles, VA Select a document list Ust B on CC List B Documents Ust C Documents VS driver license Image: Control on Control
9.	 After entering the Employee Document information into the form fields: Read the gray attestation section Click the I have read the statement above checkbox 	I attest, under penalty of perjury, that I have examined the document(s) prese document(s) appear to be genuine and to relate to the employee named, that t and to the best of my knowledge the employee is eligible to work in the United 5 I have read the statement above.
10.	 To apply your electronic signature to Section 2 of the I9: Click the I Agree button 	I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that it document(s) appear to be genuine and to relate to the employee named, that the employee will begin employment on the d, and to the best of my knowledge the employee is eligible to work in the United States. ✓ I have read the statement above. Decline
11.	 You will then be brought back to the Employee Record Click the Work Record button to complete the E-Verify portion Working the Employee Record is covered in the Managing E-Verify Cases section. Click HERE to "jump" within this document to that section 	Employment Eligibility Verification Case status: Employment Authorized Verification number: 2010099154903WP Work Record Refresh



Photo Matching Steps for US Passport, I-766 or I-551		
When the employee presents a US Passport, I-766 or I-551 docu Photo Matching is returned.		1 document for their Form I-9. The initial response of
Step	Instruction	Action
1.	Enter the information into the corresponding fields in Section 2	Section 2: Employer Review and Verification. Start Date 12:15:2010 Location: 020077 · Norwood, OH Select a Jost A Document Foroign paseportw/-551 Select a List A Document Foroign paseportw/-551 Foroign paseport number 12:45:6789 Foroign paseport expiration date 12:15:2015 Foroign pasep
Step	Instruction	Action
2.	 Click the <u>here</u> hyperlink in the: Click <u>here</u> for your bar-coded document to fax copies of the employee's EAD documentation message Finish completing Section 2 of the Form I-9 	
3.	 Photocopy the US Passport, I-766 or I-551 and Fax the bar-coded document and copy of the ID to the fax # provided on the bar-coded document. *The ID will upload into the Employee Record in USVerify 	
4.	Shred the photocopy of the ID once you confirm that the ID is uploaded into the Employee Record.	



5.	To complete the process in US Verify, from the Employment Eligibility Verification section the Case Status reflects Photo Matching is Required • Click the Photo Matching button	Date of birth: 10-07-1989 Email: External Ref ID: Employment date: 12-15-2010 Inactivation Date**
		Case status: Photo Matching is required
6.	 The DHS Photo Matching page will appear: The photograph that should be on the employee's document is displayed 	DHS Photo Matching Does the photo below match the photo on the Employment Authorization Document provided by the employee? Select Yes or No to Continue. ***NOTE: If 'No Photo on this Document' appears below, select Yes.
Instruc match.	tions are displayed for you explaining what you mus	st do to indicate that the photographs do or do not
Step 7 Cli tha the E- ⁻ En	 A: ick Yes if the photographs are the same to confirm at the photo on the employee's document matches e photo returned by E-Verify Verify will then update the case status to nployment Authorized and you can o Resolve the case as Employment Authorized. 	DHS Photo Matching Does the photo below match the photo on the Engloyment Authorization Document provided by the engloyee? Select Yes or No to Continue. **NOTE: If No Photo on this Document' appears below, select Yes.



Step 7B:

- Click No if the photographs are different to indicate that the photo on the employee's document does <u>not</u> <u>match</u> the photo returned by E-Verify
- E-Verify will then update the case status to DHS Tentative Nonconfirmation
- You will then follow the steps with your employee when a case is turned back as **DHS Tentative Nonconfirmation**

A message is displayed informing you that a copy of the employee's document should be retained.

Next:

- Click the appropriate Contest/Not Contest
 option
- Follow the steps to process the **Contest** and refer the employee or **Not Contest** process

Jump to the <u>DHS Tentative Nonconfirmation</u> section of the Case Status Results section for steps on processing Contest and Not Contest.

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DHS Photo Matching

Does the photo below match the photo on the Employment Authorization Document provided by the employee? Select Yes or No to Continue. **NGTE: If 'No Photo on this Document' appears below, select Yes.





Remote Verifier Process

If an Employee is hired from a remote location, or to work in a remote location he/she may need to complete section 2 of the I9 in your branch/location - in which case a remote verifier would be needed. Branch Colleagues will be able to verify the employee identification and complete the I-9 on behalf of the requesting office. To verify employee identification remotely, the Branch colleague will need to do the following:

Step	Instruction	Action
1.	Go to the remote verifier web page: • enter URL/web address	https://secure.usverify.com/hrmgr/eob?brand=29000
2.	 The Verifier Login page opens Complete the fields Verification token is the number from last page of on boarding document provided by the Employee. The Employee is instructed to print this final page (which includes the token number) upon completion of his/her online forms/pkt. Click the Login button After logged in the remote verifier will be brought immediately to Section 2 of the Employee's 19 The Colleague will use the identification provided to them by the Employee to complete the I-9 screen. 	Norme Normality of the second sequence of
4	 The following will need to be completed by the Colleague: Employment Start date: Current date that the Employee is in the branch completing the I-9 form 	Employee Start Date * Employment start date: (MMDDYYYY) Ext





Step	Instruction	Action
5.	 Select document list: Select the I-9 document list that the associate is presenting for identification List A OR List B and C 	Select a document list List 2 Select a List A Document VS Passport Book/Card V?
	Please note: If a Social Security card is used as a List C document, the Colleague must acknowledge that the social security card does not specify on the face that the issuance of the card does not authorize employment in the United States by clicking the check box next to the statement.	
	If the US Passport, I-766 and I-551 are being used you will be required to print the bar- coded fax cover page and fax the copy into the US Verify fax server. Do not shred the copy until you confirm with the owning office that the fax received in the Employee's record.	Select a document list ListA ? Select a List A Document US Passport Book/Card ? Issuing authority US Government ? US Passport Book/Card number
6.	Verifier Information and Electronic Signature: The Colleague's information will be prepopulated in the fields:	Verifier Information and Electronic Signature First name: Itast name: Title:
	first name	
	last name	
7	title After reading the statement of truth then:	
7.	 Click the I have read the statement above check box 	I attest, under penalty of perjury, that I have examined the document(s) presented by the above-name appear to be genuine and to relate to the employee named, that the employee began employment on the knowledge the employee is authorized to work ig the United States. Read Statement I have read the statement above. of Truth
8.	Click the I Agree button	I attest, under penalty of perjury, that I have exa appear to be genuine and to relate to the employe knowledge the employee is authorized to work in the I have read the statement above. Decline
9.	The Colleague user will automatically be logged	out of the system



Notary Process

US Verify allows an Employee the opportunity to complete the I-9 and OnBoarding forms electronically. There are instances where the Employee may not live close to one of our offices and would need to visit a Notary Public to have his/her I-9 form verified. US Verify has the ability to deliver the I-9 form to the Employee and still have the form stored within the US Verify system after the Notary Public has verified the documentation. E-Verify can be then be processed directly through the Employee's record in the US Verify.

Benefits of using US Verify are:

- Electronic delivery of the I-9 form.
- E-Verify completed through US Verify
- Remote Form Completion

Colleague Process: Emailing I-9 form and OnBoarding Packet with Notary

Step	Instruction	Action
2.	From the left menu options: • Select Email Complete Form set up fields selecting information as required for your specific Employee	Dashboard Pre-Populate Upload Search Administration Reports Email Change PIN Help * Location of Employment: * Select Email Template: * Select Form Group
3.	After logging into US Verify - from the Email screen: • Select Yes to Include I-9 • Select Yes to Use Notary Complete the rest of the email template as instructed in the Email Process section of the US Verify User guide.	* Include I-9? Yes v * Use Notary? Yes v



Employee Process: Completing the I-9 form and OnBoarding Packet with Notary

Step	Instruction	Action
1.	 Employee will log into personal email and: Click the Link found in the email. 	Dear Candidate/Employee: Thank you for taking the time to speak with our recruiter today. The next step is our process is to complete terms Please click on the link below to complete your forms. Click here to complete your forms Sincarely, Trainer McTrainerson
2.	 Employee will complete: Information Page and Enter his/her Name as it appears on the Social Security Card. Employee will complete: Citizenship Status 	Employee Information Please be sure to enter your name as it appears on your Social Security Card. Click here for detailed instructions on completing your 1-9. Click here to see a sample Federal 1-9. Please do not use nicknames or abbreviate your name. * First name: MI: * Last name: Maiden name: Citizenship Status Select the option that best reflects your citizenship status. * I attest, under penalty of perjury, that I am (check one of the following):
4.	Employee will complete: • OnBoarding Forms as assigned	Continue On-boarding Your employer requests that you provide the information for the forms listed below. Complete each page with as much detail as possible. The following pages contain PDF documents. Click here to test whether your browser is capable of completing these forms before continuing the on-boarding process.



Step	Instruction	Action
5.	 Employee will finish the forms and be brought to the Forms Complete page. Employee will: Click on the PDF document. Print the following forms: Blank I-9 form Notary Instructions Notary Signature Form Bar Coded Fax Cover Page Employee Instructions 	Forms Complete Confirmation There you for using etWenfy. You will now need to follow the below instructions to complete the process. Notary Information Please dok on the link entitled "Remote Hire Notary Instruction and Verification Form" and take the Mank forms to a history Public to validate your documents. The forms must be completed in floot of the history Public or the they will not be accepted. This authorized receives they are accurded by the accuments that documents. Conce the form is completed and notared. Amouth of hosts to the faulties your on boarding process. Remote Hire Notary Instruction and Verification Form
	 NOTE: 12 Pages will be printed Click Save, Print, Close, and/or Email at the bottom of the Form Complete page 	Save Print 🦻 Close Email 🛆
6.	 Employee will contact the Notary Public and: Take the acceptable document(s) s/he will use for the I-9, as well as the blank I-9 Form, and Notary Form to a Notary Public. Fill out Section 1 of the I-9 in front of the Notary Public, and present his/her acceptable verification documents for the Notary Public to fill out Section 2 of the I-9 Form. Once the I-9 and Notary Forms are complete then s/he will fax the completed I-9 Form and Notary Form to the Employee's US Verify record using the provided bar coded fax cover page. Note: use the fax number provided on the cover page. Note: Employee will need to photocopy the Permanent Resident Card (Form I-551), Employment Authorization Card (Form I-776) or US Passport or US Passport Card onto the fax coversheet if that is the documentation that is being used. 	 Your Next Steps To finish the Document Verification process you must do the following: Print or save this page for your records. Take the acceptable document(s) you will use for the 1-9, as well as your blank 1-9, to a Notary Public. Fill out Section 1 of your 1-9 in front of the Notary Public, and present your acceptable verification documents for the Notary Public to fill out Section 2 of your 1-9. If you have any questions regarding this process, please contact your company representative/recruiter.



Colleague Process: Processing E-Verify in US Verify for Employees using Notary Process

Step	Instruction	Action
1.	 After the OnBoarding Forms are completed and the I-9 and Notary Forms are uploaded: Log into the Employee's record Click Search from left menu Enter desired search criteria into fields (i.e employee Name or SSN) Click the Search button at bottom of screen From Search Results list (pictured to the right)→ Click the Quick View link in the far right column of the employee's row 	Employee Search Search Enteria Search Results Employee Quick View Advanced Sec shawking 83 racords out of 83 total rasults. Note: Star Advanced Sec Shawking 83 racords out of 83 total rasults. Note: Star Advanced Sec Star Heidty Exercise 7777 Boot Search 2001 NELVE Bear, Jally Societies 2000 Recruit Ence Quick New Lence Quick New Lence Quick New
2.	 Countersign the required forms The I-9 form and Notary form(s) will be found on this list. Print the I-9 form for reference during the E- Verify process. If the Permanent Resident Card (Form I- 551), Employment Authorization Card I- 776, or US Passport is used then the fax coversheet will need to be printed to use the photo tool in E-Verify. Click the Continue button	The form(s) lated below must be completed before this employeets 1-9 can be verified. Rease did each hybrid law to exception the form. COMPORTING THE COMPORT OF A COMPORT O
3.	 The E-Verify screen will appear. Enter accurate information into the corresponding fields Click the Initiate E-Verify button 	Initiate E-Verify
4.	 IMPORTANT! IF you used fax documents/papers/forms during the E-Verify process: Shred the photocopy of the I-9 form and fax cover page . 	



Key Points for Notary Process

- The Employee must complete Section 1 of the I-9 form in front of the Notary.
- Verify that the Notary completed the I-9 form correctly.
- The fax cover page may have a copy of the Permanent Resident Card (I-551), Employment Authorization Card I-776, or US Passport or US Passport Card if any of those documentations are used.
- Colleague Instructions can be found on the Dashboard page of US Verify.

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Reactivate an Employee in US Verify

When an employee wishes to REACTIVATE you will need to determine whether they are a "Reactivate" Employee or a "Rehire" Employee. **Please follow the Rehire Reactivate policy to make that determination**. You can use US Verify to deliver the forms to them that they need to complete for their reactivation.

Step	Instruction	Action
1.	To <u>Reactivate</u> an Employee in US Verify: Conduct a search for the Employee record. For mo <u>Conducting Searches</u> section of this document.	re detailed steps on how to conduct a Search see the
2.	To assign the Rehire/Reactivate form	
	Click the Assign Form Group button	Assign Form Group
3.	The Available Groups page opens. To add forms or form groups:	Available groups: Select From On Boarding Group (This list contains the On Boarding Groups and the single delivery forms relating to on-boarding Le State Tax Forms.) Filter groups by keyword Filter Groups Selected Groups
	 To filter: Enter the keyword for your form/form group into the filter field and click the Filter button OR 	Hire - State Tax Forms - Va Hire - State Tax Forms - Va Hire - State Tax Forms - Va Hire - State Tax Forms - W Hire - Tate
	Scroll through the available forms listing	Select From Client Form Group (This list contains all Client Form Groups i.e.1001968 GE Healthcare P5A) Filter groups by keyword
	Select necessary form or form group	Fiter O
	 Double click form/form group to add to Selected Groups column OR From bottom of page click Add Form Group>> button to add to Selected Groups column 	Client-100387 Philips Healthcare - Intermagnetics (Inv Client-101486 Ge Healthcare Psa Client-101487 Adidas Client-1023807 Journiles Client-1023807 Journiles Client-103386 Styer Al Associates Client-1033868 Bayer Al Drving Positions
4.	 Indicate if I-9 needs to be included by selecting from Include I-9 drop down menu 	Include I-9? Assign & Email Cancel Cancel Cancel



Step	Instruction	Action
5.	 Click the Assign & Email to send to employee OR Click Assign & Save for in branch/office completion 	Assign & Email 🕥 Assign & Save 🗳 Cancel
6.	 The Create Email page will appear. The template will be populated with the information entered when the employee originally created his/her file. Review the information Ensure fields with red asterisks are populated and information is accurate The Check Box to receive progress updates is automatically checked. To received email updates related to the Employee's progress in US Verify: Leave checkbox selected with green checkmark If you do NOT want to receive email updates regarding the Employee's progress in US Verify: Click checkbox to deselect or remove the green checkmark **If use of a Notary is required at this point please review the Notary section of this document for more detailed information 	 First Name: MI: * Last Name: Wendy Worker * Email Address: * Re-enter Email Address: wworker@email.com * From: (enter Email address) Check box to receive progress updates. recruiter@company.com CC: (separate with semicolon) Click to include your email address. * Subject: Remote Application Addendum * Salutation/Greeting: Add to top of message body: Dear Standard Template Text: Thank you for taking the time to complete the method of the time to complete the method.
7.	 When all required fields are complete Click the Send button **An email will automatically generate to the Employee via US Verify 	Send
8.	The Employee will log into his/her email and follow t form similar to the On-Boarding process.	he same process to complete the Rehire/Reactivate



Rehire an Employee in USVerify

When REHIRING an employee you will need to determine whether they are a "Reactivate" Employee or a "Rehire" Employee. **Please follow the Rehire Reactivate policy to make that determination**. You can use US Verify to deliver the forms to them that they need to complete for their rehire.

Step	Instruction	Action
1.	To <u>Rehire</u> an Employee in US Verify:	
	Conduct a search for the Employee record. For moto Conducting Searches section of this document.	re detailed steps on how to conduct a Search see the
	Note: Rehire/Reactivate form has already been con	npleted and a hiring decision has been made.
2.	For Rehired Employees:	Inactivation Data**
	• Enter the date of the last assignment	06-16-2010
	Click the Submit button	
	<i>Note:</i> In US Verify the Employee will be put into a "Pending" status until new forms are completed.	
3.	Click the Rehire Options button	Rehire Options
4.	The Available Groups page opens.	Available groups: Select From On Boarding Group (The list contains the on Boarding Groups and the single delivery forms relating to on-boarding i.e. State Tax Forms.)
	To add forms or form groups:	Fitter groups by keyword Fitter groups Selected Groups
	To filter:	Hire - State Tax Forms - Va Hire - State Tax Forms - Vt
	 Enter the keyword for your form/form group into the filter field and click the Filter button 	Hire - State Tax Forms - Wi The - State Tax Forms - WV Hire - Tad Payroll Choice Form Hire - Tax - Network Notice And Acknowledgement Hire - V- Declaration Of Health Care Coverage
	OR	Hire - Time Recording Handbook Insert
	Scroll through the available forms listing	(The lac curvate an element of an acqueries 1001500 set. Featureale FSA) Filter groups by keyword
	Select necessary form or form group	Client - 1000367 Philips Healthcare - Intermagnetics (Inv ~
	Selected Groups column	Client - 100 1960 Ge HeamCare >sa Client - 1001427 Adidas Client - 1001427 Adidas
	OR	Client - 102307 Junnies Client - 1032049 Ups Scs Williams Sonoma Ms/Tn Client - 1032049 Ups Scs Williams Sonoma Ms/Tn - For
	From bottom of page click Add Form Group>> button to add to Selected Groups	Client - 1033969 Bayer All Associates Client - 1033969 Bayer All Driving Positions
	Coldmin	



Step	Instruction	Action
5.	 A new email template will be created for the Employee. Follow steps <u>3-8</u> in the Setting up the Employee, Email (only) Process section of this document to complete the email to the employee process. 	Create Email Employee Information • Location of Employment: Region 1 • • Select Email Template: • Application Agreement • • Select Form Group • Select Form On Boarding Groups and the single delivery forms relating to on-boarding i.e State Tax Forms.) Filter Filter groups by keyword • Filter groups by keyword • Filter - Cpe General Staffing On-Boarding FC Hire - General Staffing On-Boarding FC Hire - Cpe General Staffing On-Boarding - Nj Hire - General Staffing On-Boarding - Nj Hire - Cpe General Staffing On-Boarding Forms Hire - General Staffing On-Boarding - Nj Hire - Professional On-Boarding Forms Hire - Cpe Professional On-Boarding Forms Hire - Cpe Professional On-Boarding Forms • Hire - Cpe Professional Onboarding Forms - Nj • Hire - Cpe Professional Onboarding Forms - Nj • Hire - Cpe Professional Onboarding Forms - Nj • Hire - Cpe Professional Onboarding Forms - Nj • Hire - Cpe Professional Onboarding Forms - Nj • Hire - Cpe Professional Onboarding Forms - Nj • Hire - Cpe Professional On
6.	 After completing all required fields Click the Send button An email will automatically generate to the Employee via US Verify 	Send

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Generate Additional Forms

Additional forms can be considered any forms generated to an employee after his/her US Verify file has been created. This can be the Client form packets AFTER the OnBoarding forms are sent from US Verify and even existing forms re-sent for the purpose of the employee making updates/changes to specific form information.

Client Forms

US Verify allows you to deliver Client required forms quickly and easily if the Employee is already in US Verify. You should always start by checking the Contract Administration site to see if there are any additional forms not found in US Verify. Additionally, only Employee facing forms have been loaded into US Verify. Any form that the Employee does not need to see, Example: Checklist, background requirements will not be loaded into US Verify

Update Employee Forms

An Employee may come to you while on assignment or in "Available" status and request that a particular form be updated. Most commonly requested updates are: **Federal and State W4** and **Direct Deposit** form. Employees can update EXISTING forms by resending the forms via the **Assign Form Group** button from within the **Employee Record**.



Step	Instruction	Action
1.	To assign Additional Forms to an employee Conduct a search for the Employee record. For mo	re detailed steps on how to conduct a Search see the
2.	The Employee Quick View tab will open From the Employee Functions section • Click the Process Employee button	Employee Functions
3.	To assign the formsClick the Assign Form Group button	Assign Form Group
4.	 The Available Groups page opens. To add forms or form groups: To filter: Enter the keyword or customer number for your form/form group into the filter field and click the Filter button OR Scroll through the available forms listing Select necessary form or form group Double click form/form group to add to Selected Groups column OR From bottom of page click Add Form Group>> button to add to Selected Groups column 	Available groups: Select From On Boarding Groups and the single delivery forms: Select road is a state tax Forms: For groups by knywadi For one one one of the single delivery forms: For a state Tax Forms: For one one of the single delivery forms: For a state Tax Forms: For one one of the single delivery forms: For a state Tax Forms: For a state Tax Form: Form: For a state Tax Form: Form: Form:





Step	Instruction	Action
Client F	In Custom Match (CM): Look at the Assignment and get the Customer # directly from the Order	Custom Match - P File Options View Report Help Customer Employee Order Calendar Tasks CS Web5 GMIC Resume Admin Order Info Order Detail Order Skills E Save Customer Name: GE Customer ID: 856061 Order Name: CPE
In US Ve All of the custome of form p **NOTE Custome US Verif	erify Type the Customer # in the field and then Click the Filter button e package(s) and/or form(s) associated to that er should appear. This will help sort through the list backages. : If no results appear in the listing then the er ID entered has no associated Client Forms in the fy system.	Select From Client Form Group (This list contains all Client Form Groups i.e. 1001968 GE Healthcare PSA) Filter groups by keyword
5.	 For <u>Remote</u> (employee at home completion) Click the Assign & Email button For <u>In Branch/Office</u> (employee using in office testing PC) Click the Assign & Save button A Confirmation popup will appear letting you know that the form has been saved to the Employee Record in US Verify, Click the OK button 	Assign & Email Assign & Save Cancel





Step	Instruction	Action
6. Remote only	 The Create Email page will appear. The template will be populated with the information entered when the employee originally created his/her file. Review the information Ensure fields with red asterisks are populated and information is accurate If use of a Notary is required at this point please review the <u>Notary</u> section of this document for more detailed information. 	Create Email Employee Information * Select Email Template: Application Agreement * Use Notary? No * First Name: BABY PRENTISS * Email Address: BABY@PRENTISS.COM * From: (enter Email address) * Check box to receive progress updates. rachel.prentiss@adeccona.com CC: (separate with semicolon) Click to include your email address. * Subject: Remote Application Addendum * Salutation/Greeting:
7. Remote only The Em	After all required fields are complete Click the Send button *An email will automatically generate to the Employee via US Verify ployee will follow the same process to complete the Approcess. See The Employee Experience section of the Employee Section Se	Assigned Form(s) as done when completing the On-
completi	ion steps.	



Customized Forms Function

Colleague Process: Emailing form that needs to be customized

Step	Instruction	Action
1.	 From the Email screen: Select "Hire" and/or "Customer" forms Complete the rest of the email template as instructed in the "Email Process" section of the US Verify User guide. 	Client - 2276687 Beeline / Mckesson Corporation
2.	At the bottom of the Email screenSelect "Send"	Send
3.	A new page will open with the form available as a link that needs to be customized.	Please complete the following form(s) so that it can be delivered to the Associate.
	 Select the "Form" *Note: Do not click the "Finish" button before you customize the form.* 	NON-STANDARD WORKWEEK SCHEDULE NOTICE
4.	 Form will open. Complete field(s) that need to be customized Select "Submit" 	 Pav Rates: The hourly ray rate for this assignment will be Overtime pay will be paid at one and one-half times the regular straigh hours worked over: 40 hours in any one work week (in all States but California); or 8 hours in any one work day (in California)
		Submit
5.	You will be brought back to Screen with form(s) listed. (Refer to Step 3 for visual). • Select "Finish"	Finish
6.	Dashboard Page will appear and email will be sent to Employee.	Dashboard
		Working Cases

Colleague Process: Assign Form Group Section: Email form that needs to be customized from an Employee Record

Step	Instruction	Action
1.	 From the Employee's Record go to the Assign Form Group section: Select "Hire" and/or "Customer" forms 	 From the Email screen: Select "Hire" and/or "Customer" forms Complete the rest of the email template as instructed in the "Email Process" section of the US Verify User guide.
2.	Select "Assign & Email"	Assign & Email
3.	 A new page will open with the form available as a link that needs to be customized. Select the "Form" *Note: Do not click the "Finish" button before you customize the form.* 	The following forms must be pre-filled before being sent to the associate NON-STANDARD WORKWEEK SCHEDULE NOTICE
4.	 Form will open. Complete field(s) that need to be customized Select "Submit" 	 Pav Rates: The hourly ray rate for this assignment will be Overtime pay will be paid at one and one-half times the regular straigh hours worked over: 40 hours in any one work week (in all States but California); or 8 hours in any one work day (in California)
5.	You will be brought back to Screen with form(s) listed. (Refer to Step 3 for visual). • Select "Finish"	Finish
6.	Email screen will open up. Complete the rest of the email template as instructed in the "Email Process" section of the US Verify User guide.	
7.	At the bottom of the Email screen Select "Send" 	Send
8.	Dashboard Page will appear and email will be sent to Employee.	Dashboard Working Cases



Colleague Process: PrePopulate form that needs to be customized

Step	Instruction	Action
2.	 From the PrePopulate screen: Select "Hire" and/or "Customer" forms Complete the rest of the PrePopulate template as instructed in the "PrePopulate Process" section of the US Verify User guide. At the bottom of the PrePopulate screen 	Client - 2276687 Beeline / Mckesson Corporation
	Click the Save Info to Pending Queue button	Save Info to Pending Queue
3.	 A new page will open with the form available as a link that needs to be customized. Select the Form *Note: Do not click the "Finish" button before you customize the form!! 	The following forms must be pre-filled before being sent to the associate
4.	 Form will open. Complete field(s) that need to be customized. 	 Pav Rates: The hourly ray rate for this assignment will be Overtime pay will be paid at one and one-half times the regular straigh hours worked over: 40 hours in any one work week (in all States but California); or 8 hours in any one work day (in California)
	Click Submit	Submit
5.	 You will be brought back to Screen with form(s) listed. (Refer to Step 3 for visual). Click the Finish button 	Finish
6.	Dashboard Page will appear and email will be sent to Employee.	Dashboard Working Cases



Colleague Process: Assign Form Group Section – PrePopulate form that needs to be customized from Employee Record

Step	Instruction	Action
1.	 From the Employee's Record go to the Assign Form Group section: Select "Hire" and/or "Customer" forms 	Client - 2276687 Beeline / Mckesson Corporation
2.	Click the Assign & Save button	Assign & Save
3.	A new page will open with the form available as a link that needs to be customized.	The following forms must be pre-filled before being sent to the associate
	* <i>Note:</i> Do not click the "Finish" button before you customize the form.*	NON-STANDARD WORKWEEK SCHEDULE NOTICE
4.	 Form will open. Complete field(s) that need to be customized. 	 Pay Rates: The hourly ray rate for this assignment will be Overtime pay will be paid at one and one-half times the regular straigh hours worked over: 40 hours in any one work week (in all States but California); or 8 hours in any one work day (in California)
	Click the Submit button	Submit
5.	You will be brought back to Screen with form(s) listed. (Refer to Step 3 for visual).	Finish
	Click the Finish button	
6.	 Employee Record page will appear. Assign Form Group will appeared grayed out. 	Assign Form Group



Managing E-Verify Cases

After the Employee has completed their On-Boarding documents and you have completed Section 2 of the I-9 form then it is time to manage and finalize the E-Verify cases.

Step	Instruction	Action
1.	To Work an E-Verify Record (If you are not already at your main home page or Dashboard) From the left Menu Select Dashboard	Dashboard Dashboard Pre-Populate Upload Upload Working Cases Search Image: Cases Requiring Action: Administration P DHS Cases Requiring Action: Reports P SSN Applied For: Email P Documentation Expiring: Change PIN P Verification Pending: Help P
2.	 From the Working Cases section Click the DHS Cases Requiring Action hyperlink 	Working Cases P DHS Cases Requiring Action: 34 SSN Applied For: 3 Documentation Expiring: 0 Verification Pending:
3.	Locate the name of the Employee needing E-Verify case resolved	Employee Search Search Criteria Search Results Employee Quick View Advanced Search Showing 83 records out of 83 total results. Mame SSN Model of the second of the
	From the far right Action column Click the Quick View hyperlink to open the Employee Record .	Ilence Quick View Quick View Quick View Ilence Quick View Ilence Quick View



Step	Instruction	Action
4.	 The Employee Quick View tab will open Click the Go to Employee Record button 	So to employee record
5.	 Under the Employment Eligibility Verification section: Click the Work Record button 	Employment Eligibility Verification Case status: Verification number: 2010099154903WP Work Record Refresh
6.	Work E-Verify Record First name: MI: Last name: Social security #: LUCAS MI: Lukerson XXX-XX-1111 The Work E-Verify Record page will open. Depending on the employee's result you will be provided instructions on how to proceed in the main portion of this page. You will be presented with the Resolve Case scenarios. You will choose the applicable resolution for your result. Important! *All E-Verify cases must be resolved* Below are the different Case Status' and the steps for resolving each Case Status result	
Case	Status Results	
EA 1	 Employment Authorized The case will need to be resolved. Click the Resolve Case button 	Employment Eligibility Verification Case status: Employment Authorized





Step	Instruction	Action
SSA Ten- non conf. 1	SSA Tentative NonConfirmation The message states SSA found the Social Security Number to be invalid. This could happen for many reasons; the simplest being a typo on the forms to something more complicated such as the Employee's identity/ SSN has been compromised. In this situation the Employee has the option to take action to resolve the issue and continue working (contest) or to self terminate (not contest) and forfeit employment.	Employment Eligibility Verification Case status: SSA Tentative Non Conf: The Social Security number entered in E-Verify is not valid according to SSA records.
SSA Ten- non conf 2	 AFTER CLICKING THE Work Record button (step 5) and arriving at the Work E-Verify Record page (step 6) Read all of the information carefully In the case of SSA Tentative Non Confirmation the Social Security Administration is tentatively not going to confirm whether this employee is authorized to work or not. <i>IMPORTANT NOTE!</i> Tentative Non Confirmation CANNOT be used to withhold employment. 	Work E-Verify Record (SSA Tentative Non-Confirmation) Erst name: M: Last name: Social security #: Bith date: Local Social security #: Social security #: Bith date: Local-security The Social Social ynable effects Nonconfirmation Bith date: Social security #: Display Social
SSA Ten- non conf 3.	 After reading the information carefully: Click the Print the Tentative NonConfirmation Notification button (Choose the language appropriate for the employee). The letter the employee needs to resolve the case will be printed. Give the letter to the employee 	Print English Tentative Nonconfirmation Print Spanish Tentative Nonconfirmation
SSA Ten- non conf. 4.	If the employee chooses <u>NOT to Contest</u> : 1. Select the Self Terminated radio button The Termination Date field will appear 2. Enter a Self Terminated Date 3. Click the Resolve Case button	Resolve Case



	<u> </u>	
Step	Instruction	Action
SSA Ten- non conf 5.	 If the employee chooses to <u>Contest</u>: Click on the Refer Case button Provide the Employee with the printed letter for their follow up activity (Choose the language appropriate for the employee) This letter provides instructions for the candidate to <u>GO to</u> the Social Security Administration Office to resolve the case. The candidate has eight (8) Federal Working days to <u>Visit</u> the SSA Office and resolve his/her case. You will need to return to this area of the system at a later date to check for resolution and resolve the case. All E-Verify cases MUST be resolved in the system! 	Refer Case to SSA Click on the appropriate language to print the referral notice and refer this employee to the 55A. Refer Case (English) Refer Case (Spanish)
Again:	Tentative Non Confirmation CANNOT be used to	o withhold employment.
DHS Ten-	DHS Tentative NonConfirmation	Employment Eligibility Verification
non conf 1.	The message states Department of Homeland Security found the Social Security Number to be invalid. This could happen for many reasons; the simplest being a typo on the forms to something more complicated such as the Employee's identity/ SSN has been compromised. In this situation the Employee has the option to take action to resolve the issue and continue working (contest) or to self terminate (not contest) and forfeit employment.	Case status: DHS Tentative Non Conf: The Social Security number entered in E-Verify is not valid according to DHS records.



Step	Instruction	Action
DHS Ten- non conf 2.	 AFTER CLICKING THE Work Record button (step 5) and arriving at the Work E-Verify Record page (step 6) Read all of the information carefully In the case of DHS Tentative Non Confirmation the Department of Homeland Security is tentatively not going to confirm whether this employee is authorized to work or not. IMPORTANT NOTE! <u>Tentative Non</u> <u>Confirmation CANNOT be used to withhold employment.</u> 	Work E-Verify Record (bit Entrative Non-Confirmation) Entrame: Later Structure Constructure Scatter Provided Structure
DHS Ten- non conf 3.	 After reading the information carefully: Click the Print the Tentative NonConfirmation Notification button (Choose the language appropriate for the employee). The letter the employee needs to resolve the case will be printed. Give the letter to the employee 	Print English Tentative Nonconfirmation
DHS Ten- non conf 4.	If the employee chooses <u>NOT to Contest</u> : 4. Select the Self Terminated radio button The Termination Date field will appear 5. Enter a Self Terminated Date 6. Click the Resolve Case button	Resolve Case



Ston Instruction Action	
Instruction	Action
 If the employee chooses to <u>Contest</u>: Click on the Refer Case button Provide the Employee with the printed letter for their follow up activity (Choose the language appropriate for the employee) This letter provides instructions for the candidate to CALL the Department of Homeland Security to resolve the case. The candidate has eight (8) Federal Working days to <u>CALL</u> (not visit) the <u>DHS Office</u> and resolve his/her case. You will need to return to this area of the system at a later date to check for resolution and resolve the case. All E-Verify cases MUST be resolved in the system! 	Refer Case Click on the appropriate language to print the referral notice and refer this employee to the DHS Refer Case (English) Refer Case (Spanish)
Tentative Non Confirmation CANNOT be used to	o withhold employment.
	If the employee chooses to <u>Contest</u> : • Click on the Refer Case button • Provide the Employee with the printed letter for their follow up activity (Choose the language appropriate for the employee) This letter provides instructions for the candidate to CALL the Department of Homeland Security to resolve the case. The candidate has eight (8) Federal Working days to <u>CALL</u> (not visit) the <u>DHS Office</u> and resolve his/her case. You will need to return to this area of the system at a later date to check for resolution and resolve the case. All E-Verify cases MUST be resolved in the system! <u>Tentative Non Confirmation CANNOT be used to</u>



Printing and Saving Forms

Step	Instruction	Action
1.	Go to the Employee record: To conduct a search for the Employee record. For the <u>Conducting Searches</u> section of this document	or more detailed steps on how to conduct a Search see nt.
2.	 From the right side of the screen under the Documents section: Click the globe icon to the left of the form you wish to print or save 	Submit Documents In-11-2012 COMPUTER USE GUIDELINES In-11-2012 COMPUTER USE GUIDELINES In-12-2011 ACKNOWLEDGMENT OF FOF MS In-12-2011 ACKNOWLEDGMENT OF FOM MS In-12-2011 ACKNOWLEDGMENT OF FOM MS In-12-2011 CODE OF CONDUCT POLICY ACKNOWLEDGMENT In-12-2011 CONFIDENTIALITY AGE EEMENT In-12-2011 CONFIDENTIALITY AND INVENTION RIGHTS AGREEMENT In-12-2011 CONFILICTS OF INTEREST Interest Interest
3.	 A print/save popup will appear Select the Open With radio button to open the document for printing Then click the OK button OR Select the Save File radio button to save the file to a location Then click the OK button 	Opening ACKNOWLEDGMENT You have chosen to open ACKNOWLEDGMENT which is a: Adobe Acrobat Document (53.6 KB) from: https://stage.usverify.com What should Firefox do with this file? Open with Adobe Acrobat 9.4 (default) Save File Do this automatically for files like this from now on.



What to do when an Employee does not receive the US Verify Email

If an employee does not receiver his/her US Verify Email with the link to his/her file you will need to copy the link from the original file witin the Employee Record, and then resend the link.

To conduct a search for the Employee record. For more detailed steps on how to conduct a Search see the Conducting Searches section of this document.

Step	Instruction	Action	
2.	From within the Employee file: • Click on the Copy Email Link To Clipboard button	Personal Info Name: Address: Phone: Email: Date of Hire: Term Date: SSN: Token: Fed Contractor: Associates with Yahoo sent from this system not delivered at all. Fo the button below may where you can paste in the candidate.	JAMES, JODY 175 BROADHOLLOW ROAD MELVILLE, NY 11747 6315551212 JODY. JAMES@JODY. JAMES.COM N/A XXX-XX-0000 61036795337 N e email addresses have reported that emails are moved to the spam folder or sometimes or associates with Yahoo email addresses, be used to copy the link to your clipboard it into an email that you can send directly to
4.	 Open your Outlook Email Generate a new email addressed to the employee Right Click your mouse and paste the link into the email The Employee will copy and paste the URL into their browser and see this screen: NOTE: This URL is matched with that specific Employee's record in US Verify.	File Message Insert Opti Paste B I <t< th=""><th>ons Format Text Review Image: Constraint of the state of th</th></t<>	ons Format Text Review Image: Constraint of the state of th
	- Do <u>not</u> send as a generic URL.	k. sudjeto	non, supramo



The Exception Process

Instruction

Duplicate SSN with USVerify:

1A. Employee already applied

US Verify does not accept duplicate SSNs. This may occur for a couple of reasons. One, the Employee may have applied in one branch and already has an Employee Record in US Verify. The solution to this scenario would be to research the Employee's record in CM and locate the office in which s/he has their record. If the Employee will be transferring to your office, complete the transfer in CM. Twenty four hours after you make the transfer in CM, USVerify will transfer the Employee record. You will need to reschedule the Employee to come back to the office to update any necessary forms after their US Verify Employee file arrives in your office. Remember to confirm whether this Employee is a Reactivation/Rehire and follow the applicable process. The duplicate record can be deleted in US Verify.

1B. Fraudulent Social Security Number

The second situation in which a duplicate record may occur is if an SSN has been used fraudulently, creating two records with the same SSN. Your Employee may be sitting in your office when you run into this situation so you must handle this situation with sensitivity. Instructions for how to resolve what may appear to be SSN fraud is covered in the Single Employee Database Policy. Please inform your Employee that it appears that more than one person is using the same SSN. **Do not assume the Employee in front of you is the not the rightful owner of the SSN!** Provide them the instructions contained in the policy so they can know the steps to take to prove they are the rightful owner. They will need to return to the office with the necessary documentation at a later date. Ask the Employee to reschedule their appointment as soon as they have the needed documentation so you can finish their forms.



Reports

Many of the reports in the system are US Verify reports and not reports developed specifically for this company.

This section will cover:

- How to locate a report in US Verify
- How to create/run a report
- Which reports the offices should run and review regularly

Locating a Report

Step	Instruction	Action
1.	After logging into USVerify From the left Menu Select Reports	Dashboard Dash Pre-Populate Upload Wor Search O
		Administration
2.	The Reports page opens A brief description of all the high level reports is provided on this page.	Reports Home E-Verify Summary - An authorized user can view E-Verify Detail - An authorized user can view a de Employees CSV - An authorized user can downlossystem. Invalidated SSNs - An authorized user can view in invalid. Reverifications - An authorized user can view all intimeframe. Location Activity - An authorized user can view a





	j	
Step	Instruction	Action
3.	The left toolbar, under the Reports link lists a standard list of available reports	DashboardReports HomePre-PopulateE-Verify Summary - An authorizedUploadE-Verify Summary - An authorized useSearchE-Verify Detail - An authorized useAdministrationEmployees CSV - An authorized us system.E-Verify SummaryInvalidated SSNs - An authorized us invalid.E-Verify DetailReverifications - An authorized us timeframe.Invalidated SSNsLocation Activity - An authorized us timeframe.Invalidated SSNsLocation Activity - An authorized user of Expired I-9sExpired I-9sExpired I-9s - An authorized user of future date.Exp Work AuthOn-boarding DataOn-boarding DataOn-boarding Data - An authorized information
4.	 To locate additional "one click" reports Click the CSV Reports link Click the Report Name drop down menu arrow A list of available CSV "one click" reports will appear listed for selection. 	Dashboard CSV (Comma Separated Values) Report Pre-Populate Upload Upload To generate a comma separated value (CSV) report, start by selecting the report from the s report will be automatically downloaded to your computer. Administration To begin, select a report to from the list below. Reports Report Name E-Verify Summary E-Verify Detail E-Verify Detail CSV (Comma Separated value (CSV) report, start by selecting the report from the s report to from the list below. Reports Report Name E-Verify Detail Select one. Erroloyees CSV Pactive Employees Not Yet Started OnBoarding Associated Faxes Datated SSNs Federal Contractors Reverifications E-Verify Detail Report Location Activity Parged 1-9s Expleid 1-9s B Signature Dates Report Missing Support Docs Report Onboarding Not Begun Report Onboarding Data CSV Reports Email CSV Report Email Ferminated by Active Employee Feed



Creating/Running a Report

Step	Instruction	Action
1.	 Reports with Criteria To run a report Select the desired report from the report menu. 	Reports E-Verify Summary E-Verify Detail Employees CSV Inwalidated SSNs Reverifications Location Activity Purged I-9s Expr Work Auth On-boarding Data CSV Reports
2.	 The Report Criteria page opens. In all reports you will have a location field. You will only be able to select a location if you have access to multiple offices Some reports have a date range criteria that can be set Enter desired criteria Click the Submit button 	On-boarding Data Extraction Report Select the Location, begin date, and end date to generate this report. Note: Begin date cannot be more than 14 days in the past. Location: Begin Date: End Date: Submit Submit
3.	 The File Download popup will open Click the Open button Note: To open reports you may need to ensure your popup blockers are turned off. 	File Download X Do you want to open or save this file? X Image: Struct_file.zp Type: Compressed (zipped) Folder From: stage.usverify.com Image: Open Save Cancel Image: Struct the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
4.	Double click the report to open	Name Ope Packed Folder Tasks Signature Name Ope Packed Extract all files Signature Name Ope Packed





Step	Instruction	Action		
1.	CSV Reports From the Reports sub menu options • Select CSV Reports	Invalidated SSNs Reverifications Location Activity Purged I-9s Expired I-9s Exp Work Auth On-boarding Data CSV Reports		
The CSV Reports are an entire separate set of reports that are all generated in Comma Separated Value (CSV) format. These reports when opened appear in Excel, but if saved will need to be <u><saved as=""></saved></u> .xls files if you plan to reopen and view as Excel to sort data etc. NOTE: When running reports - certain reports can be saved and some should <u>never</u> be saved to your computer. Social Security Numbers and Bank Information is extremely confidential information and should <u>NEVER EVER</u> be saved on your computer. Never put yourself or our company in a situation where data can be compromised.				
2.	 The CSV Report page will open Click the Report Name field drop down menu arrow 	CSV (Comma Separated Values) Report To generate a comma separated value (CSV) report, start by selecting the report from the select list, t report will be automatically downloaded to your computer. To begin, select a report to from the list below. Report Name Select one.		
3.	 Select desired report from the list of menu options Select any report, and then Complete the report criteria Again, all reports will have a location but only some will have a date range. 	CSV (Comma Separated Values) Report To generate a comma separated value (CSV) report, start by selecting the report from the select report will be automatically downloaded to your computer. To begin, select a report to from the list below. Report Name Onboarding Not Begun Report Location All		
4.	 After criteria is selected/entered: Click the Download Report button 	CSV (Comma Separated Values) Report o generate a comma separated value (CSV) report, start by selecting the report from the select list, then provide any additional resport will be automatically downloaded to your computer. To begin, select a report to from the list below. Report Name Onboarding Not Begun Report Location All		





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Important Reports to Review

There are three major reports the offices should be reviewing on a regular basis.

On-Boarding Data	This report lists all the information you will need to complete your candidate's record in CM. It lists their name, completed date, tax information and direct deposit information. The location and a date range should be selected. The date range should be one day and printed daily to complete all records of employees on the same day.
Expiring Work Authorization	Should be reviewed on a weekly basis depending on your market. It is a simple PDF report that lists Name, partial SSN, 'work until date', and 'days to expire'
E-Verify Summary Report	Should be reviewed on a weekly basis. This report is a simple PDF report that lists a breakdown of E-Verify transactions by office. This report will help you identify the E-Verify cases that require your action to resolve them.

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Adecco Group

North America



Key Points to Keep in Mind

- 1. Do not send more then one email to the same Employee.
- 2. The Employee will be in "Pending" section only if ALL of their forms are completed and Section 2 of the I-9 form still needs to be completed.
- **3.** If you have access to more then one office then make sure that the Employee is assigned to the correct office location.
- 4. The forms listed under On-boarding Documents are in **Blue** if they are completed and **Black** if they are not completed.



Addendum

Inactivation Date Field

To clear unused form/packets from the dashboard the packet will need to be marked as inactive. To inactivate a packet use the Inactivate Date field.

This process is used for three main reasons:

- 1. Rehiring an employee (see <u>Rehire</u> section of this User Guide)
- 2. Employee appears on the dashboard for document completion/updates, but is **unresponsive** for a period of time
- 3. Record is active, but employee becomes ineligible for employment with Adecco

Step	Instruction	Action	
1.	To clear records off your dashboard from the Working Cases section select the case type	Dashboard Dashboard Pre-Populate Working Cases Upload PothS Cases Requiring Action: Search PothS Cases Requiring Action: Administration PothS Cases Requiring Action: Reports PothS Cases Requiring Action: Email Pocumentation Expiring: Change PIN Pending Records Help Saved Searches P authorized Pending	24 6 1 58
2.	Or search for the employee record by entering desired criteria into the Search section	Dashboard Employee Search Pre-Populate Search Criteria Upload Search Criteria Search Specific Search Criteria Al Locations Search First Name Administration Last Name Reports SSN Email DHS Case Number Change PIN Email Address	rch Helr
3.	 Select the Employee Record Locate the Inactivation Date** field Enter date of inactivation Click the Submit button Note: If you need the Inactivation Date** field removed, then please submit a request to eService.	Employee Record Employee Information Name: ALLIE ADDENDUM Social security #: Address: (Edit) STATE CORDOVA, TN 38016 Date of birth: Email: (Edit) PATRICIA.GANDARILLAS@ADECCONA.COM External Ref ID: Employment date: 03-17-2011 Inactivation Date** Submit	