

User Function Definitions

Search for EE – Allows a user to search for an employee with an I-9 on file. A user is allowed to search their authorized location(s). Search results can optionally be exported to Microsoft Excel (CSV format) to create custom reports. This feature is optional, so the user will only have this capability if the feature is active. A variety of search criteria are available to filter the search results. Some criteria are only available to clients of The Work Number and/or E-Verify.

View Existing I-9 – Allows a user to access the Employee Detail page for an employee and view/print an image of the I-9 on file. A user only has access to I-9s they have authority to view based on their authorized location(s).

Create New I-9 – Allows a user to create a new electronic I-9 from scratch with the employee by completing both section 1 and section 2 of the I-9 and electronically signing the I-9.

Upload – Allows a user to upload an I-9 previously completed on paper. Users have the option to upload an I-9 completed on the current or previous version of the Form I-9.

Attach – Allows a user to attach a supporting document to a completed I-9. The user must name and upload the supporting document they are attaching.

Audit – Allows a user to access an employee Audit Report. The Audit report tracks the addition of I-9 and changes made to an employee's I-9. The Audit Report includes a description of the event that occurred, the user that completed the event with a time and date stamp.

Edit Data – Allows a user to edit the I-9 data on file for a Converted or Bulk Loaded I-9. This feature is accessible via the Edit Data link in the I-9 History section on the Employee Detail for a Converted or Bulk Loaded I-9.

Change Employee Location – Allows a user to move an employee to a new location. The user must have authority over the current and new locations. The employee's previous location retains view-only access to the employee's I-9 for audit purposes. For compliance purposes, the employee's I-9 is only counted towards compliance for the current location.

Reverify Existing I-9 – The Section 3 button on the Employee Detail page will display for the user allowing them to complete section 3 of the I-9 to reverify an employee's work authorization prior to the expiration of the employee's temporary work status.

Complete Pending I-9 – Allows a user to complete section 2 of an I-9 for which the employee has already completed and electronically signed section 1.

Termed Before Completing I-9 – Allows the users to complete a Pending I-9 by indicating that the employee has termed prior to presenting Section 2 documents. This function is conditional. The system can be configured to limit this function to ONLY EmployerSuperUser, AssistantLocationManager, and LocationSpecialist.

SSN Applied For – A user with this function is able to complete Section 2 for I-9s that had SSN Applied For selected in Section 1. SSN Applied For allows a new I-9 to be completed for an employee has applied for a SSN that has not yet been issued. This starts a 90-day timer to remind the employer to obtain the SSN from the employee. If you use E-Verify, the verification is sent when the I-9 is updated (section 3 completed) with the employee's SSN.

E-Verify – The user will be able to view the E-Verify status on the Employee Detail page. The user can also refer an employee to the SSA/DHS to correct an issue or resolve an E-Verify case.

Force to E-Verify – The user will be able to force a Form I-9 on file to be submitted to E-Verify provided the Form I-9 is 'data ready' for E-Verify and there is not an existing E-Verify case associated with the Form I-9.

Multi E-Verify Closure – The user will be able to close multiple E-Verify cases through one workflow process using this feature.

Add Comment – Allows a user to add and view comments or memos entered for this employee. This feature is optional, so the user will only have this capability if the feature is active. Comments may not be changed or deleted.

Admin User

Create User – Allows a user to add a new user to the service who is not already on the file feed being sent to The Work Number or other service. The user can create a new user manually using the administration feature. Please make sure to use the correct default PIN scheme when entering a new user who will be included in a future file feed for The Work Number of other service.

Admin Loc

Edit Location Information – Allows a user to change demographic information (address, phone number, email address) for a location that has already been added to the service.

Create Location – Allows a user to manually add a new location using the administration feature of the service.

Unlock User's PIN – Allow a user to unlock another user that is in a locked status. This is usually because a user tried to login using the wrong PIN too many times.

EE Search Export – Allow a user to export the Employee Search results to Excel in CSV format. This feature is optional, so the user will only have this capability if the feature is active.

Search All Criteria – Allow a user to perform a search using all available search criteria (group, location, first name, last name, etc.).

Search Missing – Allow a user to perform a search using the Missing type category. This allows the user to view employees that are considered to be “Missing” an I-9.

Search SSN Only – Allow a user to only search for a Pending I-9 by SSN. This role is designed for a client that wants to prevent a user from having access to all Pending I-9s, but also;

- Wants to avoid entering the location when section 1 of the I-9 is completed,
- Finds it is not practical to provide a multi-location file (user hierarchy) to assign users to one or more locations,
- Supports many users that constantly move between locations or have access to a changing list of locations.

Search Pending Only – Allow a user to only search for Pending I-9s. This role is designed for a client that wants to prevent a user from accessing any I-9 or E-Verify data after an I-9 is completed. When performing an employee search, Pending is the only option displayed in the Type of I-9 dropdown box.

Add/Edit Term Dates – The user will be able to view add or change a termination date for an employee in the I-9 database.

Change SSN – The user will be able to change an employee's SSN in the I-9 database and on the employee's active Form I-9 (a new PDF is created) provided there is not an open E-Verify case for the employee.

Change Hire Date – The user will be able to change an employee's hire date in the I-9 database and on the employee's active Form I-9 (a new PDF is created) provided there is not an open E-Verify case for the employee.

Access to View I-9 (aka Location)

- By Entire MAU
- By Unit Level 1 and Sub Unit Level 2
- By Individual Unit Level 1
- Example: adamsmj
 - Access to entire MAU: 10078000G
 - Access to 1 Unit Level 1: 10070844

User ID	User Role	Location Code
abellame	DistrictManage	10078964
abellame	DistrictManage	10078961
adamsmj	HRSupervisor	10078000G
adamsmj	HRSupervisor	10070844
aiellome	DistrictManage	10078175
andre244	DistrictManage	10078983
andre260	DistrictManage	10078000G
andre260	DistrictManage	10070844
aroraank	DistrictManage	10078175
arthurk	HRUser	10072386
baar	HRSupervisor	10002344
baar	HRSupervisor	10057344
baar	HRSupervisor	10058344
bakerir1	DistrictManage	10078925
barberk	HRSupervisor	10002036
baswellc	HRUser	10078929
becker71	DistrictManage	10078954
berrys	DistrictManage	10078000G
berrys	DistrictManage	10070844
bfife	HRSupervisor	10078000G
bfife	HRSupervisor	10070844

Access to View I-9 (aka Location)

10004000	COLLEGE OF ARTS AND LETTERS	10004067	ARABIC	UNIT LEVEL 1			
10004000	COLLEGE OF ARTS AND LETTERS	10004068	ART, ART HISTORY, AND DE	UNIT LEVEL 1			
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000794	AL DEAN ADMINISTRATION	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000795	AL ADVANCEMENT AND COMMUNICATIONS	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000796	AL DEVELOPMENT AND ALUMNI RELATIONS	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000797	AL CAITLAH	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000798	AL CREATIVITY EXPLORATORY	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000799	AL GRADUATE AFFAIRS	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000800	AL OUTREACH	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000801	AL RESEARCH AND SCHOLARSHIP	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000802	AL STUDY ABROAD AND STUDY AWAY	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000803	AL ACADEMIC AND INFORMATION TECH SUPPORT	UNIT LEVEL 2
10004000	COLLEGE OF ARTS AND LETTERS	10004070	ARTS AND LETTER DEAN	UNIT LEVEL 1	40000804	AL UNDERGRADUATE AFFAIRS	UNIT LEVEL 2

- By Entire MAU: 10004000G
- By Unit Level 1 and Sub Unit Level 2: 10004070G
- By Each Individual Unit Level 1: 10004070, 10004068 etc.