Equifax and I-9 Processing

What’s New
Starting in November, Emory University will transition to using Equifax Workforce Solutions, also known as TALX Corporation, to complete I-9 forms and the E-verify process for all new hires.

Equifax will provide I-9 Management that meets regulatory changes and reduces liability while increasing our efficiency and being compliant.

The University is currently using Equifax for W2 processing and Employment Verifications.
Current I-9 Processing

Employee is Pre-Started

Employee is notified and referred to Orientation to complete section 1 of the I-9

Employee meets with employer and section 2 of the I-9 is completed

Data Services quality checks the I-9, documents and E-Verifys the information
Employee: What is Changing

The employee is re-directed to Equifax when they click on I-9 Employment Form under Orientation....
Employee: What is Changing

Employee will now key directly into these fields.

Location indicates the department number the employee was Pre-Started into.
Employee: What is Changing

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
☐ Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance: 

☐ Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee):

Last Name (Family Name) 

First Name (Given Name)

Address (Street Number and Name)

City or Town 

State 

Zip Code

Cancel Continue
Employee: What is Changing

The employee can change their information on this page before electronically signing.
The employee will be able to print or email this page.

If the employee has to make corrections after signing the I-9, they can create a new section 1 that will replace the one they created.
Employee: What is Changing

The employee is directed to this page after they logout.

Thank you for using I-9 Management. You have successfully ended your online session. To log back in, click here.

To completely clear your activity from your Internet browser’s memory, we recommend that you close this window. Closing the window is especially important if you use a shared or public computer.
Employer: What is Changing

The employer will click on the employee’s name or a link in Pre-Start when they are ready to complete section 2...
Employer: What is Changing

Employer will be re-directed to a sign in page to log into Equifax.
Employer: What is Changing

Employer will land on the Main Menu page where they will search for their employee by using **Search for Employees** or by selecting **Pending** under Quick Search.
Employer: What is Changing

Selecting Pending will bring you to this page to locate your employee...

Search For Employees

Select one or more search criteria below to search for employees.

First Name:  
Last Name:  
SSN:  
Type of I-9:  
Pending

Group:  
(All)

Location:  
(All)

Date Range:  
Start Date  
End Date

Include:  
☑ Active Employees  
☐ Terminated Employees

☑ Current Location Only

Search Results: Pending

Type:  
E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, D=Receipt Due, M=Mailing, I=Invalid, F=E-Verify win l

<table>
<thead>
<tr>
<th>Type Name</th>
<th>Location</th>
<th>SSN</th>
<th>Employment</th>
<th>E-Verify Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dooley, Claire</td>
<td>4321</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faukas, Marcie</td>
<td>3333</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guy, Tester</td>
<td>Emory Univ 161020 HR: Employee Relations 1199</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper, Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test, Jon</td>
<td>Emory Univ 035000 DAR: Annual Giving 0011</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1-5 of 6
Employer: What is Changing
Completing Section 2 now looks like this….

Location indicates the department number the employee was Pre-Started into.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Enter Hire Date</th>
</tr>
</thead>
</table>

You can make changes to section 1 if the employee is with you.

Section 2 - Employer Review and Verification
Please enter the employment information and the document(s) presented by the employee.

Employee: Claire Dooley

<table>
<thead>
<tr>
<th>Employment Date:</th>
<th>Location:</th>
</tr>
</thead>
</table>

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A or 1 List B and 1 List C document. A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days. Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

- List A proves identity AND work authorization:
- List B and C
  - List B proves identity:
  - List C proves work authorization:
- Employee terminated before completing I-9

What’s This?
What’s This?
What’s This?
Employer: What is Changing

Making changes to Section 1 will auto-fill the Preparer and/or Translator Certification with employer’s information.

When making corrections to Section 1 of the I-9, U.S. Citizenship and Immigration Services states that the Preparer and/or Translator must certify that they assisted the employee with correcting the form. The employer and the employee has to electronically sign acknowledging the corrections.
Employer: What is Changing

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee. The employee must provide a photo ID to prove their identity.

Employee:
Claire Dooley

Employment Date:
10/01/2016

Location:
Emory Univ 160060 HR: Data Services

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

☐ List A
   List A proves identity AND work authorization:
   □ Receipt (e.g., replacement) What's This?

☐ List B and C
   List B proves identity:
   □ Receipt (e.g., replacement) What's This?
   List C proves work authorization:
   □ Receipt (e.g., replacement) What's This?

☐ Employee terminated before completing I-9

[Buttons: Back, Cancel, Continue]
Employer: What is Changing

Employer completes section 2 with the documentation presented by the employee...

Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List a document - U.S. Passport or U.S. Passport Card

Issuing Authority:
U.S. Department of State

Passport #:

Expiration Date (mm/dd/yyyy):
10/10/2020

Sample Document

Back  Cancel  Continue
Employer: What is Changing

Changes can be made before signing electronically.
Employer: What is Changing

The I-9 is ready for E-Verify processing after you sign electronically.

Documents are attached from this page.

<table>
<thead>
<tr>
<th>I-9 History</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire/Entry</td>
<td>Type (click to view)</td>
<td>Actions</td>
</tr>
<tr>
<td>10/1/2016</td>
<td>Original I-9</td>
<td>Attach File</td>
</tr>
</tbody>
</table>

Name: Claire Dooley
Other Names Used: 0000000000
U.S. Social Security Number: XXX-XX-4321
Date of Birth: 01/01/1970
Address: 1599 Clifton Rd NE
Atlanta, GA 30322

E-mail Address: 
Telephone Number: 
Employment Date: 10/01/2016
Termination Date: 
Work Status: A Citizen of the United States

Employment Authorized.
Group: Emory University
Location: Emory Univ 160000 HR: Data Services

Form I-129 Filing Date: 

Section 3

Colorado Affirmation Form Receipt Update

Change SSN

Change Employment Date
Employer: What is Changing

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document, do the following:
1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. If you have multiple documents to upload, repeat the above steps.
6. When all documents are uploaded, you may click the Finished button.

If you are unable to upload documents, do the following:
1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT: The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:
- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

You will be able to attach documents using the I-9 Mobile App.

OR

You can attach documents by uploading the file.
Employer: What is Changing

When you **Upload** the document(s) you will be asked to verify their correctness.

Verify and then select **Finished**.
Employer: What is Changing

When **Finished**, you will be directed back to the Employee Detail page for you to **Logout**.
Name Change

- From Pre-Start, you will be re-directed to sign into Equifax.

- Select **Search For Employees** from Main Menu page.

- Search using the employee’s previous name.

- Select employee and click on **Section 3 button** on the Employee Detail page.

- Enter new name and follow prompts to sign electronically.

- The Name Change I-9 will appear as a “Re-verifed I-9” under I-9 History.
Reverifications

- From Pre-Start, you will be re-directed to sign into Equifax.

- Select **Reverification Due** from Main Menu page.

- Search for employee and on the Employee Detail page click on **Section 3** button.

- Choose List A or C Document(s) from the drop down list.

- Enter required document information.

- Review and electronically sign.

- The Reverification I-9 will appear as a “Re-verified I-9” under I-9 History.
Questions

How will I know to complete section 1 & 2 or 3?

In the process of syncing Equifax to Pre-Start to provide status.

Who is notified when the employee receives a Tentative Non-Confirmation?

The department will be able to see the non-confirmation status on the Employee’s Detail page but Data Services will reach out to the employee for resolution. There might be instances where the department/with the employee, will have to correct the I-9 before Data Services can resolve the non-confirmation.
Questions

Can an I-9 be created months in advance of the employee’s hire?
Yes.

Can the employer log directly into Equifax without going through Pre-Start?
Employer will have to log into Equifax via Pre-Start.

How is the I-9 updated with the employee’s social security number?
The employer will access the Employee’s Detail page and change the dummy social number to the Social Security Administration issued social security number.