Streamline and Enhance Your I-9 Program

The HireRight I-9 Solution is the efficient way to manage U.S. employment eligibility and maintain federal and state compliance. It transforms your traditional manual procedures into an automated online process involving electronic forms, documents and signatures, and instant employment eligibility verifications through E-Verify. The HireRight I-9 Solution dashboard, management reports, employee kiosk, email alerts and document uploads reduce staff workloads and increase productivity. A seamless integration with e-recruiting systems and HireRight screening solutions provides a more efficient user experience and reduces duplicate data entry.

Facilitate I-9 and E-Verify Compliance

The HireRight I-9 Solution meets the U.S. Citizenship and Immigration Services (USCIS) requirements and the Department of Homeland Security (DHS) federal regulations related to electronic I-9 form management. It supports a paperless process to allow you to create, view, download, store and print I-9 forms, as well as run management reports on-demand. It features built-in tools such as automated error checking to help ensure forms are accurately completed to promote compliance. In the event of an audit, the HireRight I-9 Solution offers audit trail tracking, management reports, a dashboard and electronic signature compliant with the Electronic Signatures in Global and National Commerce Act (E-SIGN).

Verify Employment Eligibility Instantly

To help you verify employment eligibility and maintain compliance, the HireRight I-9 Solution is integrated with the DHS E-Verify program to provide instant employment eligibility verification and alerts for non-confirmation issues. Its support for E-Verify’s Photo Tool allows you to compare employee photographs with those contained in federal databases to reduce fraud resulting from the use of false documents.
Key Features:

Summary Dashboard
For increased control, a dashboard provides centralized access to I-9 forms and employment eligibility status. I-9 forms may be viewed, printed, downloaded or emailed in seconds.

Document Upload and Storage
To simplify program management, previously completed paper I-9 forms may be scanned and uploaded individually or through a batch process. For convenience, supporting documentation may also be scanned and uploaded.

Email Alerts
To assist in program management, a complete suite of optional email notifications is available. For example, prior to the expiration of supporting documents, an email reminder can be scheduled when a re-verification is due. Email alerts may be requested for I-9 forms that have not been completed on time.

Instant E-Verify Check with Late Comment
For maximum efficiency, employee information is directly sent to the DHS E-Verify program. Reasons for queries made outside the “Three Day Rule” can be added to maintain compliance and simplify an audit. Tools and resources facilitate the resolution of E-Verify requests that cannot be immediately verified by the DHS.

Compliance Tools
Promote regulatory compliance by updating and re-verifying I-9 forms. Data entry errors are minimized because form information is checked against the proper format and that all fields have been completed. Updated I-9 forms are included to accommodate USCIS changes.

Error Correction and Audit Trail
After the I-9 form is submitted, it can be accessed at any time to make edits or changes. An audit trail tracks every I-9 form action, including changes, submissions and re-verifications.

Electronic Forms and Signatures
Electronic forms are completed online and signed through an e-signature, rather than paper forms completed by hand. This process eliminates illegible writing, minimizes errors and streamlines employment eligibility verifications.

E-Recruiting and HireRight Integration
For efficiency, a single email may be sent to employees to request that they complete a background check and the I-9 form.

Employee Kiosk
For local and remote users without computer or email access, an interactive kiosk conveniently allows employees to self-register and complete their I-9 forms.

Smart Delete
I-9 forms and supporting documents are monitored for obsolescence. When retention requirements are met, outdated items may be automatically deleted by running a utility. This minimizes audit risk exposure.

Electronic Tentative Non-Confirmation (TNC) Letters Option
Letters may be routed via email for electronic signature to streamline processing and reduce turnaround time.

On-Demand Management Reporting
Reports on nearly all data in the system can be printed, downloaded, exported and viewed online to increase program control and support an audit.

About HireRight
HireRight is a leading provider of on-demand background screening, drug and health screening and employment eligibility solutions that help employers automate, manage and control screening and related programs. Many companies, including more than one-third of the Fortune 500, trust HireRight because the company delivers customer-focused solutions that provide greater efficiency and faster results. HireRight also provides pre-integrated employment screening services through enterprise e-recruiting solutions from top providers such as Oracle, Taleo, Kenexa, SAP, ADP/VirtualEdge, PeopleAdmin, HealthcareSource, HRsmart and SilkRoad. HireRight, Inc. is an Altegrity company with worldwide headquarters located in Irvine, California and offices and affiliates around the globe.

Getting Started
For more information about HireRight’s I-9 Solution™, call or visit us online.

800.400.2761 in the U.S. and Canada or +1 949.428.5800 worldwide.
www.hireright.com

Intelligence to move forward.”

These materials are provided for general informational purposes. They are not intended to be comprehensive and should not be construed as legal advice. HireRight does not warrant any statements in these materials. HireRight’s products and services are provided under the terms and conditions of HireRight’s screening services agreement. Please contact HireRight for more information.

Copyright © 2012 HireRight, Inc. All Rights Reserved. Reproduction and distribution of this publication in any form without prior written permission is prohibited. Certain Altegrity companies provide investigative services. State licensing information can be found at www.altegrity.com/compliance.