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eDocument - I-9 Form Details

Updated on September 14, 2017 12:52

The I-9 Form is completed for employment eligibility verification.

Federal PDF Version: <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Federal PDF Version Instructions: https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf

Employee Fields

Section 1: Employee Information and Attestation

Below are screenshots of the employee portion of the eDocument with field details.

Note: Nothing gets pre-populated in this section as per the instruction released by USCIS. If anything on this section is pre-populated, then this form will be out of compliance.



Field Key #	Field Description	Required	Validation Notes
1	Last Name (Family Name)	Yes	
2	First Name	Yes	
3	Middle Initial	Yes	Enter "N/A" if employee does not have middle initial
4	Other Names	Yes	Enter "N/A" if employee does not have other name
5	Address (Street)	Yes	Address street cannot contain PO Box
6	Apt. Number	Yes	Enter "N/A" if employee does not have Apt. Number
7	City or Town	Yes	
8	State	Yes	



Field Key #	Field Description	Required	Validation Notes
9	Zip Code	Yes	
10	Date of Birth	Yes	
11	Social Security Number	Based on value of IsUsingEverify config option	Field value must be a valid SSN or blank. If config option "IsUsingEverify" is set to "true" this field is required. The validation SP also checks to see if there is a duplicate in Avionte.
12	Email Address	Yes	Enter "N/A" if employee does not have email address
13	Telephone Number	Yes	Enter "N/A" if employee does not have phone number



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
14	Resident Type - Checkbox Options	N/A	Yes	One of the four options must be selected.
15	3. A lawful permanent resident - Alien Registration Number/USCIS Number	N/A	No	Required if "3. A lawful permanent resident..." resident type is selected. This value must be 7 or 9 digits.
16	3. A lawful permanent resident - Number Type	N/A	No	Required if "3. A lawful permanent resident..." resident type is selected.
17	4. An Alien authorized to work - Authorized to Work Until Date	N/A	No	Required if "4. An alien authorized to work until..." resident type is selected.



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
18	4. An Alien authorized to work - 1. Alien Registration Number/USCIS Number	N/A	No	Either: <ul style="list-style-type: none"> • Alien Registration Number/USCIS Number and Number type, or • Form I-94, or • Foreign Passport Number and country of issuance fields must be completed if "4. An alien authorized to work until..." resident type is selected. Enter N/A in non-applicable fields.
19	4. An Alien authorized to work - 1. Number Type	N/A	No	
20	4. An Alien authorized to work - 2. Form I-94 Admission Number	N/A	No	
21	4. An Alien authorized to work - 3. Foreign Passport Number	N/A	No	
22	4. An Alien authorized to work - 3. Country of Issuance	N/A	No	



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
23	Employee Signature	N/A	Yes	
24	Date	Current Date	Yes	

Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
25	I did not use a preparer or translator	N/A	No	Employee must select if they have used a preparer or translator
26	A preparer and/or translator assisted the employee in completing section 1	N/A	No	
27	Preparer Signature	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
28	Today's Date - Preparer Signature Date	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.
29	Preparer Last Name	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.
30	Preparer First Name	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.
31	Preparer Address	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.
32	Preparer City	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.
33	Preparer State	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
34	Preparer Zip Code	N/A	No	Required if "A preparer and/or translator assisted the employee in completing section 1" checkbox is checked.

Note: The smart PDF has additional preparer/translator fields (up to 5). Until this is added to standard the paper form (found here: https://www.uscis.gov/system/files_force/files/form/i-9supinstr.pdf) can be completed and attached to employee record in documents section.

Employer Fields

Below are screenshots of the employer portion of the eDocument with field details. For this eDocument there are two employer sections. The second employer section (Section 3. Reverification and Rehires) is completed if an employee is rehired to the company (2nd Employer Submit).

Section 2: Employer or Authorized Representative Review and Verification



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
1	Employee Last Name	Value entered by employee for Last Name	Yes	
2	Employee First Name	Value entered by employee for First Name	Yes	
3	Employee Middle Initial	Value entered by employee for Middle Initial	Yes	
4	Citizen/Immigration Status	Citizen/Immigration Status selected in employee section.	Yes	
5	List A Fields	A few document types are populated from eDoc code, and all other fields are manual entry.	Yes	<p>Employer must fill out either List A or (List B and List C). The document title options are determined by what employee selects for resident type.</p> <p>Document Title, Issuing Authority and Document Number are required.</p> <p>If using List A then employer can select up to 3 documents, but the same document title can't be selected more than one time in List A drop-down.</p>
6	List B Fields	Document types are populated from eDoc code, and all other fields are manual entry.		



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
7	List C Fields	Document types are populated from eDoc code, and all other fields are manual entry.		Issuing Authority and Document Number must be filled out for each selected document title. If any fields would not have a value (document not presented or does not have this information) enter N/A.
8	Additional Information	N/A	No	

Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
9	Employee's first day of employment	Current date	Yes	This should insert/update Employee > Date (Config Choice Category = EmployeeDate, System Name = hiredate) unless supplier property eDoc_I9Form_InsertHireDate is set to false.



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
10	Employer Signature	N/A	Yes	
11	Today's Date	Current Date	Yes	<p>No validation is done on this, but to be compliant this date should be within 3 days of the Employee's first day of employment.</p> <p>Example: If the 1st Date of employment is 6/6/2014 then it has to be completed by 11th June or sooner. It just looks at the business days and doesn't count Saturday or Sunday.</p>
12	Title of Employer	N/A	Yes	
13	Last Name	N/A	Yes	
14	First Name	N/A	Yes	
15	Employer Business Name	Employee > Branch > Supplier.StaffingSupplierDesc	Yes	
16	Employer Address	<p>If exists Employee > Branch > Address then Branch > Address (Street 1 & Street 2) Else Employee > Branch > Supplier > Address (Street 1 & Street 2)</p>	Yes	



Field Key #	Field Description	Pre-Populates From	Required	Validation Notes
17	Employer City	If exists Employee > Branch > Address then Branch > Address > City Else Employee > Branch > Supplier > Address > City	Yes	
18	Employer State	If exists Employee > Branch > Address then Branch > Address > State Else Employee > Branch > Supplier > Address > State	Yes	
19	Employer ZipCode	If exists Employee > Branch > Address then Branch > Address > Zip Else Employee > Branch > Supplier > Address > Zip	Yes	

Section 3: Employer Reverification and Rehires

Field Key #	Field Description	Pre-Populates From
20	Employee Info from Section 1: Last Name	Value entered by employee for Last Name



Field Key #	Field Description	Pre-Populates From
21	Employee Info from Section 1: First Name	Value entered by employee for First Name
22	Employee Info from Section 1: Middle Initial	Value entered by employee for Middle Initial
23	New Name: Last Name	N/A
24	New Name: First Name	N/A
25	New Name: Middle Initial	N/A
26	Date of Rehire	N/A
27	Document Title	N/A
28	Document Number	N/A
29	Expiration Date	N/A
30	Signature of Employer	N/A
31	Today's Date (employer 2nd submit signature date)	N/A
32	Name of Employer (Print Name)	N/A



Notes

- I-9 certification is added/updated to Employee > Certifications with employer signature date as validated date, and the earliest date among 'An alien Authorization's expiration date & List A's expiration dates as expiration date of the certification. If no dates are entered in this section then the expiration date is left blank in the certificates section.

Troubleshooting

If the form will not close, there may be an error in a field that can't be seen without scrolling. Check all fields for error messages. Some fields that require punctuation structure - e.g. *Date of Birth 3/29/71* - may have a format error.

Additional Notes

- Document listed in the Document Title of List A, List B and List C is based on the Citizenship Status selected by the employee in Section I. Visit the U.S. Citizenship and Immigration Services website to see the document matrix (<https://www.uscis.gov/i-9-central/acceptable-documents/who-issued-document>).
- Employer can submit the eDocument twice (once for initial submit, and once for rehire OR adding E-Verify case number to additional information field). If the I-9 must be completed a third time then a new I-9 must be completed.
- For this to work with E-Verify section (in Employee) the system name needs to start with "I9"



Deploying eDocument

If a web login has not yet been created, follow the instructions outlined in [Employee Portal Test](#) to configure the web login.

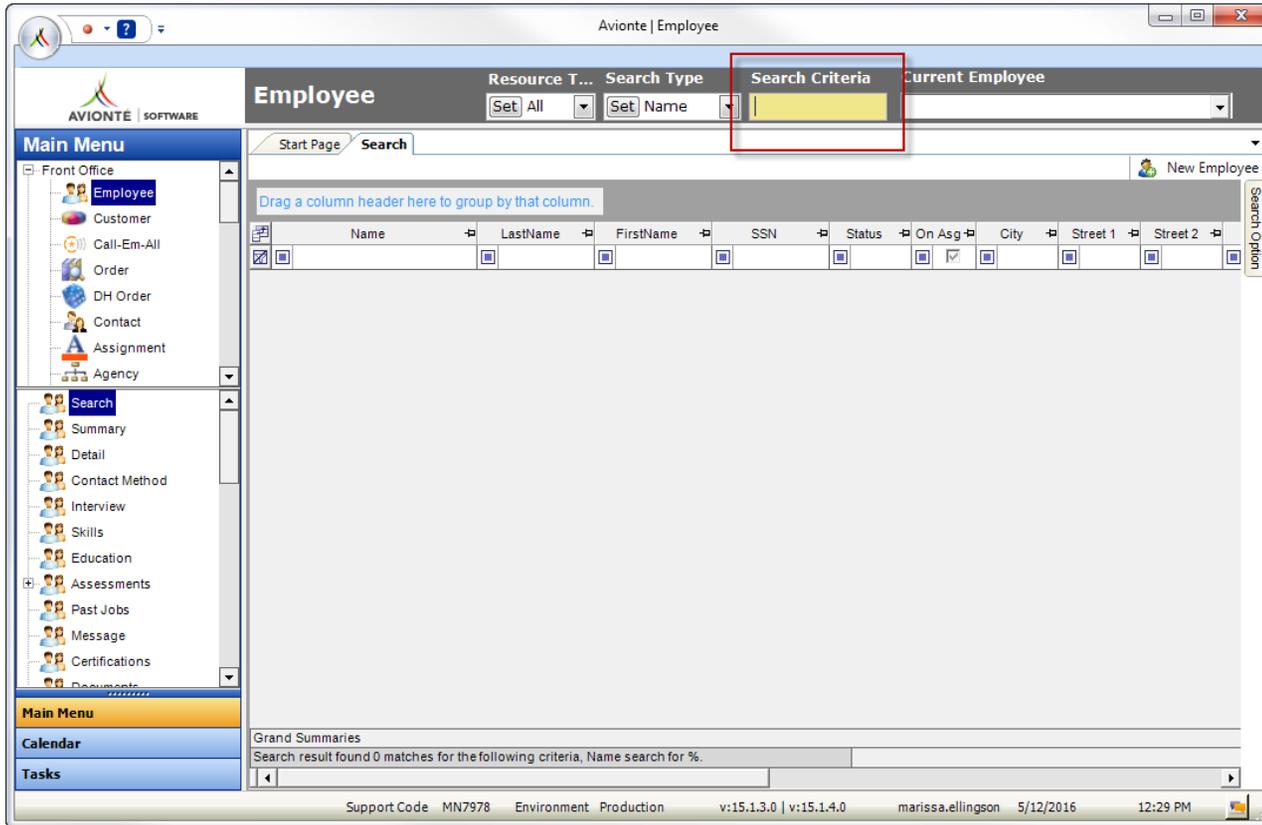
If you chose to have all eDocuments available in the Employee Portal by default (wp_GetEDocumentList_All_Standard), jump to [Complete Setup in Avionté Employee Portal](#) further down in this article.

If you chose to have the option to select each eDocument per employee (wp_GetEDocumentList_Selected_Standard), proceed to the next step.

From the Main Menu, navigate to Front Office > Employee



Search for an employee using the search fields at the top of the window.



From the sub-menu, click **Documents**.

In the Documents window, the Documents and EDocuments tabs will be visible on the right.

Note: If you do not see the eDocuments tab on the right of the main pane, reach out to an Avionté resource or update the [Config Option - UseEDocuments](#) to true. If you are an Admin Tools User, from the Start Page, Navigate to Actions > Admin Tools > System > Config Option



> ConfigOptionbyFKName tab and type "UseEDocument" into the "Property" field. Click the setting and type TRUE into the "ConfigOptionValue" field. Tab off to save and close the window. Restart the Avionté core application and go to Step 3.

The screenshot shows the Avionté Employee application interface. The main window title is "Avionté | Employee". The interface includes a navigation menu on the left, a central data table, and a right-hand sidebar with various sections.

Navigation Menu (Left):

- Main Menu
 - Email
 - Roster
 - Favorites
 - Back Office
 - Time Entry
 - Payroll
 - Billing
 - Invoice
 - Paycheck
 - AR
 - AP Check
 - Search
 - Summary
 - Detail
 - Contact Method
 - Interview
 - Skills
 - Education
 - Assessments
 - Past Jobs
 - Message
 - Certifications
 - Documents** (highlighted)
 - Requirements
 - Criminal History
- Calendar
- Tasks

Employee Information (Top):

- Resource Type: Set
- Process: Process
- Search Type: Set
- Search Criteria: Name
- Current Employee: Mallory Minnesota : xxx-xx-3290

Documents Table (Center):

EDocumentType	DateSubmitted	Status	Verified	Active	View
I9 2013 v02		Input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
W4 2013		Input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Skills Table (Right Sidebar):

Category	Skill	Note
Administr	Collections	
Administr	Data Entry	
Administr	Filing	
Language	French	
Administr	Phones	

Dates Table (Right Sidebar):

Type	Date
Date Entered	04/09/2007
Interview Date	04/09/2007

Users Table (Right Sidebar):

Type	User
Entered By	Katie
Interviewed By	Katie
Recruiter	Katie

Message Table (Bottom):

ActionType	Subject	Message	Date	UserName	Customer	Contact
Message	Call us Today! Great	Hi, We haven't hear	08/31/2010	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/23/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/23/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/16/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/16/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	10/26/2009	Ischmitz		

Footer (Bottom):

Support Code Environment v:15.1.1.0 Marissa.Ellingson 5/13/2016 12:29 PM

Click the eDocuments sub-tab.



Avionte | Employee

Resource Type: Set Processed Search Type: Set Name Search Criteria: Current Employee: Mallory Minnesota : xxx-xx-3290

Main Menu: Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Resume Parser, Email), Skills, Education, Assessments, Past Jobs, Message, Certifications, Documents, Requirements, Criminal History, Professional Summary, Employment Category, Candidate, Users, Dates

Employee Documents

EDocumentType	DateSubmitted	Status	Verified	Active	View
I9 2013 v02		Input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
W4 2013		Input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Skills

Category	Skill	Note
Administr	Collections	
Administr	Data Entry	
Administr	Filing	
Language	French	
Administr	Phones	

Dates

Type	Date
Date Entered	04/09/2007
Interview Date	04/09/2007

Users

Type	User
Entered By	Katie
Interviewed By	Katie
Recruiter	Katie

Message

ActionType	Subject	Message	Date	UserName	Customer	Contact
Message	Call us Today! Great	Hi, We haven't hear	08/31/2010	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/23/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/23/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/16/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/16/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	10/26/2009	Ischmitz		

Tasks: Message, Assignment

Support Code Environment v:15.1.1.0 Marissa.Ellingson 5/13/2016 8:38 AM

Click New EDocument in the upper left corner.

Avionte | Employee

Employee Resource Type: Set Process Search Type: Set Name Search Criteria: Current Employee: Mallory Minnesota : xxx-xx-3290

Main Menu: Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Resume Parser, Email), Skills, Education, Assessments, Past Jobs, Message, Certifications, Documents, Requirements, Criminal History, Professional Summary, Employment Category, Candidate, Users, Dates

Documents Table:

EDocumentType	DateSubmitted	Status	Verified	Active	View
I9 2013 v02		Input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
W4 2013		Input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Skills Table:

Category	Skill	Note
Administr	Collections	
Administr	Data Entry	
Administr	Filing	
Language	French	
Administr	Phones	

Dates Table:

Type	Date
Date Entered	04/09/2007
Interview Date	04/09/2007

Users Table:

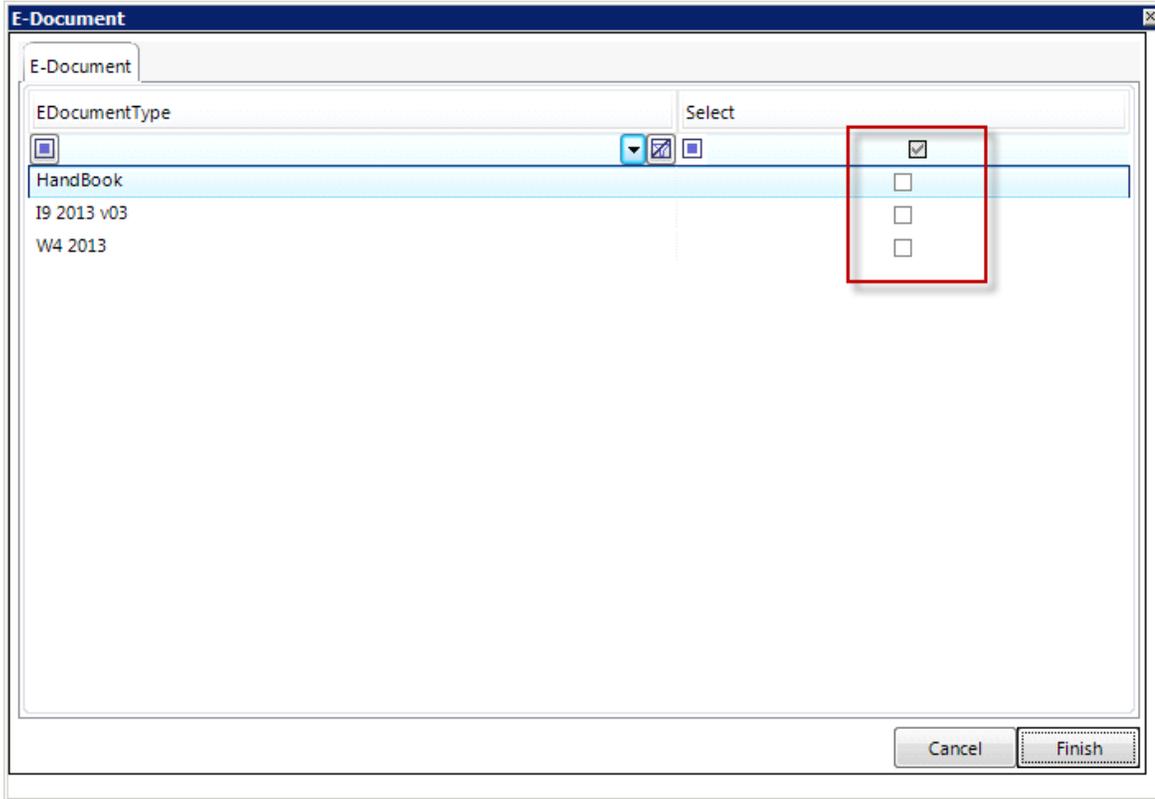
Type	User
Entered By	Katie
Interviewed By	Katie
Recruiter	Katie

Message Table:

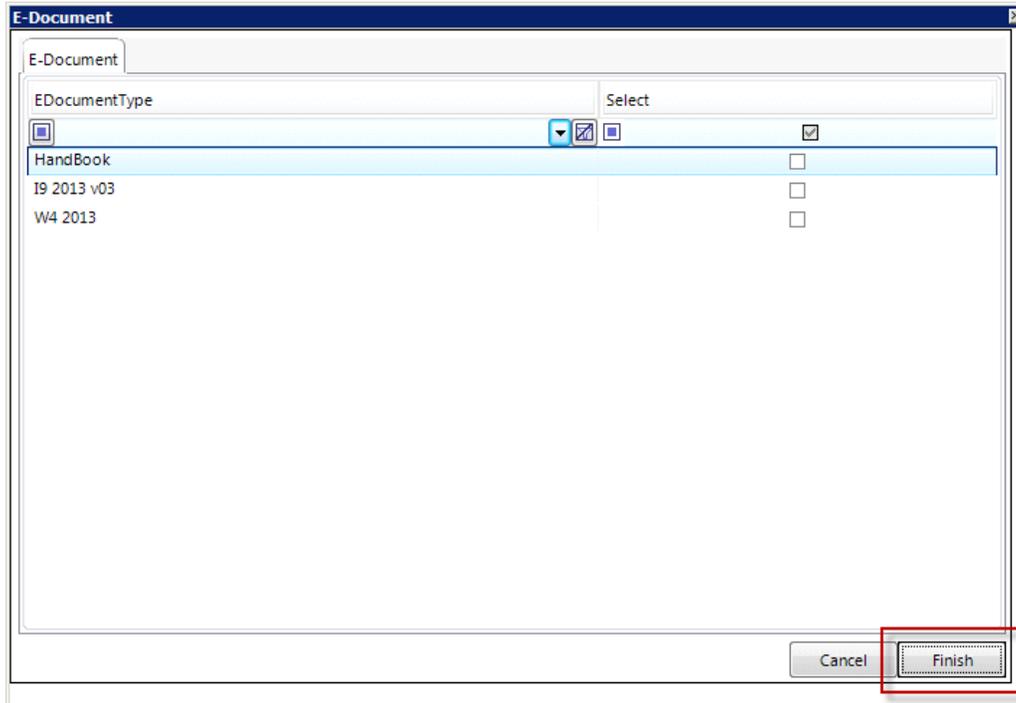
ActionType	Subject	Message	Date	UserName	Customer	Contact
Message	Call us Today! Great	Hi, We haven't hear	08/31/2010	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/23/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/23/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/16/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	11/16/2009	Ischmitz		
Email	Ultimate Customer_I	Valued Customer: PI	10/26/2009	Ischmitz		

Support Code Environment v:15.1.1.0 Marissa.Ellingson 5/13/2016 8:38 AM

Select the eDocuments that you want to test in your Employee's Portal by placing a check mark in the box next to the document.



Click Finish.



Reports and Counters

Employee eDocument Info AQ

This report gives the details of the eDocument status for each employee.

Parameters



Parameter Name	Options	Description
Branch	All available branches.	
Employee Status	All available employee status.	
eDocument		Filters results by eDocument .
eDocument Status	All available eDocument status.	
Include Employee with Missing eDocs	Yes, No	When set to Yes, displays the employee who have not filled the eDocument.
		When set to No, displays the employee who have filled the eDocument .

Report Fields

Field Name	Description
Branch	Employee Branch.
EmployeeID	Pulls EmployeeID.
Employee Name	Employee name who filled the eDocument .
OnAssignment	If employee is OnAssignment then the check-box is checked, if not then check-box is unchecked.
Primary Contact Method	Pulls the primary contact method of the employee.
Employee Date Entered	Date of the employee entered in the system.
Employee Entered By	Name of the system user who entered the employee.
eDocument Type	Name of the eDocument like I-9, W-4, etc.



eDocument Status	Status of the eDocument like Input, Complete, etc.
Active	Shows if the eDocument is currently used by the employee or not.
Verified	Status of the eDocument verified by the employer.
eDocument Submitted Date	Submission date of the eDocument by the employee.
eDocument Completed Date	Submission date of the eDocument by the employer.
eDocument Expiration Date	It is the date when the eDocument set to inactive.
eDocument Missing	Shows if the status of the eDocument is either used or not used by the employee.
	If the eDocument Missing is "Yes" then the particular employee did not fill the eDocument.
	If the eDocument Missing is "No" then the employee have filled the eDocument.

Working Employees with No I9 AQ

Lists employees who are working, but do not have an I-9 Employment Eligibility Verification present.



Report View

Working Employees with no I9

Working Employees with no I9

DisplayName	Value
Branch (Employee)	ALL
Include Direct Hires	No

Run Query

Options

Drag a column header here to group by that column. Select All

Branch Name	EmployeeID	Employee Name	Status	SSN	Customer ID	Customer Name	Assignment ID
Los Angeles	20654	Adams, Amy Mark	Incomplete Applic	564-65-4654	1087	Alaska Energy	178464
Minneapolis	20530	Alabama, Allyson	Applicant		1085	Greatbatch	178472
Minneapolis	20485	Alabama, Allyson	Resume Parsed	458-81-8118	1206	Test Computers	177960
Eagan	20652	Balboa, Rocky jam	Active	848-48-4848	1086	Micro Dynamics	178475
Minneapolis	20902	baseball, andrew	Active	554-65-4654	1328	Mike's Store	178337
Eagan	20406	Caffey, Daniel	Resume Parsed	856-93-2563	1086	Micro Dynamics	177947
Minneapolis	20548	Dee, jason	Applicant		1086	Micro Dynamics	178218
Minneapolis	20402	Depass, Annette	Resume Parsed	547-85-6985	1124	Google	177751
Los Angeles	20553	Gallagher, William	Active	--	1324	Carestream	178419
Minneapolis	20513	Gray, Bonnie M.	Resume Parsed	345-24-3456	1138	Medical Miracles	177916
Minneapolis	20717	Grayson, Dick	Active	213-44-4444	1269	Wayne Enterprise	178452
Minneapolis	20497	Hampshire, Nick	Applicant	516-54-6543	1159	Cook Technology	177871
Eagan	20848	Hip, Joe b	Applicant	655-15-6515	1324	Carestream	178295

Parameters

Branch (Employee)	All available branches.	Employee's Branch
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Include Direct Hires	Yes, No	If No then it will exclude any employee whose last assignment is a DH assignment.
----------------------	---------	---

Report Fields

Field Name	Description
Branch Name	Employee's Branch.
EmployeeID	Employee ID
Employee Name	Name of Employee
Status	Employee's Status
SSN	Social Security Number of the Employee.
Customer ID	Customer ID of the customer for whom the Employee is working.
Customer Name	Name of Customer
Assignment ID	Assignment ID of the assignment being worked by Employee

19 Audit Trail Report

Provides an audit trail of the I-9 that can be used in the case of an I-9 audit or internal I-9 audit.



Report View

I9 Audit Trail x

Start Date: 1/1/2019 End Date: 7/21/2019

Date Type: Edoc Completed Date Branch: ALL

SSN: %

Parameters

Start Date	Select from calendar	
End Date	Select from calendar	
Date Type	Edoc Completed Date, Check Date	
Branch (Employee)	All available branches.	Employee's Branch
SSN	% (all SSN), or enter employee SSN	

Expiring Certifications Counter



<p>Expiring Employee Cert.</p>	<p>This counter indicates the number of Employee records whose certification in the Certification section will expire in 30 days or less.</p>	<p>The Employee search section displays showing employees with expiring certifications.</p>	<p>Up: When an certification enters the 30 day grace period before expiration.</p>	<p>clu_GetExpiringCertification</p>
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No I-9 DRM

Can alert users, upon employee look up, if the employee does not have an I-9 Employment Eligibility Verification present.

<p>drm_EmployeeI9Check</p>	<p>Warning</p>	<p>Employee does not have a valid I-9 certification.</p>	<p>Will trigger if the employee doesn't have a I-9 certification.</p>	<p>Employee > Certification</p>
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Completing Portal Set Up



In the eDocuments section of the Employee portal, an employee can log in and complete the forms and documents that are required for employment. These may include the W-4, I-9, EEO, and other related employment forms. Instead of completing paper forms, the employee can view, edit, and sign the documents electronically. In addition, once the employee has completed and signed all necessary documents, the employer can log in to the page via a pass code and complete the employer's portion of each form as needed.

	Employee Signature	Name	Status	Date Submitted	Date Completed	PDF Date
<input type="checkbox"/>	Employee Signature	I-9	Pending Review	09/06/2012	09/06/2012	
<input checked="" type="checkbox"/>	Employee Signature	W-4	Pending Signature	09/06/2012		
<input type="checkbox"/>	Employee Signature	Equal Employment Opportunity	Input			
<input type="checkbox"/>	Employee Signature	Employment Acknowledgement	Input			
<input type="checkbox"/>	Employee Signature	Avionte Essential Staff Care	Input			

As an eDocument progresses through the process of being completed, a status is displayed to indicate the current state of the document. The table



below lists and describes these statuses.

eDocument status	Description
Input	The document has not yet been started, and is ready for the employee to enter information.
Pending Review	The employee has entered required information, and now the document is ready for the employer to review.
Pending Signature	The employer has reviewed the document and entered any employer-required information. The document has not been signed by the employee yet, so it is ready for the employee's signature.
Pending Final Signature	Everything has been completed on the document with the exception of the employer's signature. Some documents may not require an employer's signature. In this case, this status is ignored and the document goes to the Complete status.
Complete	All required information has been entered and all required signatures have been performed.

Inserting eDocuments for completion

There are multiple ways for available eDocuments to appear in this section for an employee to complete:

All documents set up in the admin portal are inserted:

Select employee in the eDocument Setup section of the Admin Portal.



Set the web portal property EmployeeEdocumentListSP to call "wp_GetEDocumentList_All_Standard" to populate all of the available eDocuments.

Documents are available only after a record is created in the core application:

Set the web portal property EmployeeEdocumentListSP to call "wp_GetEDocumentList_Selected_Standard" to populate the employee's selected eDocuments.

Select the desired employee in the Avionté Core Application.

Follow the steps to add an eDocument outlined here.

Employee Completion of eDocuments (Non-wizard with eSignature on form)

Some eDocuments have the ability to sign them using an e-signature. A e-signature usually takes the form of a check box located towards the bottom of the form. If you document uses a e-signature Avionté will redirect you to the document during the signature process.

Open an eDocument for completion by clicking on the Input link which appears in the status column.

The document will open as a PDF in a new window

Fill out the document based on its requirements.

Depending on the document type either submit it for review, or sign immediately.



Either way, the document's status should change to **Pending Review**.

Employer reviews the eDocument either through the portals at employer portal> eDocuments, or the core application at Employee>Documents > eDocuments tab.

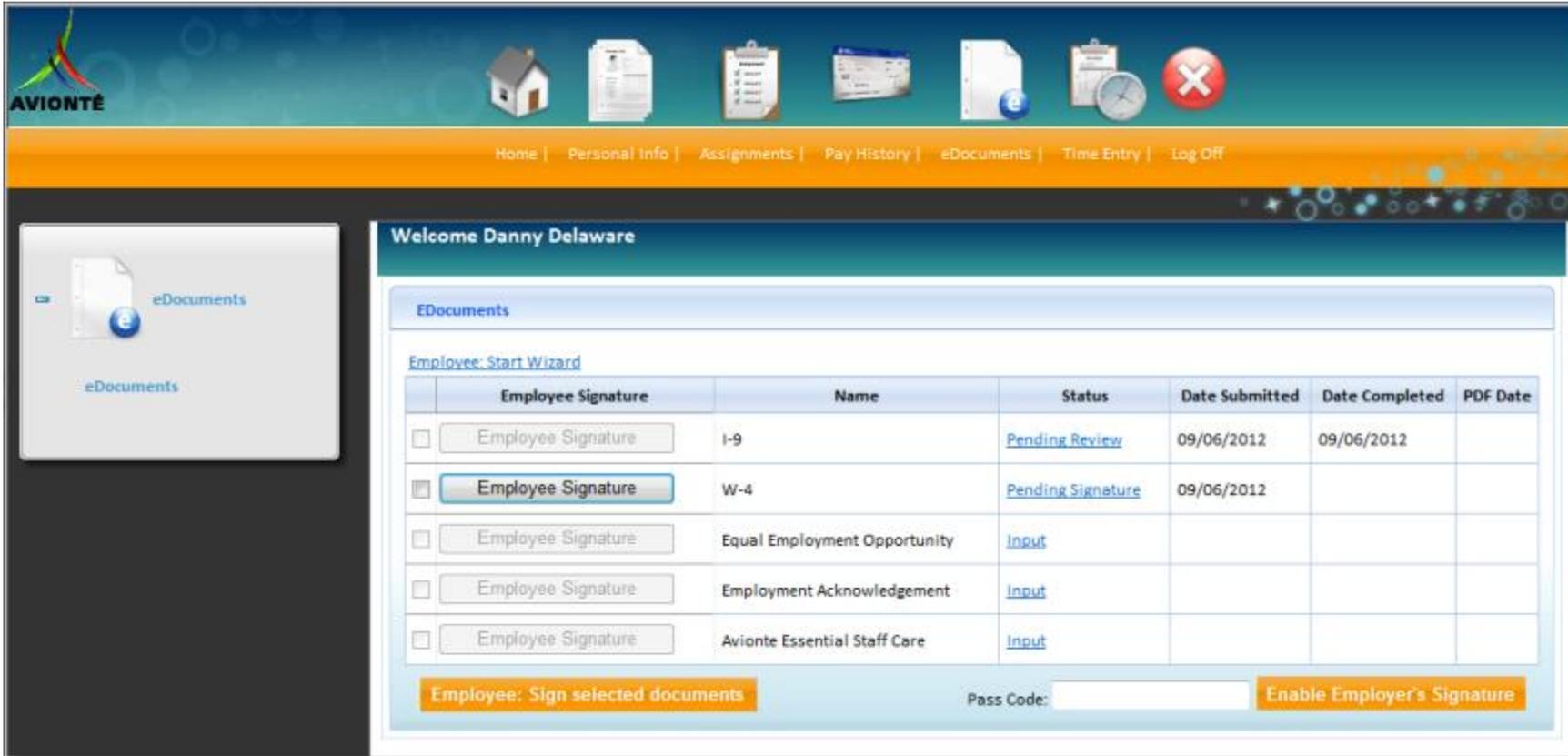
Employer adds or signs off on the eDocument. The signature option, accessible by clicking the link in the Employee Portal > eDocuments section should now be available for the employee if not previously completed.

If the document has been previously signed, its status should change to **Complete**.

Employee Completion of eDocuments (non-wizard with signature)

eDocuments can be completed on an individual basis. To complete an eDoc form, the status of the document must be at Input.

To open an eDocument to enter data, click the Input link that appears in the status column as shown below.



Home | Personal Info | Assignments | Pay History | eDocuments | Time Entry | Log Off

Welcome Danny Delaware

EDocuments

[Employee: Start Wizard](#)

	Employee Signature	Name	Status	Date Submitted	Date Completed	PDF Date
<input type="checkbox"/>	Employee Signature	I-9	Pending Review	09/06/2012	09/06/2012	
<input checked="" type="checkbox"/>	Employee Signature	W-4	Pending Signature	09/06/2012		
<input type="checkbox"/>	Employee Signature	Equal Employment Opportunity	Input			
<input type="checkbox"/>	Employee Signature	Employment Acknowledgement	Input			
<input type="checkbox"/>	Employee Signature	Avionte Essential Staff Care	Input			

Employee: Sign selected documents Pass Code: Enable Employer's Signature

Once the employee has completed and submitted the eDocument form, the document goes into a Pending Review status. Once the employer has reviewed the document, the status will go to Pending Signature. The Employee: Sign selected documents button will display as enabled as shown below.



Welcome Danny Delaware

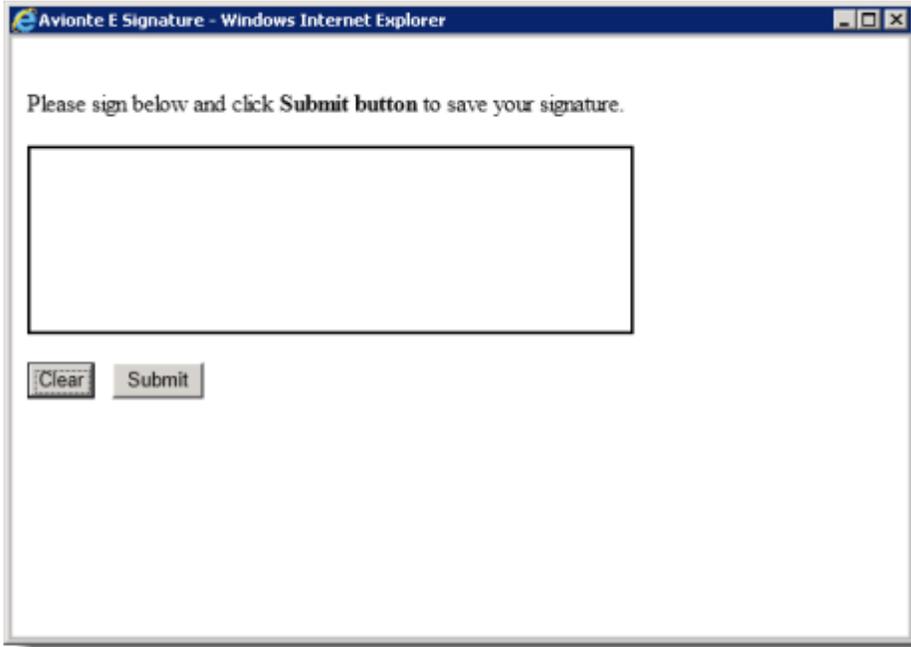
EDocuments

[Employee: Start Wizard](#)

	Employee Signature	Name
<input type="checkbox"/>	Employee Signature	I-9
<input checked="" type="checkbox"/>	Employee Signature	W-4
<input checked="" type="checkbox"/>	Employee Signature	Equal Employment Opportunity
<input checked="" type="checkbox"/>	Employee Signature	Employment Acknowledgement
<input type="checkbox"/>	Employee Signature	Avionte Essential Staff Care

Employee: Sign selected documents

At this point, the employee can click the Employee Signature buttons one-by-one, and enter the signature via a mouse or an electronic signature device (see configuration options to enable the electronic signature device option). If there are multiple documents to sign, the employee can click the checkboxes next to each button, click the Sign selected documents button below the checkboxes, and sign multiple documents at the same time.



Once the signatures are submitted, the eDocuments then display with a status of **Pending Final Signature** if they require the employer's signature. Otherwise, the eDocuments display with a status of **Complete**.

Employer Completion of eDocuments (non-wizard with signature)

Once an employee has completed one or more eDocuments and provided the necessary signatures for each, an employer can enable the ability to access the same eDocuments in edit mode. This allows the employer to provide any additional employer information and signatures on the forms without having to leave the Employee portal. This feature is especially convenient if the employee and employer are together in the same setting, working through employment setup. Follow the steps below to enter the employer's electronic signatures.

Enter your site's pass code to authenticate the employer's signature capability. Contact your Avionte administrator if you do not know the pass code.



Click **Enable Employer's Signature**. Notice the changes to the page. Three columns are added that enable the employer to interact with the eDocuments, along with the **Employer: Start Wizard** link, and the link at the bottom of the grid changes to **Employer: Sign selected documents**.

The screenshot shows the AVIONTE eDocuments interface. At the top, there is a navigation bar with icons for Home, Personal info, Assignments, Pay History, eDocuments, Time Entry, and Log Off. Below this is a sidebar with an eDocuments icon and a main content area. The main content area has a header "Welcome Danny Delaware" and a sub-header "EDocuments". Below the sub-header, there are two links: "Employee: Start Wizard" and "Employer: Start Wizard". The main content is a table with the following columns: Employee Signature, Name, Status, Date Submitted, Date Completed, PDF Date, Employer Signature, and View as Employer. The table contains five rows of documents, all with a status of "Pending Review" except for the last one which is "Input". At the bottom of the table, there are two buttons: "Employee: Sign selected documents" and "Employer: Sign selected documents".

Employee Signature	Name	Status	Date Submitted	Date Completed	PDF Date	Employer Signature	View as Employer
<input type="checkbox"/> Employee Signature	I-9	Pending Review	09/06/2012	09/06/2012		<input type="checkbox"/> Employee Signature	<input type="checkbox"/> View
<input type="checkbox"/> Employee Signature	W-4	Pending Review	09/06/2012	09/06/2012		<input type="checkbox"/> Employee Signature	<input type="checkbox"/> View
<input type="checkbox"/> Employee Signature	Equal Employment Opportunity	Pending Review	09/06/2012	09/06/2012		<input type="checkbox"/> Employee Signature	<input type="checkbox"/> View
<input type="checkbox"/> Employee Signature	Employment Acknowledgement	Pending Review	09/06/2012	09/06/2012		<input type="checkbox"/> Employee Signature	<input type="checkbox"/> View
<input type="checkbox"/> Employee Signature	Avionte Essential Staff Care	Input				<input type="checkbox"/> Employee Signature	<input type="checkbox"/> View

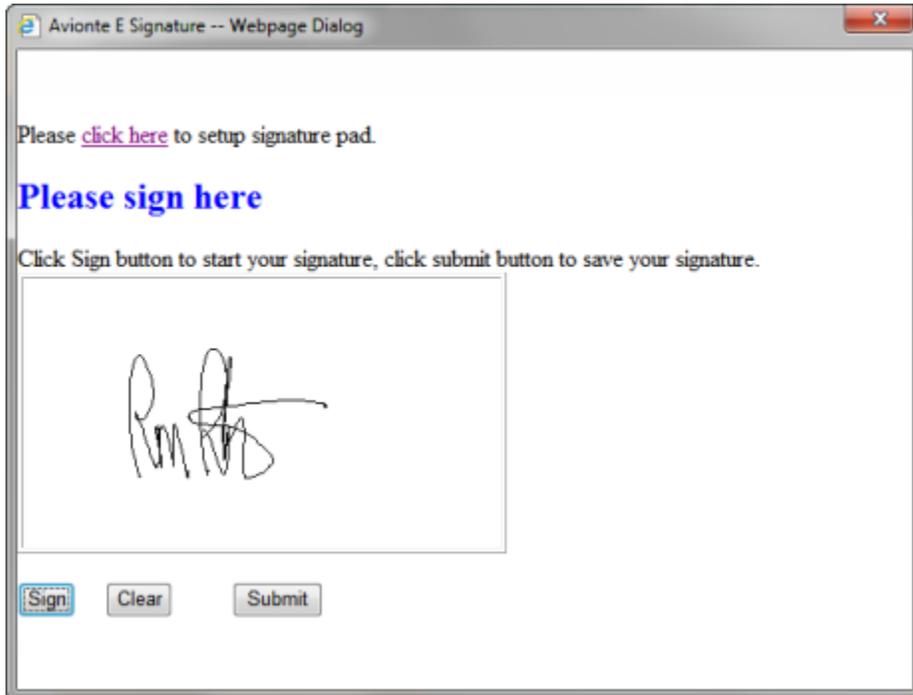


For each eDocument that is at a Pending Review status, you will need to review each document and enter the required information for each. To do so, click the **View** link for each document to review, input information, and submit. Repeat this step for each document.

Once a document is viewed and the information is completed, click **Submit** on that document. The grid will display the **Employer Signature** button and the associated text box as enabled.



To sign a single document, click the **Employer Signature** button. Or, to sign multiple documents at the same time, click the associated checkbox for each document, then click the **Employer: Sign selected documents** link. The Avionté E-Signature window appears.



Click the **Sign** button and then enter your signature. If you need to re-enter your signature, click **Clear** and try again.

Once the signature is entered, click **Submit**. The selected document(s) will display in the grid with a status of **View**.

EDocument wizard: Employee portion

Instead of opening each EDocument individually to complete and sign them, you have the option of using the EDocument wizard option.

Click the **Employee: Start Wizard** link located to the left and just above the EDocuments grid.



Welcome Danny Delaware

EDocuments

[Employee: Start Wizard](#)

Name	
I-9	Pendi
W-4	Input

The first eDocument to be completed is displayed in new wizard window, with the list of eDocuments to be completed displayed in the list found to the right. The eDocument displayed is also shown as selected in the EDocument List. Complete the form as necessary. If you have entered partial information and want to come back to this document at a later time, click **Save**. If you complete the document in its entirety, you can click Next to save and automatically move on to the next document in the list.



OMB No.1615-0047; Expires 08/31/012

Department of Homeland Security
U.S CitizenShip and Immigration Services

**Form I-9, Employment
Eligibility Verification**

[Read instructions carefully before completing this form. The instructions must be available during completion of this form.](#)

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and verification*(To be completed and signed by employee at the time employment begins.)*

Print Name: Last Delaware	First Danny	Middle Initial 	Maiden Name
Address 4729 Elmwood		Apt.# 	Date of Birth(month/day/year) 02/15/1987
City EAGAN	State Minnesota	Zip Code 55121-	Social Security # 396-85-9484

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#) _____
- An alien authorized to work(Alien # or Admission #) 123456
until(expiration date,if applicable-month/day/year) 02/14/2013

Employee's Signature: Electronic Signature Accepted Date 09/17/2012

Preparer and/or Translator Certification *(To be Completed and signed if Section 1 is prepared by a person other than the*

Edocument List:

- I-9
- W-4
- Equal Employment Opportunity
Employment Acknowledgement
- Avionte Essential Staff Care
Sign EDocument

Repeat the previous step for each eDocument in the wizard.



The final step in the wizard is to electronically sign the eDocuments. This can be done with a single signature that is applied to all documents. Select all documents to sign by clicking the checkbox to the left of each document in the list. Note that there may be some documents that do not require a signature.

Click the **Start Signing** button. This enables the signature pad for capture of your signature.

Using the attached signature pad to your workstation, enter your signature. It will display in the window on screen as well.

<input type="checkbox"/>	Name	Status	Date Submitted	Date Completed
<input type="checkbox"/>	Equal Employment Opportunity	Pending Review	09/06/2012	09/06/2012

Please [click here](#) to setup signature pad.
First, **select** the edocument(s) and click **Sign button** to start your signature, and click **Finish button** to save your signature in the selected edocuments.

(5 of 5)

Edocument List:
I-9
W-4
Equal Employment Opportunity Employment Acknowledgement
Sign EDocument



When finished entering your signature, click the **Finish** button. The wizard closes and the EDocuments panel reappears with the status the documents changed to:

Pending Review if the employer is required to enter information, provide a signature, and a PDF is not automatically generated.

View if no employer signature or employer information is required and a PDF is automatically generated.

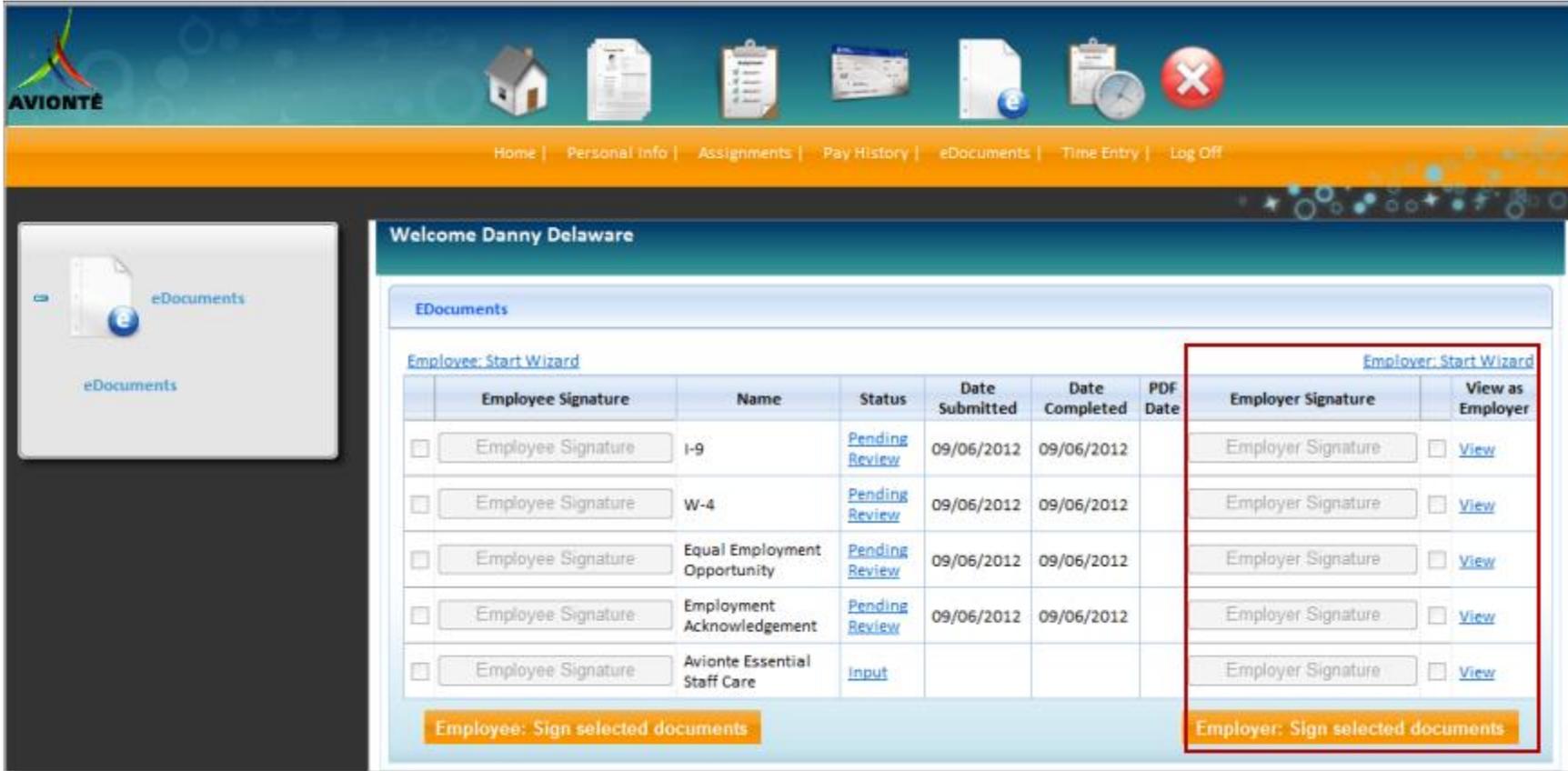
EDocument wizard: Employer portion

The steps to completion the EDocument wizard from the Employer side are the same as described above in the Employee portion. The only difference is that the employer enters only that information that needs to be completed by the employer.

If you haven't already done so, enter your unique employer pass code, then click **Enable Employer's Signature**.

A screenshot of a web application interface. At the top, there is a table with two rows. Each row has a blue link labeled "ng Review", followed by two columns containing the date "09/06/2012". Below the table is a light blue horizontal bar containing a "Pass Code:" label, a white text input field, and an orange button labeled "Enable Employer's Signature". A red rectangular box highlights the "Pass Code:" label, the input field, and the button.

The EDocuments panel will now display the Employer: Start Wizard link. Click the link to open the wizard.



Welcome Danny Delaware

EDocuments

[Employee: Start Wizard](#)

	Employee Signature	Name	Status	Date Submitted	Date Completed	PDF Date	Employer Signature	View as Employer
<input type="checkbox"/>	Employee Signature	I-9	Pending Review	09/06/2012	09/06/2012		Employer Signature	<input type="checkbox"/> View
<input type="checkbox"/>	Employee Signature	W-4	Pending Review	09/06/2012	09/06/2012		Employer Signature	<input type="checkbox"/> View
<input type="checkbox"/>	Employee Signature	Equal Employment Opportunity	Pending Review	09/06/2012	09/06/2012		Employer Signature	<input type="checkbox"/> View
<input type="checkbox"/>	Employee Signature	Employment Acknowledgement	Pending Review	09/06/2012	09/06/2012		Employer Signature	<input type="checkbox"/> View
<input type="checkbox"/>	Employee Signature	Avionte Essential Staff Care	Input				Employer Signature	<input type="checkbox"/> View

[Employee: Sign selected documents](#)

[Employer: Sign selected documents](#)

[Employer: Start Wizard](#)

Complete the wizard, referring to the steps described above in the Employee portion.



Questions and Answers

Question: Specifically describe the electronic storage system(s) used by the business. Include software, hardware, vendor and/or vendor requirements.

Answer: Microsoft SQL Server

Question: What controls are in-place to ensure the integrity, accuracy and reliability of the electronic generation of the Form I-9 and storage system?

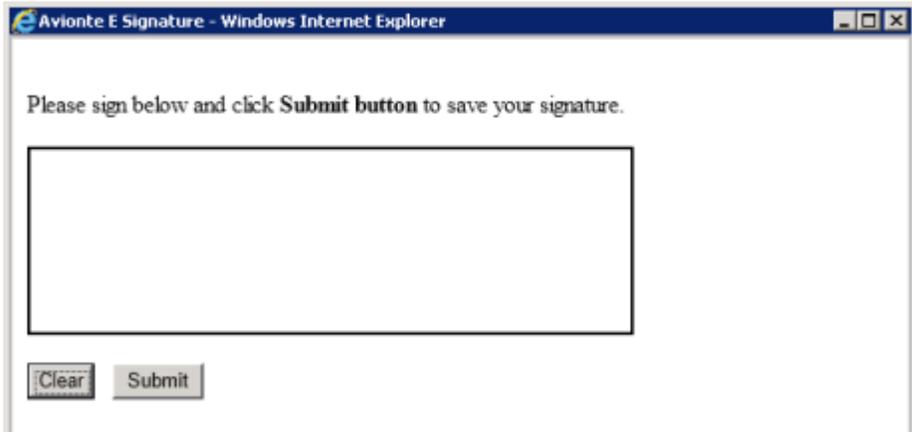
Answer: All data is written utilizing SQL Server transactions.

Question: What is used to capture the electronic signature?

Answer: Avionté offers a few different signature options:

1 – a checkbox on the signature line of the form that the employee clicks as they complete the form

2 – a signature pad that the client can purchase and install on the computer(s) that will be used for completing I-9s



The system captures the signature, date, time and IP address of the signing computer system.



3 – create a signature using a mouse

Question: Describe the indexing system the business has in-place that permits the identification and retrieval of relevant documents and records maintained in the electronic storage system?

Answer: All data objects such as users and documents carry unique identifiers within the system and the relationships between those objects are maintained within the SQL database. All documents associated with employees are linked in a relational database table using keys that uniquely describe an employee. In the case where a single employee has multiple records, they are not tied together.

Question: How does the business provide for backup and recovery of records to protect against information loss?

Answer: The SQL database is replicated to a secondary location. Additionally, periodic backups are taken and those backups are replicated to a secure offsite location.

Question: How does the business' electronic storage system use audit trails to record who has accessed the system and the action performed within or on the computer system during a given period of time?

Answer: Avionté tracks and audits both the employee and the employer/system user when they access or perform actions related to the I9.

Question: How does the business ensure that whenever the electronic record is created, completed, updated, modified, altered, or corrected, a secure and permanent record is created that establishes the date of access, the identity of the individual who accessed the electronic record, and the action taken?

Answer: The employee is the only one able to fill out the employee section and Avionté tracks and audits the username and IP address. If that section needed to be modified, a new I9 would be issued. The system user filling out the employer portion of the I9 (Section 2) is tracked in the system and only a user who has access to the E-document section of the system can complete this task. Avionté also tracks and audits when a user accesses an I9. Once verified, the document cannot be altered and to change, a new I9 would be issued.

Question: What are the business practices related to the generation of, use of, storage of and inspection and quality assurance programs for your electronically generated Forms I-9?

Answer:



- Recruiters and other designated employees from the Staffing company create login credentials for new Employees.
- Document templates are assigned and notifications are sent to employees.
- Employees log in with specified credentials to view and electronically sign documents.
- Employees electronically sign documents by filling out their name to capture their attestation.
- The system captures the signature, date, time and IP address of the signing computer system.
- All documents are currently stored with the customer's SQL s

Question: Does the employee attest to Section 1?

Answer: Yes, see below.



... of employment, but not before accepting a job offer.)

Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Other Test
Test	Test	N/A	Test
Address (Street Number and Name) ?	Apt. Number ?	City or Town ?	State
23 Main Street	Apt 1	Eagan	MN
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?	Employer
1/01/1980	333-22-3232	N/A	612

jcm.aviontego.com says

By checking this checkbox, 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.

OK

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

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States(See instructions) ?
- 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ? N/A N/A
- 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ? N/A

Some aliens may write "N/A" in this field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ? N/A N/A

OR

2. Form I-94 Admission Number: ? N/A

OR

3. Foreign Passport Number: ? N/A

Country of Issuance: ? N/A

QR Code - Section 1
Do Not Write in This Space

Signature of Employee ? By clicking on the check box, you are signing this document Today's Date (mm/dd/yyyy) ? 07/30/2018