Sterling I-9 User Guide Monitoring Dashboard

Sterling | September 2023

Confidential & Proprietary Statement

This material constitutes confidential and proprietary information of Sterling and its reproduction, publication or disclosure to others without the express authorization of the Chief Legal and Risk Officer of Sterling is strictly prohibited. This presentation and related materials are for informational purposes and represents the expectation of Sterling today only. It is subject to change at any time, for any reason, without notice and Sterling undertakes no duty to provide any update or change at any time. The information presented is not a promise or contract of any kind. Nothing contained herein is legal advice. Sterling recommends working with your legal counsel to ensure overall screening program compliance. Sterling is a service mark of Sterling Infosystems, Inc.

Scerling

STERLING I-9

Our modern, end-to-end, and integrated I-9 solution helps address the complexity of U.S. employment eligibility with ease and efficiency

At Sterling, we've made it our mission to provide the foundation of trust and safety our clients need to create great environments for their most essential resource, people.

With today's stringent government policies and ever-changing regulations, costly remote hiring, form retention and audit management – an intelligent I-9 solution has never been more important. With investment in our modern, end-to-end I-9 solution, Sterling helps our clients address of complexity of U.S. employment eligibility with ease and efficiency.

HOW STERLING I-9 IS DIFFERENT

- **High Standards of a Single Provider.** We lead the market as an expert in the screening functions with our own end-to-end I-9 solution, allowing us to respond faster to your needs, without relying on additional providers.
- An Adaptable, Streamlined Solution. We provide an end-to-end, streamlined screening and I-9 experience – including service, onboarding, and support – that can quickly adapt to changing market and business needs.
- **Modern, Intuitive Experience.** We offer a modern, easy-to-use, mobile-responsive experience for both clients and their employees.
- Integrated Solution. Our robust Sterling Integration Platform (SIP) ecosystem streamlines the hiring process with your onboarding and core HR systems.

Scerling

Table of Contents

| Introduction to Sterling I-9 | 1 |
|------------------------------|---|
| I-9 Monitoring Dashboard | 4 |
| Additional I-9 Resources | 6 |

Scerling

I-9 Monitoring Dashboard

The Monitoring Dashboard is a landing-page and a simple starting place for Sterling I-9 visibility.

Designed to be intuitive, this Monitoring Dashboard is based on an actionable, to-do list design to help assist in maintaining Form I-9s and E-Verifications (as applicable).

| Scerling | | | | | | | | | |
|------------------------------------|--|----------------|-----------|--|-----------|--|--|--|--|
| Dashboard Screen Onboard | ding Form I-9 Tasks Records | Reporting | | | | | | | |
| Form I-9 Dashboard Search I-9s | E-Verify Case Management Work Authorizatio | on Expirations | | | | | | | |
| " | | | | | | | | | |
| Find a Candidate | Form I-9 | | | | | | | | |
| Find a Candidate Name, ID or Email | | 1 | | | | | | | |
| Quick Launch - | Quick Launch | | gress | | | | | | |
| Recently Viewed | | | | | | | | | |
| Correctionthree, Anita Beula | | | | | | | | | |
| Correctionthree, Anita Beula | Correctionthree, Anita Beula EVerify | | | | | | | | |
| Ninetofive, Irene | Ninetofive, Irene | | | | | | | | |
| Doodle, Yankee | 0 | C |) | | 4 | | | | |
| Doodle, Yankee | Alerts | In Pro | Progress | | Complete | | | | |
| Doodle, Yankee | | | | | | | | | |
| Source Doodle, Yankee | | | | | | | | | |
| Work Authorization | | | | | | | | | |
| | 0 | 0 | 0 0 | | 0 | | | | |
| | Overdue | Due in 30 | Due in 60 | | Due in 90 | | | | |
| | | | | | | | | | |

To access the Monitoring Dashboard, click the Form I-9 tab in the upper menu bar. If needed, click the Form I-9 Dashboard sub-tab.
 Dashboard
 Screen
 Onboarding
 Form I-9
 Tasks
 Records
 Reporting

 Form I-9
 Dashboard
 Search I-9s
 E-Verify Case Management
 Work Authorization Expirations

The Monitoring Dashboard is a dynamic tool, which may result in a brief delay while dynamic data populates on the dashboard. Please be patient – the delay is typically 5 to 10 seconds.

| \frown |
|-------------|
| In Progress |

User Guide | Sterling I-9

Scerling

| | Scerling Proxying User: joshua hill (joshua hill@sserlingcheck.com) | | | | | | | |
|--|--|---|---------|-----------|-----------|-----------|--|--|
| | Dashboard Screen Onb | reen Onboarding Form I-9 Tasks Records Reporting | | | | | | |
| | Form I-9 Dashboard Search I-9 | h His E-Verify Case Management Work Authorization Expirations | | | | | | |
| | Find a Candidate | Form I-9 | | | | | | |
| | Name, ID or Email | | 3 | 1 | | 4 | | |
| Form I-9 Status area | Quick Launch • | _ | Alerts | In Pro | gress | Complete | | |
| E Varification Status area | Correctionthree, Anita Berlin | | | Д. | | | | |
| E-verification Status area | Correctionthree, Anita Beula | EVerify | | | | | | |
| (as applicable by client – row will not be shown | Ninetofive, Irene Doodle, Yankee | | 0 | |) | 4 | | |
| for non-E-Verify clients) | Doodle, Yankee | | Alerts | In Pro | gress | Complete | | |
| | Doodle, Yankee | | | | ji. | | | |
| | Doodle, Yankee | | | | | | | |
| | | Work Authorization | | | | | | |
| Work Authorization Expiry area | | | 0 | 0 | 0 | 0 | | |
| | | | Overdue | Due in 30 | Due in 60 | Due in 90 | | |
| | | | | | | | | |

Click-thru any tile on the Monitoring Dashboard to find a page of actionable items.

| Scerling | Proxying User: joshua hill (joshua.hill@sterlingcheck.com |) | | | | | | |
|-------------------------------|---|---|---|--|----------------------------------|---------------|--------|--|
| Dashboard Screen | Onboarding Form I-9 Tasks Records Report | ng | | | | | | |
| Form I-9 Dashboard | Search I-9s E-Verify Case Management Work Authorization Expiratio | ns | | | | | | |
| | « | Scerling B Proxying User: jos | hua hill (joshua.hill@sterlingcheck.com) | | | | Admin | Contact Us Screening Forms joshua hill 🗸 |
| Find a Candidate | Form I-9 | Dashboard Screen Onboarding Form | 1-9 Tasks Records Reportin | ng | | | | |
| Name, ID or Email | | Form 1-9 Dashboard Search 1-9s E-Verity Case | Management Work Authorization Expiration | 5 | | | | |
| Quick Launch | Alerts | Find a Candidate | arch I-9s Show me new and upd | fated reports only | | | | |
| Recently Viewed | | Report ID | Last Name | First Name SSN | | | | |
| Correctionthree, Ani Beula | ta | Report Date Correctionthree, Anits Select Date Select Select Date Select | te Range V | TO MM/DD/YYYY E | | | | |
| Ninetofive. Irene | Everify | Eeula Correctonthree, Anita Beula | nced Search Options | | | | | |
| Doodle, Yankee | 0 | Ninetofive, Irane Status Zelecter | Result d • Any • | Tag Any + | | | | |
| Doodle, Yankee | Alerts | Doodle, Yankee Package Any | • | | | | | |
| Doodle, Yankee | | Doodle, Yankee | Clear All | | | | | |
| Doodle, Yankee | [| I-9s 1 | - 3 of 3 | | | | | Download in Excel Format What is this? |
| | Work Authorization | | Name | Package | Date Searched | Status | Result | |
| | 0 | • | (991623908) | Standalone Electronic I-9 Reverity (788) | By joshua hill | Overdue - New | | Wrew Report Save to PDF Action |
| | 0 | 0 | Doodle, Yankee (991616047) | E-Verify Electronic I-9 (650) | Sep 10 4:46 AM By joshua hill | Overdue - New | | Wew Report Save to PDF Action |
| | Overdue | 0 | Cook, David (991554936) | E-Verify Electronic I-9 (650) | By joshua hill | Overdue - New | | Wew Report Save to PDF Action • |
| | | Print E | imail | | | | ٩ | Prev Next Items per Page: 10 30 |
| | | | | | | | | Privacy Notice @ 2003 - 2021 Sterling Talent Solutions |

Each tile accumulates an actionable list of information for the user. These are the definitions of each tile.

FORM I-9 Area

- Alerts Any Form I-9 with a Status of "Overdue In Progress" or "Overdue New"
- In Progress Any Form I-9 with a Status of "Form I-9 Required"
- Complete Any Form I-9 with a Status of "Closed" or "Complete"

E-Verify Area (visibility of this section requires E-Verify and E-Verify Case Management enablement)

- Alerts Any E-Verify Case with E-Verify Status of:
 - \circ $\,$ Close Case or Resubmit Case
 - o DHS Final Nonconfirmation
 - o DHS No Show
 - o Final Nonconfirmation
 - o Pending Duplicate Case
 - o Pending Info Check



- o Pending Name Check
- Pending Overdue Reason
- o Pending Photo Verification
- o SSA Final Nonconfirmation
- Tentative Nonconfirmation
- Unable to Process
- In Progress Any E-Verify Case with E-Verify Status of:
 - o DHS Case in Continuance
 - o DHS Referral
 - o Initial Verification Complete
 - o Referral
 - o SSA Case in Continuance
 - SSA Referral
- Complete Any E-Verify Case with E-Verify Status of:
 - o Closed
 - o Complete
 - $\circ \quad \text{Complete} \text{Cancelled}$
 - \circ Complete No Show
 - Employment Authorized

Work Authorization Expiration Area

- Overdue Any Work Authorization Expiration with Due Date prior to Today that is not Completed
- Due in 30, Due in 60, and Due in 90 Any Work Authorization Expiration with Due Date after today for the respective amount of days (30, 60, and 90)

Additional I-9 Resources

Looking for something specific? Click on the <u>Sterling I-9 User Guide Resource Page</u>.