Sterling I-9 User Guide Form I-9 & E-Verify Management

Sterling | November 2023

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.

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E-Verify Case Management

You can setup and enroll in E-Verify for seamless integration with Sterling's I-9 solution. This setup requires assistance from the client success team and requires a new Memorandum of Understanding (MOU) with E-Verify showing Sterling as the client agent. This section refers to the process for those enabled to use Sterling's integrated E-Verify solution. All information here is designed to support the U.S. E-Verify process. Review specific guidelines here.

Initial Case Status

Upon completing Form I-9 Section 2, an E-Verify case will be created and will return an initial case result:

- **DHS Verification in Process.** The Department of Homeland Security requires additional time to verify the information submitted. Sterling I-9 will automatically update when results are available from E-Verify.

- **Pending Duplicate Case.** E-Verify has flagged the case as a potential duplicate because a case with the same SSN was submitted by the same employer within the past 365 days. A Sterling I-9 user must review and resolve (details explained later).

- **Employment Authorized.** The information submitted matches DHS/SSA records. Sterling I-9 automatically closes the E-Verify Case as Employment Authorized – Employee Retained.

- **Tentative Nonconfirmation (TNC).** The information submitted does not initially match DHS/SSA records. An E-Verify certified Sterling I-9 user must take action to resolve (details explained later).

The Candidate Profile Report View allows the I-9 admin user to view the E-Verify result and act as needed.

Duplicate Case Status

When a Duplicate Case E-Verify Status is shown, the employer will review the case details and decide whether to continue processing in E-Verify or close the case as a duplicate. Click Manage Case.

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Review the details of the duplicate case displayed in the Duplicate Case window.

Scroll down and select the appropriate action for your current case. Choose Continue Case or Close Case based on the guidance provided.

If you select Continue Case, provide an explanation for why you are submitting a duplicate case. Select Continue to complete management of the duplicate case.

Tentative Nonconfirmation (Mismatch) Status

When the case status shows as Tentative Nonconfirmation (TNC), go to the Report View and find the details of the Tentative Nonconfirmation status.

PLEASE NOTE:	All Tentative Nonconfirmation should be handled privately and confidentially with the employee. TNC status is a temporary status – and may or may not result in full employment authorization.

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The Further Action Notice (FAN) will be available in the E-Verify section. These can be downloaded, printed, and provided to the employee following a confidential/private conversation about the TNC status. The Sterling I-9 solution does NOT automatically send the FAN letter to the employee; all employee communications must be handled outside of the Sterling I-9 tools.

After sharing the FAN with the employee and receiving the signed copy back from the employee, the Sterling I-9 user must update the case using the Manage Case button.

The Sterling I-9 user makes an appropriate selection based on the FAN process.

Attach a copy of the employee-signed FAN for record keeping.

If the employee chooses to contest the initial TNC, the case is moved to a Referred status. The user can download, print, or send the referral letter.

If an employee chooses to not contest the initial TNC, the E-Verify case will be closed. The Sterling I-9 user must select the appropriate case closure response.

The case is now processing and is updated once a response is received from E-Verify.

A copy of the Further Action Notice (FAN) and Referral letter is found in the Documents section under the Candidate Profile.

| Document	Uploaded	File Size	
☐ E-Verify DHS Referral Date Confirmation - Spanish	Feb 3 11:15 am By Patty Test	932 KB	PDF
☐ E-Verify DHS Referral Date Confirmation - English	Feb 3 11:15 am By Patty Test	1008 KB	PDF
☐ E-Verify DHS Tentative Nonconfirmation - English	Feb 3 11:15 am By Patty Test	36 KB	PDF
☐ E-Verify DHS Tentative Nonconfirmation - Spanish	Feb 3 11:13 am By Patty Test	1349 KB	PDF
☐ E-Verify DHS Tentative Nonconfirmation - English	Feb 3 11:13 am By Patty Test	979 KB	PDF
☐ Form I-9 Form I-9.pdf	Feb 3 11:11 am By Patty Test	533 KB	PDF
☐ Form I-9 Identification Documents Demo - Passport.pdf	Feb 3 11:10 am By Patty Test	36 KB	PDF

Manage E-Verify Case

To help with management of the E-Verify cases that require assistance or monitoring, Sterling I-9 users who have Sterling I-9 E-Verify certification can access the E-Verify Case Management via the menu bar by selecting Form I-9 then E-Verify Case Management.
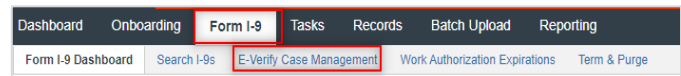
Alternatively, cases that require attention can also be accessed via Monitoring Dashboard – E-Verify section.

🔗 To learn more about the Monitoring Dashboard, click here.
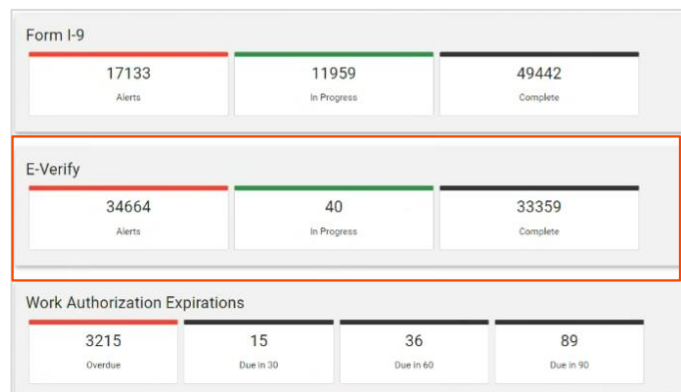
On the E-Verify Case Management page, the Sterling I-9 user can view E-Verify cases that require management and their current E-Verify status.

Each row that is actionable provides the ability to drill into the Candidate View – Report details (by clicking the person's name) or act by using the Action menu on the right.

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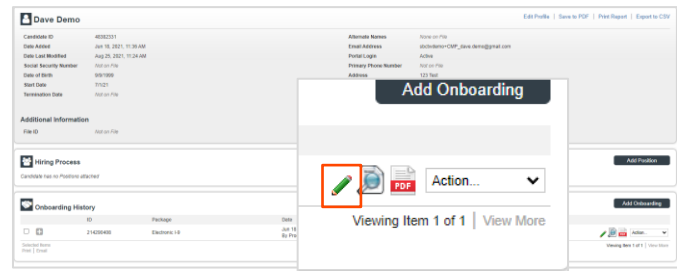| Report ID	Name	Start Date	Case Verification Number	E-Verify Status	Action
991679428	Sam P Adams	08/19/2019	2021293202008CM	Pending Document Upload ⓘ	Action... ▾
991679151	Elaine P Goodell	10/04/2019	2021293194417LB	Pending Document Upload ⓘ	Action... ▾
991679133	Alea P Whitaker	10/20/2021	2021293194234KM	Unable to Process ⓘ	Action... ▾
991678086	Sam P Adams	08/19/2019	2021292201912BB	Pending Document Upload ⓘ	Action... ▾
991677959	David P Cook	08/20/2019	2021292195207JG	Tentative Nonconfirmation ⓘ	Action... ▾
991677896	Elaine P Goodell	10/04/2019	2021292194352HM	Pending Document Upload ⓘ	Action...
991676783	Sam P Adams	08/19/2019	2021291204734EB	Pending Document Upload ⓘ	Manage Case

Form I-9 Management

Edit and Correction of Completed I-9

The Edit I-9 feature allows users to make corrections and modifications to completed I-9 forms, in accordance with the USCIS guidelines for making corrections. Please follow all guidance from Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) when making edits to completed Form I-9s.

PLEASE NOTE: Only Form I-9s in the Complete status are available to be edited. If an I-9 is not in the Complete status, Edit options are not be available.

There are multiple methods to access the edit feature.

- On the Candidate Profile, Click the pencil icon.

- On the Report Summary Screen, click Select an Action and choose Edit I-9.

Search I-9s

- On the menu bar, choose Form I-9 and locate the order. Select the associated Action menu and choose Edit I-9.

Name	Package	▼ Date Searched	Status	Result	
Document, Danny (222709255)	Electronic I-9 with E-Verify	Sep 29 12:03 PM By Prod Test	Closed		Action...
Ninetofiveo, Irene (222300826)	Electronic I-9 with E-Verify	Sep 24 3:32 AM By Prod Test	Complete Sep 27 11:03 AM	Clear	Action...
Malone, Chris		Sep 23 4:06 PM			

Action...

Action...

Edit I-9

View Report

Open PDF

After selecting the Edit I-9 option, provide input:

Reason to change*:* This is an audit tracking note as to why this change/edit is necessary. This information will NOT appear on the Form I-9 but will be available in the Status Notes/Tracking Log.

Initiate new E-Verify Case*:* (as applicable) If there was an error in original Form I-9 AND original E-Verify case has been closed without receiving Employment Authorized, it is possible to execute a new E-Verify Case. Choose Yes or No.

Edit I-9
for Irene Ninetofive (222300826)
You have chosen to edit an I-9 form. Changes/Edits should only be made in accordance with USCIS Rules.

Reason to change? (Audit tracking log)
Please enter specific reason for this change/edit:

Initiate a new E-Verity Case with this edit? NOTE: This will create a NEW E-Verify case. If you wish to close/cancel a previous E-Verify case due to incorrect data, please use the E-Verify Case Management tool. Failure to close/cancel E-Verify cases with incorrect data can result in E-Verify account cancellation.

○ Yes ○ No

Select which section(s) to edit : ○ Section 1 ○ Section 2

Cancel Submit

Select which section to edit*:* You can only choose to edit one section at a time. If both sections require edit/change, choose Section 1 first and follow-through to completion. After Form I-9 is complete, initiate a Section 2 edit and follow-through to completion.

If Section 1 is selected:

- Due Date*:* Enter the date by which employee should complete their Section 1 edit. The Notification Email address is pre-filled from Candidate Profile.

If Section 2 is selected:

- Due Date*:* Enter the date by which verifier should complete their Section 2 edit.

Select which section(s) to edit : ● Section 1 ○ Section 2
Task 1:
Candidate Notification Email   Due Date
                rene9to50@gmail.com   09/17/2021
Cancel Submit

Select which section(s) to edit : ● Section 1 ○ Section 2
Task 1:
Candidate Notification Email   Due Date
                rene9to50@gmail.com   09/17/2021
Cancel Submit

- - **Choose verifier**: Use the drop-down menus to select the Verifier. If necessary, click the button to Create a New Verifier.

If the Edit Now option is selected, the Sterling I-9 user will be able to complete the I-9 Edits immediately without waiting for an invitation to access the Verifier Sterling I-9 dashboard.

A verifier does not need to be selected or assigned if Edit Now is selected.

Selecting the Submit button opens Section 2 of the I-9 in a new window so necessary edits can be made.

The Edit Now – Assigned edit to self banner is displayed at the top of the page to indicate you are in the Edit Now mode.

Once edits are completed, select the "I acknowledge" button. Choose the "I acknowledge" button to electronically add your digital signature to the Form I-9 where the edits/corrections were made.

PLEASE NOTE: The original assigned verifier does not need to re-sign. A digital metadata stamp will be applied next to the edits/corrections.

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If the Edit Now option is not selected, the verifier will be sent an email to access the Sterling I-9 Verifier Portal.

The Form I-9 review page is where the verifier can make corrections and confirm and eSign their changes.

There is an input area for a custom message to the employee (Section 1) or verifier (Section 2) for making edits/corrections.

The custom message will appear in the notification emails – as well as on the Form I-9 edit workflow page.

Following successful submission of the edits, a confirmation message appears.
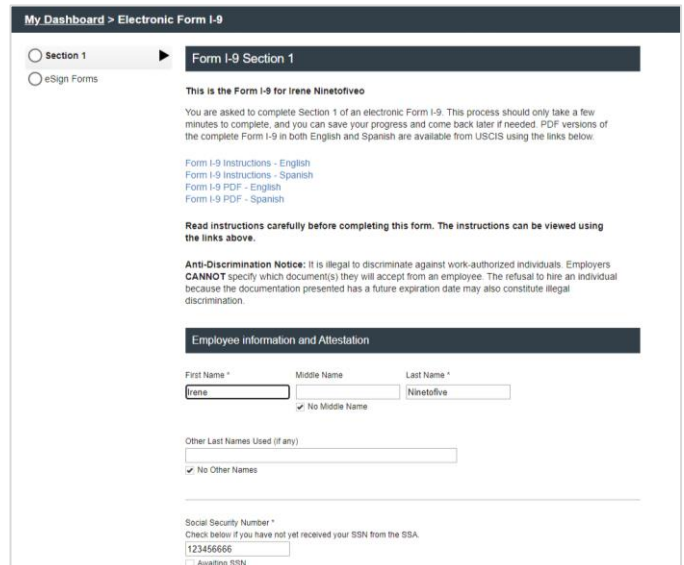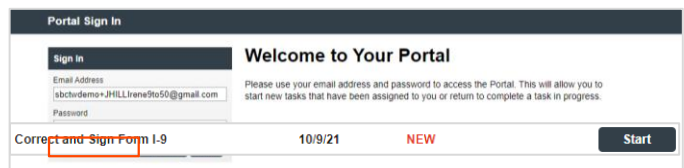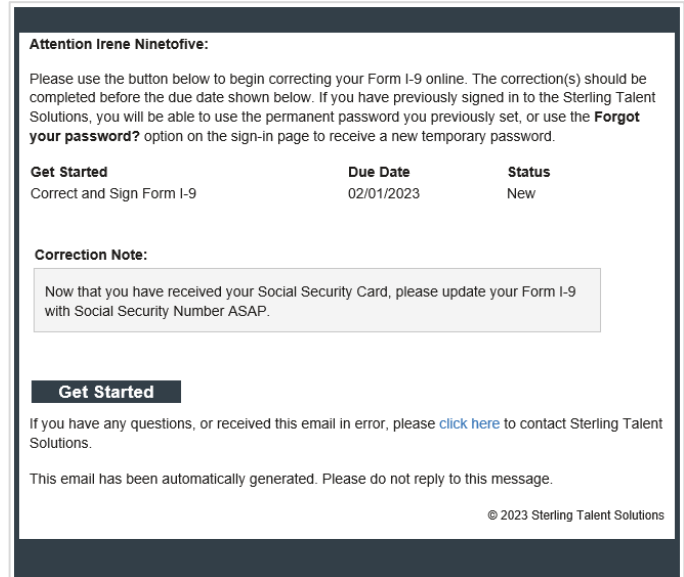
Section 1 Edit/Correction

The employee receives a notification email to begin their edit.

After clicking the Get Started button, the employee is prompted to log into their Sterling I-9 Portal using the same credentials used for the original I-9 submission.

If necessary, the employee can use the "Forgot your password" link to reset their password.

The employee will find their Correct and Sign Form I-9 start task in their Inbox.

Like the original I-9 completion, an employee will be presented with entry fields for the Form I-9 Section 1. The employee makes the necessary changes or corrections to the data that is pre-populated. Upon finishing corrections, the employee clicks Next.

If either Section 1 or Section 2 signatures must be corrected, the employee/verifier would choose the appropriate option.

- If an edit is needed for Supplement A, and the Preparer/Translator information has to be updated, click the "Check here to update original Preparer/Translator information" and click Next. This will expand the data fields allowing for the edit. Once edits are complete click Save.

Employees are presented with the eSign instructions and agreement page. Employees should review and indicate agreement to the statement. If the employee declines, a Paper Form I-9 will be required to complete the edit/correction.

🔗 To learn more about Paper Form I-9s, click here.

Employees have the option to choose a standard signature or draw their own. The employee proceeds to preview.

PLEASE NOTE: Edits are noted on the rendering of the Form I-9, with strike-through of the original value, printing of the new value, and digital signature next to each change.

The employee confirms and e-signs the form. A copy of the corrected Section 1 is now available in the employee dashboard.

My Documents

Document Type	Document	Date Signed
Form I-9	Corrected Form I-9.pdf	10/6/21

Section 2 Edit/Correction

The verifier receives a notification email to begin the edit.

By clicking the Get Started button, the verifier is brought to their Sterling I-9 Portal login page.

Attention Anita Verification:

You have been designated to correct section 2 of Irene Ninetofive's Employment Eligibility Verification (Form I-9). To complete this task, you must inspect original documentation provided by Irene, and make the required corrections to section 2.

Get Started

Task Details:
Task: **Correct Section 2 of Employee Form I-9**
Assigned by: **Prod Test**
Assigned to: **Anita Verification**
Employee: **Irene Ninetofive**
Employee Start Date: **11/01/2022**
Task Due Date: **02/01/2023**
Correction Note : **Update I-551 Number**

If you have any questions, or received this email in error, please click here to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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The verifier logs in using same credentials that were used for the original I-9 verification. If necessary, they can use the Forgot your password link to reset their password.

Portal Sign In

Sign In

Email Address
sbctwdemo+JHILLIrene9to50@gmail.com
Password

Forgot your password?   Sign In   Back

Welcome to Your Portal

Please use your email address and password to access the Portal. This will allow you to start new tasks that have been assigned to you or return to complete a task in progress.

The verifier will find their Complete and Sign Section 2 task in their Inbox. Selecting Start launches the task.

Welcome to the Verifier Portal

Welcome to the Verifier Portal. Any active assigned tasks will be displayed in the list view below.

My Tasks

Task	Candidate	Due Date	Status		
Complete and Sign Section 2	Test Three	1/19/21	In Progress		Launch Task
Complete and Sign Section 2	Irene Ninetofive	10/9/21	NEW	Reassign	Start

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Like the original I-9 Section 2 completion, the verifier is first presented with Form I-9 Section 1 as read-only for review.

After they review Section 1, clicking Next will bring the verifier to the entry fields for the Form I-9 Section 2. The verifier makes the necessary changes/corrections to the data that is pre-populated. Upon finishing the corrections, the verifier clicks the Next button at the bottom of the page.

The verifier is presented with the eSign instructions and agreement page. The verifier should review and indicate agreement to the statement. If the verifier declines, a Paper Form I-9 will be required to complete the edit/correction.

🔗 To learn more about the Paper Form I-9, click here.

The verifier has the option to choose a standard signature or draw their own. The verifier proceeds to preview.

The changes are noted on the rendering of the Form I-9, with strike-through of the original value, printing of the new value, and a digital signature next to each change.

Viewing the Corrected I-9

After edits or corrections are processed and the Form I-9 is in Complete status, an updated/corrected Form I-9 is available to view. This can be accessed via multiple places.

From the Candidate View

Find "Corrected Form I-9" in the Documents panel.
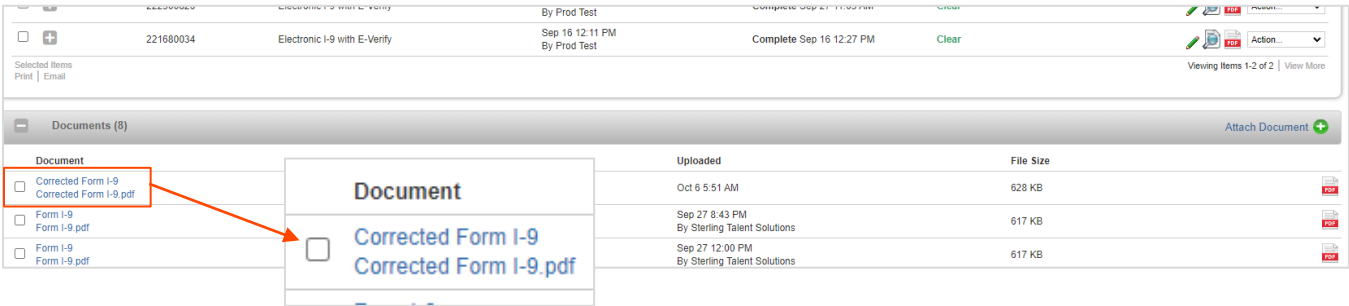
From the Report Details

Click on the Click to view Form I-9 in PDF Format.
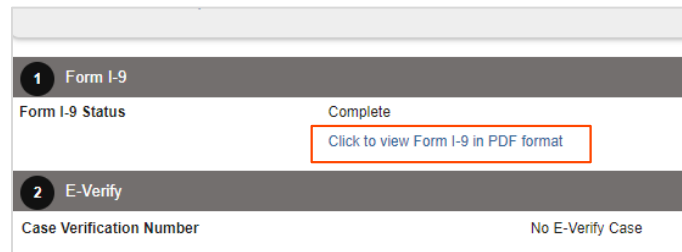
When opened, corrected items shown with original values struck-through, new values printed, and digital signature next to each correction.

Sample Section 1

Sample Section 2

PLEASE NOTE:	In accordance with USCIS guidelines, the PDF-rendering of the Form I-9 will include the most-current corrected version AND the original version(s) of the Form I-9. This is available as the most current Form I-9 on the Reports page.

In-Flight Edits

PLEASE NOTE:	Sterling I-9 restricts candidates from having more than one task open for edit/input at the same time. This includes not having more than one I-9 being Edited or having a new Form I-9 and Edit I-9 at the same time. One task must be completed or cancelled to launch another.

When an edit has been initiated for a particular Form I-9 report, the following places will show that this report has a pending edit.

Candidate Profile – Onboarding History

In the Onboarding History section of the Candidate Profile, there is a cycle-pencil icon showing a specific Form I-9 has an in-flight (pending) edit.
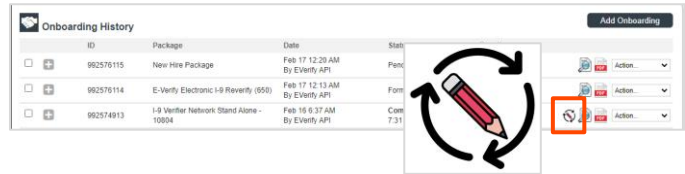
Clicking on the in-flight edit icon will present the Cancel/Close Edit dialog box.
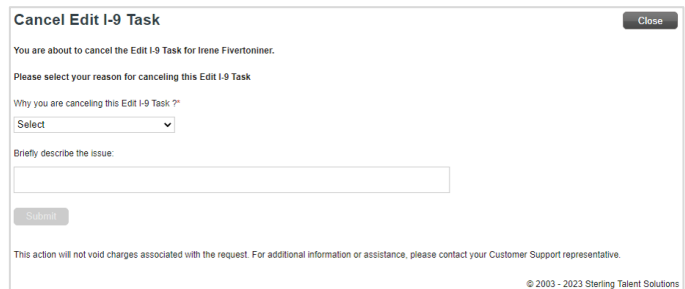
Form I-9 – Report Page

On the Form I-9 Report page, the Report Status fields will include Edit In-Progress.
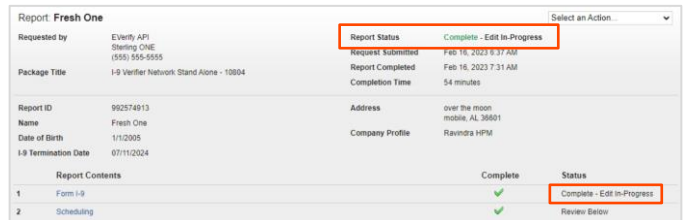
Search I-9 Dashboard

The search results in the Search I-9 dashboard will include the in-flight pencil icon for any Form I-9s with pending edits.
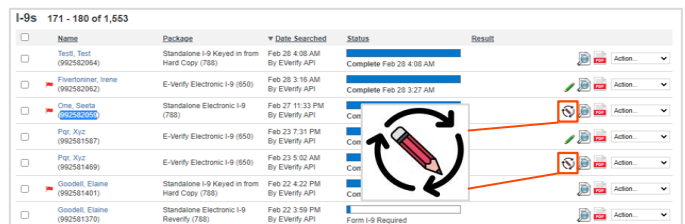
Clicking Download to Excel Format provides a listing of the searched I-9 records. The Edit In-Progress column will show a TRUE for any report that is currently pending a Form I-9 edit.

us Date	Result	COVID Remote Insp	Edit In-Progress	Ref Cc
26/2023 10:10		FALSE	TRUE	
/19/2023 9:04		FALSE	FALSE	
18/2023 14:09		FALSE	FALSE	
12/2023 10:02		FALSE	TRUE	

Action Required – Employee – Awaiting SSN

If the employee had not yet received their Social Security Number (SSN) from the Social Security Administration (SSA) at the time they completed their Form I-9, their report will be flagged as Awaiting SSN.

2 E-Verify

E-Verify Not Submitted - Awaiting SSN

A case could not be created in E-Verify because the employee is awaiting a Social Security Number. A new E-Verify case must be created when the employee receives their SSN from the Social Security Administration.

View the Form I-9 Expiration Report for additional details or to submit a new E-Verify case.

PLEASE NOTE: An E-Verify case cannot be submitted until the SSN has been recorded.

Records awaiting SSN are also viewable in the Work Authorization Expiration report.

Form I-9 Expiration   Download in Excel Format

View Expiration Date From
| Previous 30 Days ▾ |

View Expiration Date To
| Next 30 Days ▾ |

Go

Report ID	Name	Document Type	Expiration Date	Completed	
61928648	Ethan J Anderson	Awaiting SSN	03/26/2016		Action... ▾
61620933	Kim Zhang	Receipt	02/09/2016		

Action...
No Longer Employed
Complete and Submit E-Verify
View Applicant Report

To add the SSN, use the Edit I-9 feature to order a correction of Section 1 by the employee.

For E-Verify enabled accounts, choose YES to the E-Verify case submission question when starting the edit.

eSign Forms

You are now ready to electronically sign your documents. After agreeing to use an electronic signature, you will have the opportunity to preview your documents and return to make changes, if necessary. Once you have completed all required signatures, this task will be complete.

Consent and Notice Regarding Electronic Signature

By clicking the "I Agree to Use an Electronic Signature" button, you agree to electronically sign the following forms. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following electronic forms, your computer must be equipped and compatible with the most common operating systems and internet browsers.

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer version 9 and later, Mozilla Firefox - latest version, Safari latest version + tablet versions, Chrome latest desktop version.

If you decline to use an electronic signature by clicking the "I Decline to Use an Electronic Signature" button, you will be asked to enter your reason for declining. You should contact your employer to manually sign your document.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

I Agree to Use an Electronic Signature   I Decline to Use an Electronic Signature

Document Receipts

If the employee initially submitted a receipt for a document that was lost, stolen, or damaged to complete Section 2 of the Form I-9:

- A case will not be created in E-Verify if an employee provided a receipt for a document that was lost, stolen or damaged to complete their Form I-9.

- Employee Provided Form I-9 Document Receipts are valid until their printed expiration date or 90 days following the employee's date of hire, whichever is earlier.

- Reports are distributed via email on a weekly basis to identify receipts nearing expiration. Receipts are viewable in the Work Authorization Expiration menu.

- The Edit I-9 feature is used to update Section 2 to show that the actual document (not a receipt) has been provided – and an E-Verify case submission can be ordered.

🔗 To learn more about Section 2 click here.

Transferring I-9s to a Related Organization

If your organization is set up with Organization Settings or Organization Hierarchy, you can transfer an I-9 from one organization or sub-organization to another (under the same parent-account).

To confirm if your account is set up with Organization Settings, click on the Admin tab in the upper right-hand corner of the platform.

If you have Organization Settings turned on, they will appear as an option in the left-hand navigation bar.
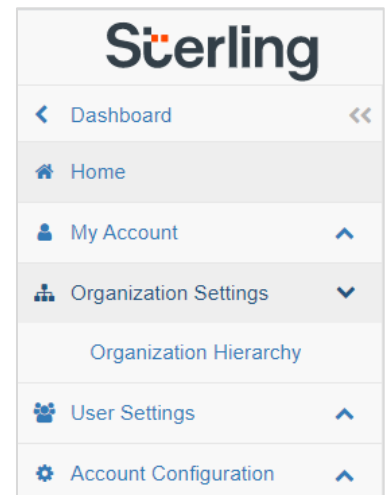
To transfer an I-9, navigate to the Candidate Profile by searching for the employee by Name, ID, or Email in the Find a Candidate quick search on the left-hand side.

From the Candidate Profile, click the Edit Profile link.

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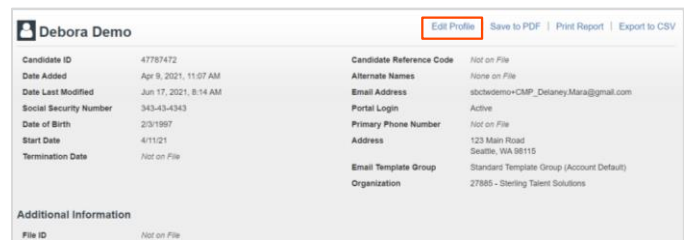
Scroll to the Organization Name field, update the drop-down menu to the appropriate organization and click Save Changes.

In the Candidate Profile Log, a note is added indicating the transfer of the I-9 from one organization to another. Sterling I-9 users assigned to the sending organization no longer have access to the I-9. Sterling I-9 users assigned to the receiving organization will now have access to the I-9.

Term & Purge I-9s – Overview

Based on USCIS regulations, employers can permanently delete or purge the Form I-9, E-Verify case and supporting documents for terminated employees three years after their date of hire, or one year after the date employment ends, whichever is later. Sterling I-9 provides a Term & Purge action area that surfaces I-9s that meet those requirements. Access to this report is given via permission per user, as it is an administrator function.

Sterling I-9 offers the ability to enter a termination date at the Candidate Profile level for simple tracking purposes. Using this termination field will have impact on ANY Form I-9 that does NOT have a populated report-level termination date.

Sterling I-9 also offers report-level termination date(s). This will allow for each I-9 to track with separate termination dates. If this field is populated for a particular Form I-9, the Candidate Profile data is ignored.

Accessing Termination Date from the Candidate View

In the specific employee's candidate view, find the report that requires a termination date, click on the Action menu, and choose Terminate I-9.

Accessing Termination Date from the Report View

In the specific Form I-9 report view, click on the Select an Action menu and choose Terminate I-9.

Adding, Changing & Deleting Termination Dates

When presented with a pop-up window, enter the Termination Date and click Save Changes.

To change termination dates, overwrite the current value and click Save Changes.

To delete termination dates, move all values back to default (Month, Day, Year) and click Save Changes.

Bulk Upload of Termination Dates (Add, Change, Delete)

Click on the Form I-9 link from the menu bar, then the Term & Purge sub menu.
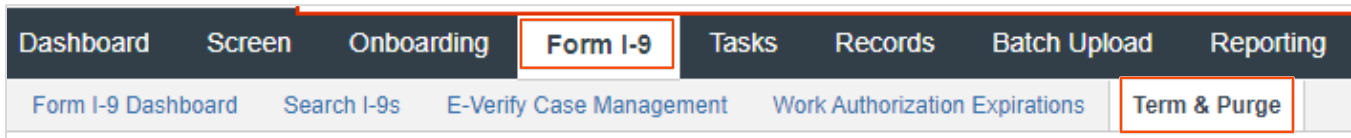
Click on the Import Term Dates button.
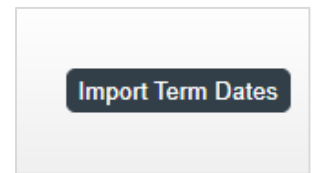
In the pop-up window, open the template file for bulk upload and save to your computer.

Fill in necessary data for all reports (Form I-9 records) that require termination date update. Report IDs can be found in the Form I-9 record, or via various reports found in Sterling I-9. Report IDs are numeric and are generally eight or nine characters long.

Save the file in .CSV format and do NOT delete the 4 header rows. It may be necessary to convert the Termination Date fields to text-type values for leading-zeros to be preserved.

Click Choose File and navigate to the saved .CSV file location. Open the file. Then click Import.

Import Term Dates

This process will import termination data for the I-9 Termination date fields. Data must be formated for successful import. Use template below to setup data file in proper format:

Sterling_Term_Date_Import_Template.xls

Upload file

Choose File | No file chosen | **Import**

File must have appropriate headers and must be saved in .CSV format

Close

Once import has started, a message will appear below the import area.

Bulk update process can take up to 60 minutes to complete.

Import Term Dates

This process will import termination data for the I-9 Termination date fields. Data must be formated for successful import. Use template below to setup data file in proper format:

Sterling_Term_Date_Import_Template.xls

Upload file

Choose File | Sterling_Ter...plate (1).csv | **Import**

File must have appropriate headers and must be saved in .CSV format
File has been submitted for processing - email message will be sent with import results once completed.

Close

The Sterling I-9 user receives an email notification once process is completed.

Dear Hpm Test,

Sterling I-9 Termination Date import process has been complete at 20-06-2022 04:58 am

Total Number of Successful Rows: 3

Total Number of Errors: 0

No Reported Errors

If you have questions or need further assistance , please contact Sterling Talent Solutions

Thank you,

Purging Form I-9s

Click on the Form I-9 link from the menu bar, then the Term & Purge sub menu.

By default, all I-9s eligible for purge will appear. If you wish to filter the results, update the filter options and click Search.

PLEASE NOTE: Filtering options will vary per client.

| Form I-9 | Tasks | Records | Batch Upload | Reporting |

agement | Work Authorization Expirations | **Term & Purge**

Select the I-9 records that you want to delete

Billing Code
Any ⬍

Location
All ⌄

Filter by Organization
◯ Filter by Organization Name
⦿ Filter by Organization ID

Select an Organization ⌄

Search

Delete
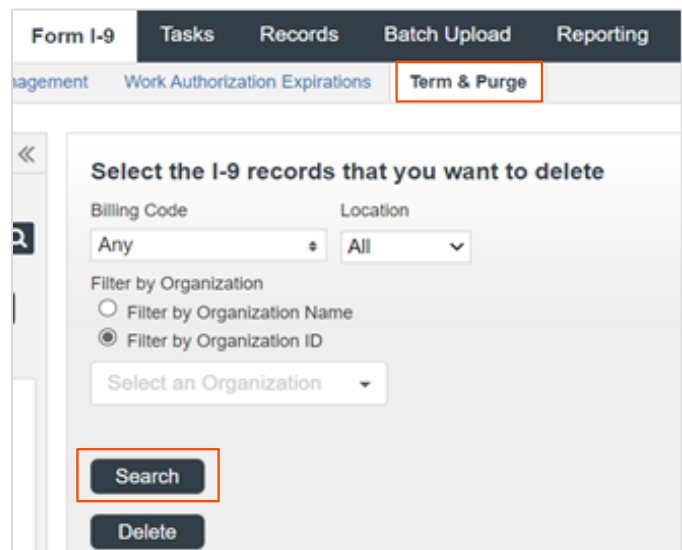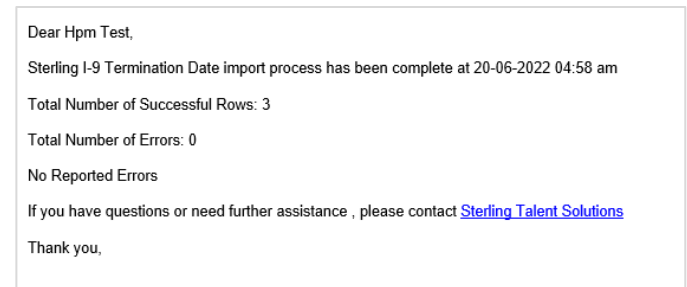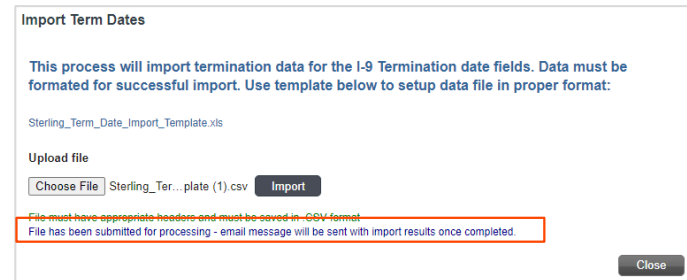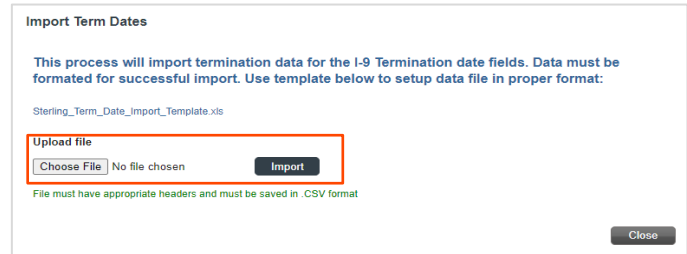
Review the I-9 list for accuracy, then select the I-9s that you wish to purge. To select all I-9s, click the top checkbox to select all.

| ☑	Name	CandidateID	Report ID	▲ Hire Date	Termination Date
☑	Fiona Renton	44483461	182192608	2020-03-25	2020-02-18
☑	Fiona Renton	44483461	182190257	2020-03-25	2020-02-18
☑	Fiona Renton	44483461	182183318	2020-03-09	2020-02-18
☑	Sarah Jones	44181890	177866789	2020-01-18	2020-01-22
☑	Lara Preston	41649549	162580281	2019-08-07	2019-07-31
☑	Rupali Dinesh	42328715	162275022	2019-08-02	2020-02-06
☑	Lara Preston	41649549	161334543	2019-07-23	2019-07-31
☑	Lara Preston	41649549	158672717	2019-06-14	2019-07-31
☑	Lara Preston	41649549	158038239	2019-06-14	2019-07-31
☑	Lara Preston	41649549	157563797	2019-06-11	2019-07-31

Records 1 - 10 of 19

« Prev   Next | Items per Page: **10** 30

Click the Delete button, and confirm the action.

PLEASE NOTE: This action cannot be undone.

You are attempting to delete 10 records.
Once completed, this action cannot be undone.

Cancel   Delete
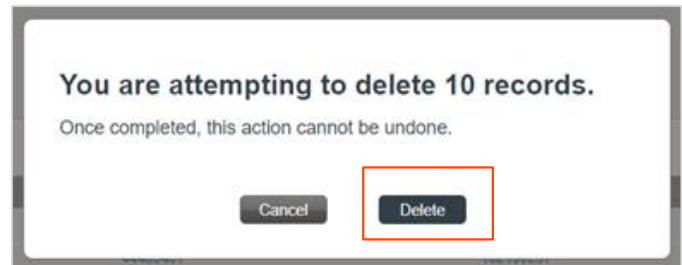
The selected and deleted I-9s will disappear from the Term & Purge report. After a short processing time, the I-9 reports and associated data will disappear from the Candidate Profile as well.

A status note will be left in the Candidate Profile to document the purged I-9 report.

Log (29)		
Log Entry	**User**	**Date**
Electronic I-9 (ID: 185531979) I-9 Purged Based on USCIS Requirements	Prod Test	Jun 16 4:45 PM

PLEASE NOTE: The Candidate record will remain, even though the Form I-9 report has been deleted.

Additional I-9 Resources

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

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