i9 everywhere
proceed with confidence

TOP 10 CHECKLIST FOR I-9 COMPLIANCE

Your Roadmap to Peace of Mind

i9everywhere
proceed with confidence

In the world of HR and employment law, staying compliant with I-9 requirements is not just crucial – **it's non-negotiable**. Ensuring your employees' eligibility to work in the United States and maintaining accurate records are essential steps to avoid legal troubles and maintain the integrity of your business.

Navigating the intricacies of I-9 compliance can be a daunting task, **but fear not**! We've prepared a comprehensive checklist to guide you through the process and help you achieve I-9 compliance with confidence. **Let's dive in:**

1. Employee Eligibility Verification

Ensure that employees are eligible to work in the United States by verifying their identity and work authorization documents.

2. Section 1 Completion

Make sure Section 1 of the I-9 form is accurately completed by the employee on or before their first day of employment.

3. Section 2 Verification

Complete Section 2 of the I-9 form within three business days of the employee's hire date.

4. Document Retention

Establish a proper system for retaining I-9 forms and supporting documents, and know the retention requirements.

5. Reverification

Stay informed about when reverification of work authorization documents is required and ensure timely compliance.

i9everywhere
proceed with confidence

6. Prohibited Practices

Familiarize yourself with prohibited practices, such as discriminatory or retaliatory actions related to I-9 compliance.

7. Remote Employees

Develop procedures for verifying the identity and work eligibility of remote or off-site employees.

8. Audit Preparedness

Be ready for potential government audits by keeping your I-9 records organized and easily accessible.

9. Training and Compliance Education

Provide training to HR personnel and others responsible for I-9 completion and compliance.

10. Record Corrections

Implement a process for correcting errors or omissions on I-9 forms, including proper documentation of corrections.

Following this checklist will help you establish a solid foundation for I-9 compliance within your organization, ensuring that you meet legal requirements and best practices.

But why stop here when you can take your I-9 processes to the next level?

SCHEDULE A CALL WITH OUR I-9 EXPERTS

Don't let I-9 compliance be a source of uncertainty or frustration. Check out our ***free demo of the software***, or schedule a call with us today, and let's embark on a journey towards seamless I-9 processing and peace of mind.