UltiPro – Processing Section 2 of a New Hire's I-9

This job aid is intended for NSM Hiring Managers to utilize when processing section 2 of a new hires I-9.

Section I-9 verifications must be completed within the first three days of employment per Federal Government Guidelines.

1. Hiring Managers will receive an email notification when assigned a new employee.

2. If you have not submitted an IT ticket for equipment for this employee, click the hyperlink in the email to submit a ticket.

1

From: NSM Human Resources <noreply@ultimatesoftware.com>
Sent: Wednesday, January 2, 2019 6:27 PM
To: Harris, Liz <Liz.Harris@nsm-seating.com>
Subject: NSM New Hire Process for Abigail Menear: Action Required

Hello, Elizabeth,

Abigail Menear is almost ready to join our NSM team!

Once Abigail arrives for their first day of work at 000 - Corporate NonBranch, you will need to verify their I-9 documents via the UltiPro Onboarding Gateway. You will have three (3) business days to complete this process. Please note: I-9 Verification is a Federal requirement for employment.

As the hiring manager for Abigail Menear, you should have now logged into the NSM IT Service Portal and initiated the request for a new hire IT package for Abigail. If you have not already done so, please submit your ticket as soon as possible to ensure the equipment arrives prior to Abigail's first day, 1/7/2019. All equipment takes a minimum of 5 business days for delivery.

Please follow the below link to complete the order: https://servicedesk.nsm-seating.com/   **2**

You will need to include the exact list of equipment they need (computer, tablet, cell phone, RA access, etc.) You will also need to include the employee's legal name and their preferred name. Should you have any questions please reach out to the IT Service Desk at 866-457-1254.
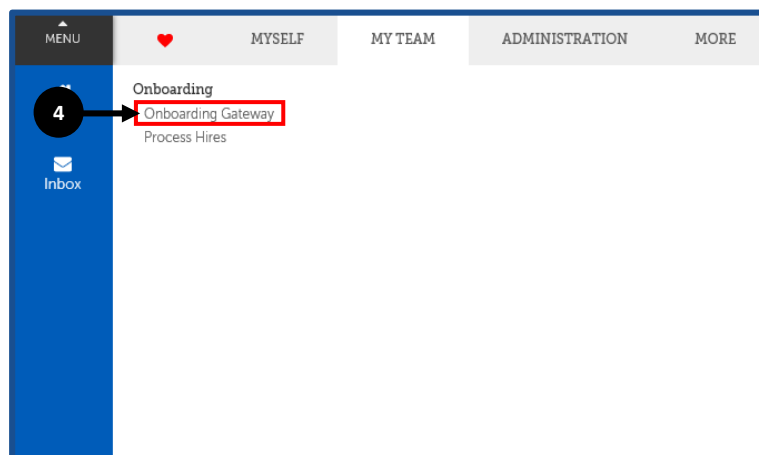
Best,

Human Resources Team

NATIONAL SEATING & MOBILITY

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3. Log-in to UltiPro via the icon on your desktop and select **My Team** from the Main Menu.
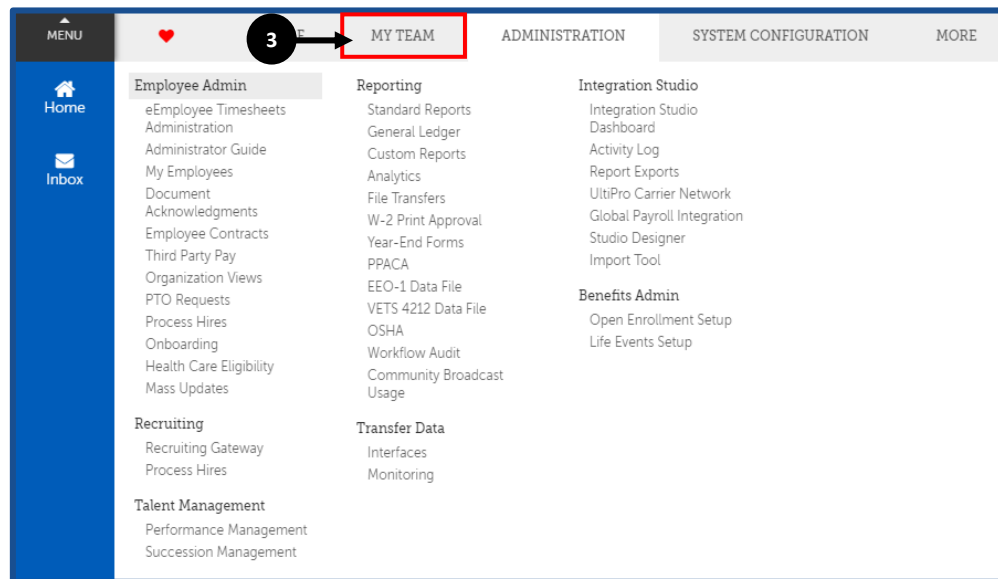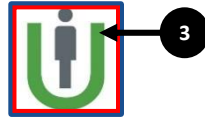
4. Click **Onboarding Gateway.**

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5. The Onboarding Dashboard appears. Employees requiring I-9 verification are listed here.

*Note: Section 2 I-9 verifications must be completed within the first 3 days of employment per Federal Government Guidelines. Verifications that are not completed within the 3 day timeline will be monitored by HR for follow up.

6. Choose the number in the 3-Day Deadline section of the screen, or click the desired employee from the New Hires list to open section 2 of the new hire's I-9.

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7. The new hire packet and completion information displays in the employee's profile.

8. Click **Form I-9** to open Section 2 of the new hire's I-9.

*Note: Documents to Sign and New Hire Summary sections should be completed.

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9. Click **Section 2**.

10. Select the appropriate document from List A or examine a combination of one document from List B and one document from List C.

11. For a full list of acceptable documents click **List of Acceptable Documents**.

*Note:** The most common forms from each list are List A: US Passport and List B: Driver's License and List C: Social Security Card or Birth Certificate.

12. Enter the employee's start date provided by Human Resources. This date must match the employee's official start date.

13. Verify the remaining information is correct.

14. Click the checkbox if you agree to attest to the information listed.

15. Type your name as your signature and click **Sign**.

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16. Per federal guidelines, if a List A document is chosen, the hiring manager must upload a copy of the document for photo matching.

17. Section 2 of the New Hire's I-9 has been completed.