

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

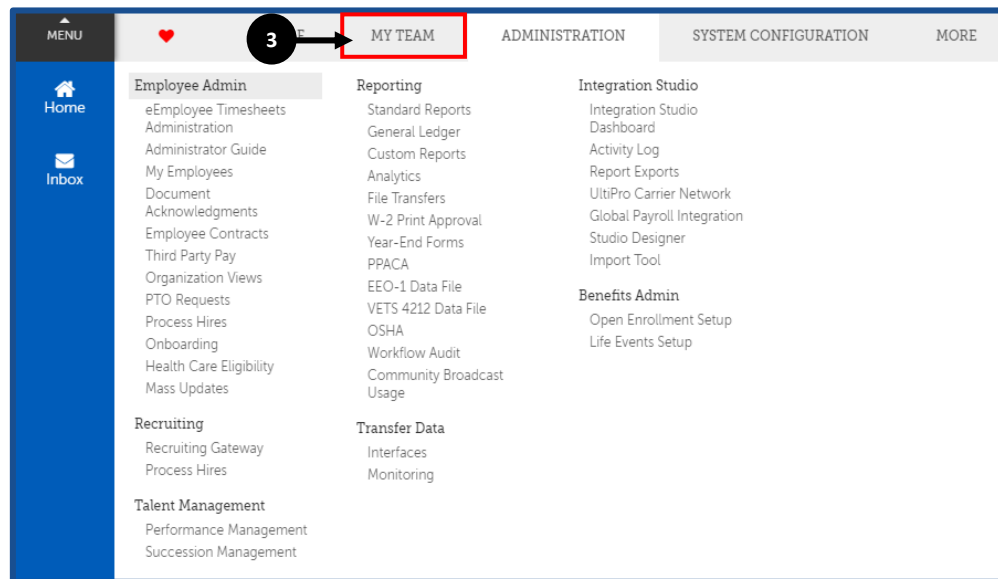
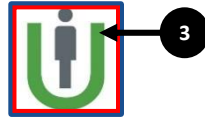
You will need to include the exact list of equipment they need (computer, tablet, cell phone, RA access, etc.) You will also need to include the employee's legal name and their preferred name. Should you have any questions please reach out to the IT Service Desk at 866-457-1254.

Best,

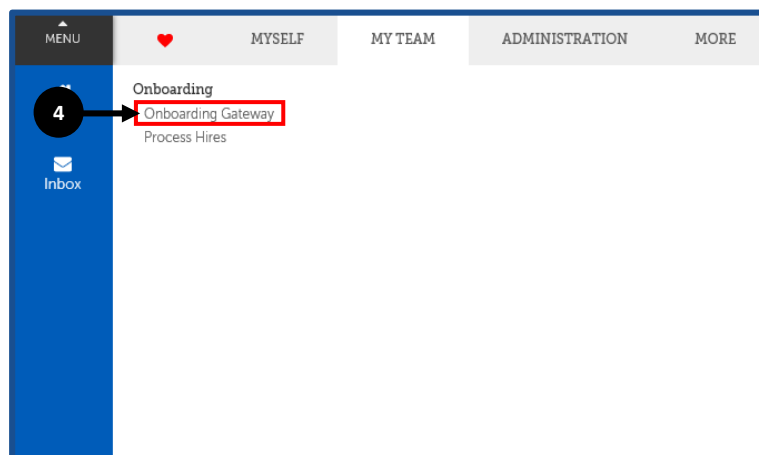
Human Resources Team

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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.

The screenshot displays the UltiPro Onboarding Dashboard. The left sidebar contains navigation links: Dashboard, New Hires, Employment Eligibility, 3-Day Deadline, Reverification, Settings, Audit Report, General, Branding, Consent, Document Library, E-Verify, Integrations, New Hire Notifications, Processes, and Provisioning. The main content area is titled 'Dashboard' and includes several sections:

- Employment Eligibility:** A section with a 'High Priority' indicator (1) and a '3-Day Deadline' indicator (1). It also shows a table of I-9 Reverification counts for various timeframes (Past Due, 7 Days, 30 Days, 60 Days, 90 Days).
- Onboarding Status:** A section showing 'New Hires' (4) and a progress bar for 'Currently in Process' (Initial Review, Launched, Final Review, Pending Updates).
- Welcome Aboard:** A table listing new hires starting within 2 weeks.

The 'Welcome Aboard' table is as follows:

New Hires	Department	Onboarding Owner	Supervisor	Start Date
Kaitlynn Crossno	National Seating & Mobility, Inc.	Elizabeth M. Harris	Russell Meade	01/07/2019
Abigail Menear	National Seating & Mobility, Inc.	Dakota C. Poff	Rachael Crocker	01/07/2019
Brittany Silvey	National Seating & Mobility, Inc.	Dakota C. Poff	Jennifer Gregory	01/07/2019

The '3-Day Deadline' section of the Employment Eligibility card shows a table with counts for 'Today', '1 Day', '2 Days', and '3 Days'.

Today	1 Day	2 Days	3 Days
1	0	0	2

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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.

The screenshot displays the UltiPro Onboarding interface. On the left is a green sidebar with navigation links: Dashboard, New Hires, Employment Elig..., 3-Day Deadline Reverification, Settings (General, Branding, Consent, Document Library, E-Verify, Integrations, New Hire, Notifications, Processes, Provisioning), and Audit Report. A black circle with the number '8' and an arrow points to the 'Form I-9' task in the 'Employment Eligibility' section.

The main content area shows the employee profile for Kaitlynn Crossno (Elizabeth M. Harris, ID: NETDE01053). It includes job details: .NET Developer at National Seating & Mobility, Inc., 001 - Franklin, TN, and a 'Final Review' starting on 01/07/2019. A yellow warning banner states: 'Form I-9 must be completed and signed within 3 business days of the start date.'

The 'Tasks' section lists the following:

Task	Status
Form I-9 ⚠️ Form I-9 must be completed for all newly hired US employees in order to verify employment eligibility.	Incomplete
✓ Documents to sign Sign documents for the onboarding process.	Completed 12/31/2018
✓ Review & Submit New Hire Summary Review information and submit to Process Hires.	Completed 12/31/2018

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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**.

Onboarding

UltiPro BY ULTIMATE SOFTWARE

Help English (USA) Elizabeth Harris

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Kaitlynn Crossno Starting on 01/07/2019 Final Review

Section 2 must be completed and signed within 3 business days of the employee's start date.

Employment Eligibility (Form I-9)

Employer or Authorized Representative Review and Verification

You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C.

Full List of Acceptable Documents

Select eligibility verification document options

- List A documents that establish both identity and employment authorization
- List B identity AND List C employment authorization documents

Certification

Employee's Start Date

Employer's Business or Organization Name and Address

Company Name

National Seating & Mobility, Inc.

Address (Street Number and Name)

320 Premier Court Suite 220 Do not provide a P.O. Box

City or Town

Franklin

State

Tennessee

Zip Code

37067

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Type your name as your signature

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.

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Kaitlynn Crossno ... Starting on 01/07/2019 **Completed**

Employment Eligibility (Form I-9) [Form I-9](#)

[Section 1](#) [Section 2](#)

Employer or Authorized Representative Review and Verification [Make changes](#)

[Full Instructions &](#) [List of Acceptable Documents](#)

List B - Identity

Document Title
Driver's license issued by state/territory

Document Number
265

Expiration Date
08/09/2020

Issuing Authority
Tennessee

List C - Employment Authorization

Document Title
Social Security Card (Unrestricted)

Document Number
856

Expiration Date
N/A

Issuing Authority
Social Security Administration