



## Go Green with New Form I-9 Electronic Options

August 19, 2010

Dear Client:

Are you burdened with time consuming New Hire paperwork at your workplace? Do you wish to “go green” with your forms-based processes? **Great news!** Electronic solutions for completing New Hire paperwork is here.

SCI Companies has been offering proven solutions that help organizations share and manage their critical business information faster and without the paper for some time. This announcement is a perfect complement to SCI’s established *Best Practices*. Automation of paper-based forms lessens the environmental impact by reducing paper-use while saving costs and increasing efficiencies.

### Overview - Electronic Signature and Storage of Form I-9

In July, the Department of Homeland Security (DHS) published a final rule relating to signatures and storage of electronic Form I-9s. Effective 08.23.10, employers are allowed to complete, sign, scan and store the Form I-9 electronically as long as certain performance standards for the electronic filing system are met.

### Highlights of eStandards

The key changes effected by this rule are as follows:

- Employers must complete a Form I-9 within *three business* (not calendar) days;
- Employers may use paper, electronic systems, or a combination of the two, for Form I-9 completion and storage;
- Employers may change electronic storage systems as long as the systems meet the performance requirements of the regulations;
- Employers need not retain audit trails of each time a Form I-9 is electronically viewed, but only when the Form I-9 is created, completed, updated, modified, altered, or corrected; and
- Employers may provide or transmit a confirmation of a Form I-9 completion, but are required to do so only when an employee requests a copy.

### New Hire Paperwork Related – Valuable Tools from SCI

- Streamline your New Hire paperwork with SCI’s improved and updated New Hire Packets, **revised 08.10**. These interactive New Hire forms help organizations automate the process and make it easier to complete, retain and search forms. **Access New Hire Packet – Interactive forms** on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire. The *California* version, *for use in California only*, is located in New Hire → CALIFORNIA - New Hire. The *Spanish* versions of these interactive forms are located in → *Spanish* Forms → New Hire – Spanish.
- **Access electronic Form I-9 on Client Self-Service (CSS):** Login to Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire. The *Spanish* version, *for reference only, for use in Puerto Rico only*, is also located in → *Spanish* Forms → State Forms - Spanish and → New Hire - Spanish.

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- **Form I-9 Quick Reference Guide (QRG):** This one page sheet provides general notes and guidance when completing the I-9 and is available on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire → I-9 and E-Verify Resources → Form I-9 Quick Reference Guide - QRG.
- **Access [Form W-11 - Hiring Incentives to Restore Employment \(HIRE\) Act Employee Affidavit](#)** on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire *and* → Federal and State Forms → Federal Forms for your use.
- **New Hire Paperwork Quick Reference Guide (QRG):** This guide, **revised 08.10**, is designed to help you complete the New Hire Paperwork and provides critical information which should be reviewed in New Hire forms before their submission. The New Hire Paperwork QRG can be accessed on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire → New Hire Paperwork Quick Reference Guide – QRG *and* → Resources → QRGs → New Hire Paperwork
- **Guidebooks:** SCI's Management Guidebook is a useful reference guide for all Managers. It includes a section for completing New Hire Paperwork, including the Form I-9. All Guidebooks are located on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Human Resources → Guidebooks.

#### **Additional Government Resources**

- See more information on the final rule on Electronic Signature and Storage of Form I-9: <http://edocket.access.gpo.gov/2010/2010-17806.htm>
- Read more about Form I-9: [www.uscis.gov/i-9](http://www.uscis.gov/i-9).
- Download an interactive version in English or Spanish directly: [Download English I-9 \(Rev. 08/07/09\)](#) or [Download Spanish I-9 \(Revisado en 08/07/2009\)](#).
- [Form I-9 Handbook for Employers](#): The current Handbook is located in Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → New Hire → I-9 and E-Verify Resources.

#### **Best Practices Recommendations**

SCI Companies and our Service Team Professionals share an unshakable commitment to ensure that our Clients maintain compliance with the latest employment regulations. By using our knowledge, experience and insight in workplace laws, SCI recommends the following HR *Best Practices* to our Clients:

- Develop a periodic quality check of electronic I-9 files to prevent and identify unauthorized additions, modifications or deletions.
- Employers opting for storing Form I-9s electronically should choose a comprehensive Form I-9 filing and storage software tool that relieves the burden of creating manual audit trails.
- Draft a transmission receipt for confirmation of a Form I-9 completion including details like employee name, date of completion and a certification stating that all information submitted is true and correct.

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies