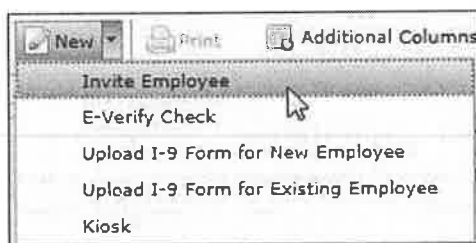# DESIGNATING A HIRING MANAGER TO COMPLETE SECTION 2

Federal law requires that the employee completes Section 1 of the Form I-9 by his or her first day of work for pay. Employees may complete Section 1 at any time between acceptance of a job offer and their first day of work for pay.

The job of the "Hiring Manager" is to ensure that the employee completes Section 1 of the Form I-9 in time, and that you review the employee's document and complete Section 2 of the Form I-9 within three (3) business days of the first day of work for pay.

EXAMPLE: If the employee begins work on Monday, you MUST complete Section 2 by Thursday.

The term Hiring Manager is used as a generic term for the person who will be validating the employee's I-9 Section 2 documentation (from Lists A or B and C). When a user invites an employee to complete Section 1, the Hiring Manager option will display if the permission is enabled for the account.

New ▾   Print   Additional Columns
Invite Employee
E-Verify Check
Upload I-9 Form for New Employee
Upload I-9 Form for Existing Employee
Kiosk

I-9 Employment Eligibility Form

Employee Info

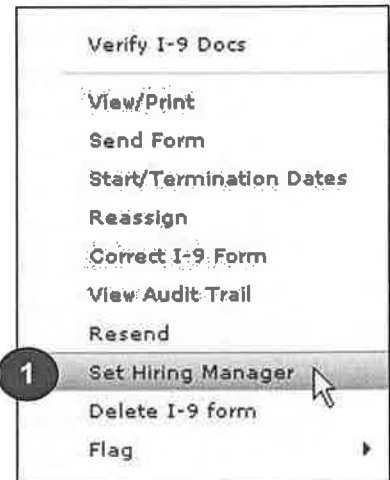|	
First Name:*	Jane
Last Name:*	Smith
E-mail:*	csmith@yahoo.com
Employee Start Date:	mm / dd / yyyy
Message Template:*	Default Invitation Letter ⌄ Preview / Edit
Send me a copy	☐
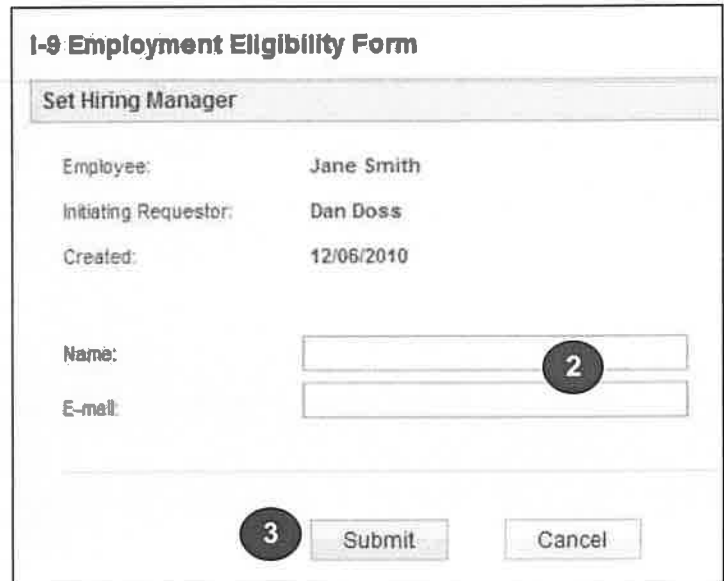
Hiring Manager

Hiring Manager Name:	Kari Rogers
E-mail:	krogers@abcco.com

The Hiring Manager field allows you to grant a **non-HireRight user or an existing HireRight user** temporary access to complete Section 2 for this specific Form I-9.

If you enter a name and email address in the Hiring Manager fields, that person will be sent a notification once the employee has completed Section 1 of the electronic Form I-9. The Hiring Manager will then use the information provided in the email to access and complete Section 2 of the electronic I-9.

The request will go to the Pending Employer tab once Section 1 is completed. The I-9 Form Initiator, and any other user with applicable permissions, will be able to view the status of the Form I-9.

(See the Job Aid entitled "*Hiring Manager Access and I-9 Form Completion*" for more information on what the process will be for the Hiring Manager upon receipt of the email notification.)

In certain circumstances, a user may wish to designate a Hiring Manager to an Form I-9 later after the Form I-9 process has been initiated.

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To Set a Hiring Manager:

1. Right click on the desired record and select "Set Hiring Manager."

Menu options:
- Verify I-9 Docs
- View/Print
- Send Form
- Start/Termination Dates
- Reassign
- Correct I-9 Form
- View Audit Trail
- Resend
- **1** Set Hiring Manager
- Delete I-9 form
- Flag ▶

2. Enter a Hiring Manager name and E-Mail address.

I-9 Employment Eligibility Form

Set Hiring Manager

Employee:	Jane Smith
Initiating Requestor:	Dan Doss
Created:	12/06/2010

Name: _____ **2**

E-mail: _____

3. Click Submit.

3 Submit   Cancel

HireRight.
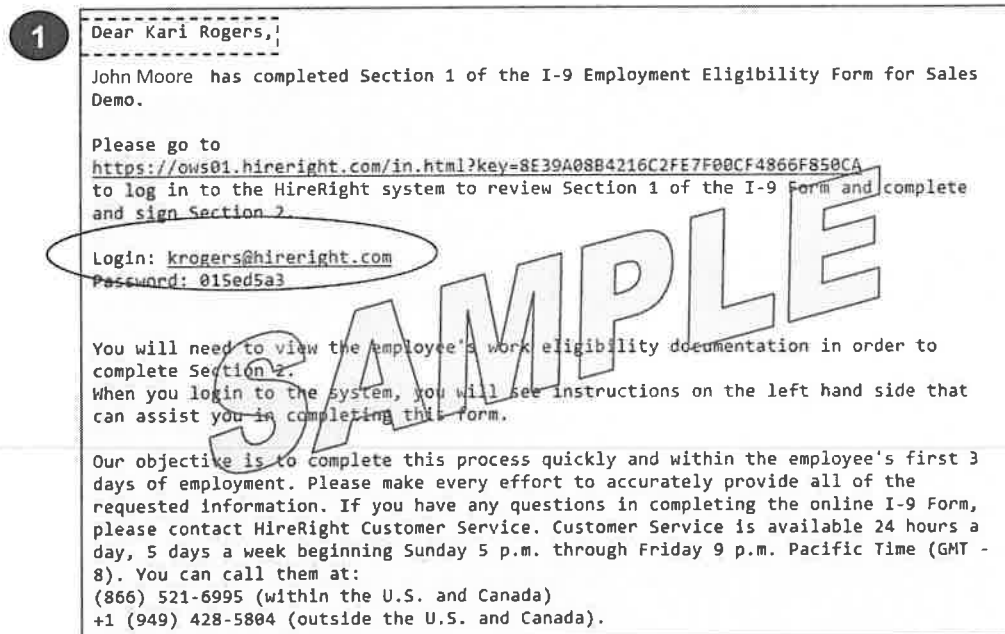
HIRING MANAGER ACCESS AND COMPLETION OF SECTION 2

1. The Hiring Manager (Kari Rogers in the sample below) is advised via email that the employee has completed Section 1 of the electronic Form I-9. The Hiring Manager uses the information provided to access and complete Section 2 of the electronic I-9.

> **1**
>
> Dear Kari Rogers,
>
> John Moore has completed Section 1 of the I-9 Employment Eligibility Form for Sales Demo.
>
> Please go to
> https://ows01.hireright.com/in.html?key=8E39A08B4216C2FE7F00CF4866F850CA
> to log in to the HireRight system to review Section 1 of the I-9 Form and complete and sign Section 2.
>
> Login: krogers@hireright.com
> Password: 015ed5a3
>
> You will need to view the employee's work eligibility documentation in order to complete Section 2.
> When you login to the system, you will see instructions on the left hand side that can assist you in completing this form.
>
> Our objective is to complete this process quickly and within the employee's first 3 days of employment. Please make every effort to accurately provide all of the requested information. If you have any questions in completing the online I-9 Form, please contact HireRight Customer Service. Customer Service is available 24 hours a day, 5 days a week beginning Sunday 5 p.m. through Friday 9 p.m. Pacific Time (GMT - 8). You can call them at:
> (866) 521-6995 (within the U.S. and Canada)
> +1 (949) 428-5804 (outside the U.S. and Canada).

2. The Hiring Manager accesses the form using the Employee information contained in the email:

HireRight. | Applicant Center

Login

| User Name | krogers@hireright.com | Your e-mail address |
| Password | .... | Forgot your password? |

Login **2**

3. The Hiring Manager resets the password to securely access and complete the Employer section of the online form.

HireRight. | Applicant Center

Change Password

Choose a password that is at least 6 characters, not similar to your e-mail address, includes a lowercase letter, an uppercase letter and a number.

3
New Password: ********
Confirm Password: ********

If you forget your password, we'll help you reset it using this question and answer.

Secret Question: What was the type of your first car?
Secret Answer: coupe

4. Click **Save** to complete Section 2.

4 Save

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The Employer Review & Verification Worksheet Opens

Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. Additional guides, including the official I-9 Instructions and the List of Acceptable Documents are available on the left-hand side for your convenience

5. Select the List A or the List B&C tab depending on the document(s) the employee provided. **Applicant is required to provide information for either; one document under the tab List A, or a document for each of List B and C.**

6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

EMPLOYMENT ELIGIBILITY VERIFICATION

- Directions
- Employee I-9 Information
- **Employer Review and Verification Worksheet**
- Section 2 Review and E-Sign
- Form I-9 Instructions
- List of Acceptable Documents
- Who is Issued This Document?
- Sample Document Images
- Information on Receipts

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required

Employee Name: John Moore
Citizenship Status: Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you.
Please note that all documents presented by the new hire must be unexpired.

List A	5	List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. 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 as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

7

☐ The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document

Document Title: *	U.S. Passport	6
Issuing Authority *	U.S. Department of State ▼	

☑ I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #. *	B123456
Expiration Date (if any): *	01 / 01 / 2027

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Employment Information

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7. Enter the required information indicated by the red asterisk (*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document.

Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.

8. Click the "*I attest under penalty of perjury, that I have examined the documents presented by the above-named employee……*" Box.

9. Fill in all any missing "Employment" information not already pre-populated in the **Employment Information** area.

10. Click "**Proceed to Form I-9 Completion.**"

11. Review **Section 2** Information

① EMPLOYMENT ELIGIBILITY VERIFICATION

Section 2 Review & E-Sign

- ✓ Directions
- ✓ Employee I-9 Information
- ✓ Employer Review and Verification Worksheet
- • Section 2 Review and E-Sign

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1:	Last Name (Family Name) Moore	First Name (Given Name) John	M.I. N/A	Citizenship/Immigration Status 1

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization

List A	List B	List C
Document Title **U.S. Passport**	Document Title N/A	Document Title N/A
Issuing Authority **U.S. Department of State**	Issuing Authority N/A	Issuing Authority N/A
Document Number **B123456**	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) **01/01/2027**	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A	Additional Information: QR Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		
Document Title N/A		
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		

Certification: 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.
The employee's first day of employment (mm/dd/yyyy) **01/04/2017** (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative **Manager**

Last Name of Employer or Authorized Representative **Johnson**	First Name of Employer or Authorized Representative **Samantha**	Employer's Business or Organization Name **19DNEW**

Employer's Business or Organization Address (Street Number and Name) **1234 Main Street**	City or Town **Orange**	State **CA**	ZIP Code **12345**

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12. Enter your Full Name.

13. Check the four attestation checkboxes.

14. Click the **E-Sign, Save & Run E-Verify** button to finish. The Form I-9 is electronically stored in your account.

> **NOTE**: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **E-Sign, Save & Run E-Verify** button below, the document will be considered "SIGNED."

A confirmation message appears.

NOTE FOR E-VERIFY CUSTOMERS:

If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent through the E-Verify Check system, which uses the Social Security Administration (SSA) and Department of Homeland Security (DHS) to validate employment eligibility.

- E-Verify Check will respond with a case number.

- Report will display a unique E-Verify case number and status.

- E-Verify Check will typically provide a response within 5 minutes, with one of two types of results:

    i. **Tentative Non-Confirmation** – requires additional steps for verifying employee's authorization to work

    ii. **Authorized (SSA Authorized or Employment Authorized)**

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