



Project Overview Statement

Executive Summary

Project Title: I-9 e-Form
Project ID: 148
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Department: Personnel Operations
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PROJECT BUSINESS CASE

Project Overview

Federal guidelines mandate that employers must complete an I-9 form for every employee within three days of the official start date. This form compiles information on the employee's eligibility to work in the United States. Currently, the form is manually filled out and each hiring department is responsible for submitting the documentation in a timely manner. To keep with regulatory compliance, Human Resources would like to expedite the process and with the help of a legal consultant, create an online I-9 e-form. This could be incorporated into our current e-forms employment packet project.

- Form needs to allow prospective employees to fill in their portion of the form, then email to the employer so they can fill out their portion and attach the necessary verifying documentation (based on scans made).
- Emails/Notifications would need to be sent to the HR staff when a form has been completed.
- Emails would need to be sent to HR staff, supervisor and prospective employee as a documentation is approaching an expiration date.
- The I-9 e-form and the back up verifying documentation would need to be housed on a server and easily located for audits, etc.
- The server would house current I-9 e-forms and based on a date formula purge old inactive ones, thus eliminating our risk of housing forms that we should no longer have according to federal guidelines.

Business Goals

Improve and enhance compilation and communications process to ensure all proper documentation is being received. Currently, there is a significant amount of time consumed in communications between the hiring departments and HR regarding I-9 forms submitted incorrectly or incompletely.

- By making the I-9 an e-form, the program would allow HR and supervisors to stay informed of any current employees that have an approaching expiration date on their documentation so that updated forms can be requested in a timely manner.
- Paperless; no physical office space required to house and maintain the paper I-9 forms. Forms (and verifying documentation) for individuals can be easily searched, displayed and printed for verification or audit needs/requirements.

- It will save time in processing the necessary paperwork for an employee to start working, and will eliminate form from having to be a hard copy for the e-form employment packet.

Success Factors

I-9's will be completed within the legal 3-day hiring requirement, which is nearly impossible to accomplish now with the paper forms due to the time spent having the forms filled out, signed and sent to Human Resources. No time will be spent in communications between HR and the hiring department over incomplete or improperly filled out forms. No physical file space will be required to store I-9 forms. No time will be spent filing and maintaining the paper forms, thus allowing staffing resources to be free for other needs within the HR department.

- Legal consultant to help create form and advise of any updates
- Programmer to make sure legal updates are programmed into current I-9 form as they become available.
- Server space to store the I-9 forms and their verifying documentation.
- Hiring departments – should attend and participate in training along with key users for the e-form.