Client Training HQ

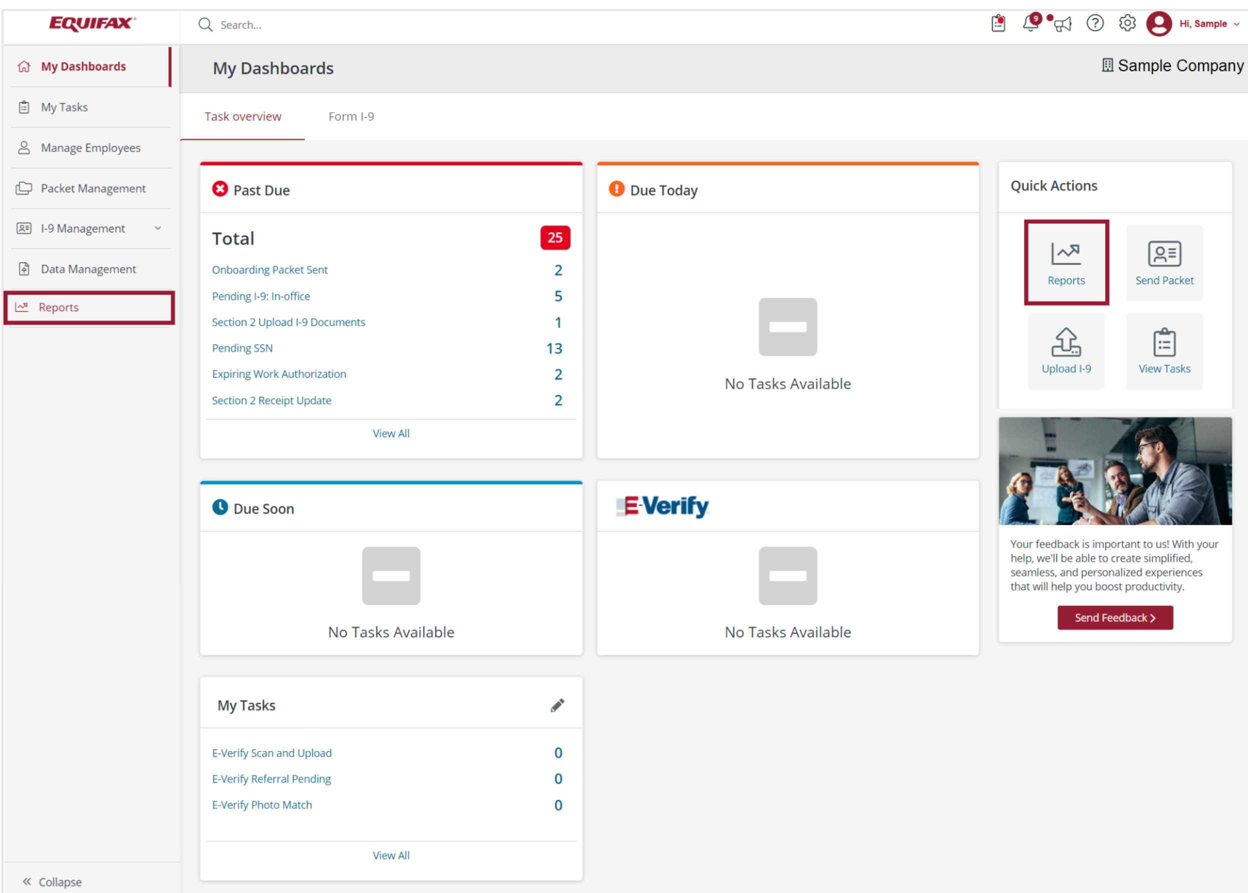
I-9 HQ Reports Guide

Overview

I-9 HQ™ offers a suite of reports with a range of different reporting options. Reports are available to users whose role includes report access, and will only contain data from locations the user is assigned to. Some reports are only available to employers who subscribe to The Work Number®, the Equifax® employment verification service.

Accessing Reports

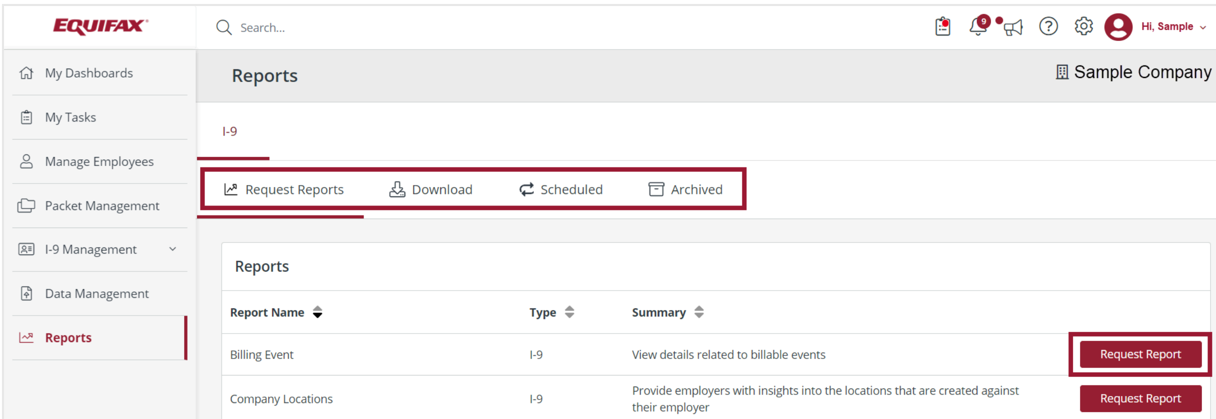
To access reports, click **Reports** in the left navigation menu or the Reports Quick Actions tile.



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Reports Page

There are navigation headers located at the top of the Reports page, each of which will route to different reporting options; Request Reports, Download, Scheduled, and Archived. Select the desired report by clicking the **Request Report** button.

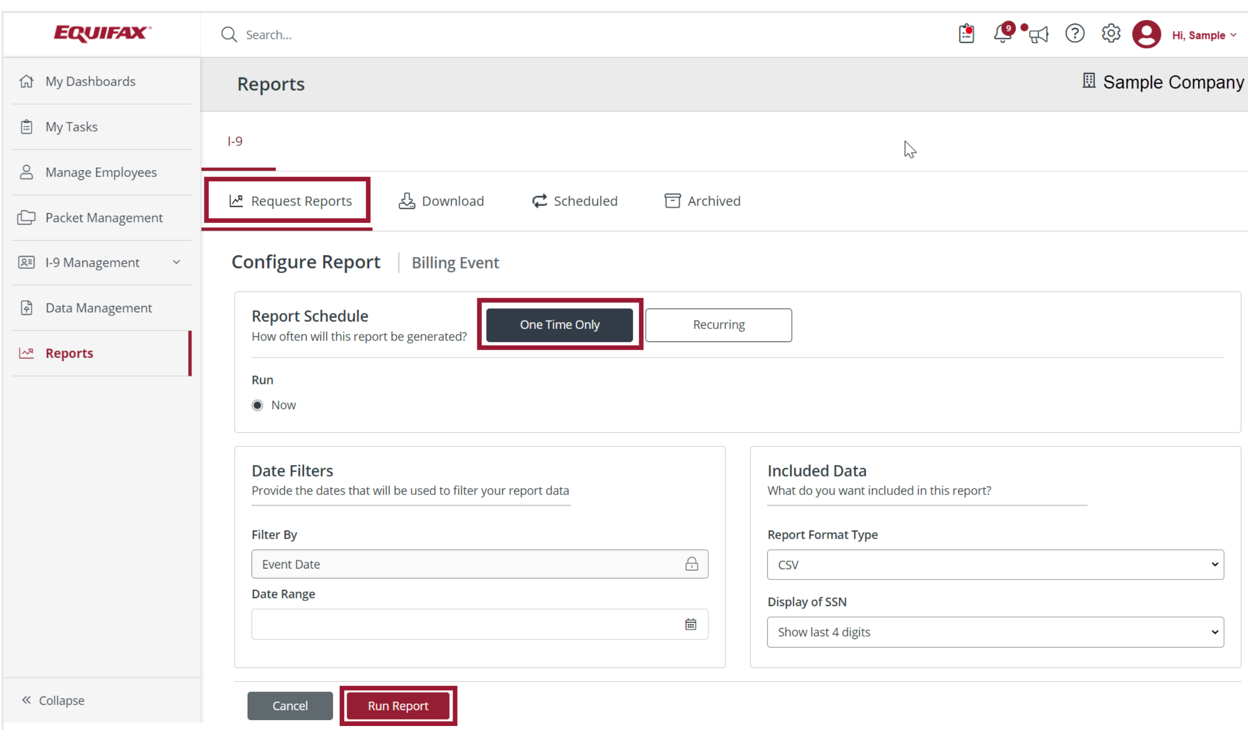


Request Reports Tab

Each report may be requested as a One Time Only report or scheduled as a Recurring report.

Request a One Time Only Report

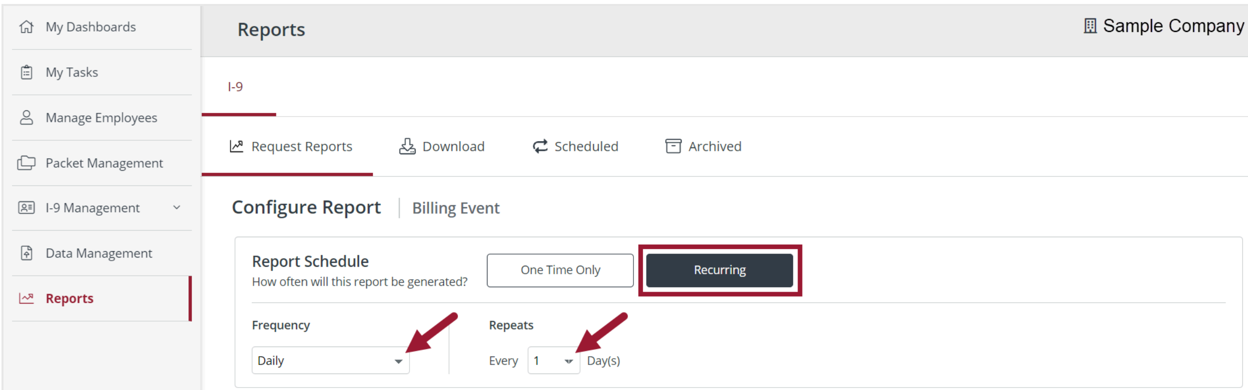
One Time Only reports are initiated at the point of request. Review parameters displayed such as Date Range, Locations, or I-9 Status. The report request is complete and will be available to download after processing. Once the chosen parameters are set, click the **Run Report** button.



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

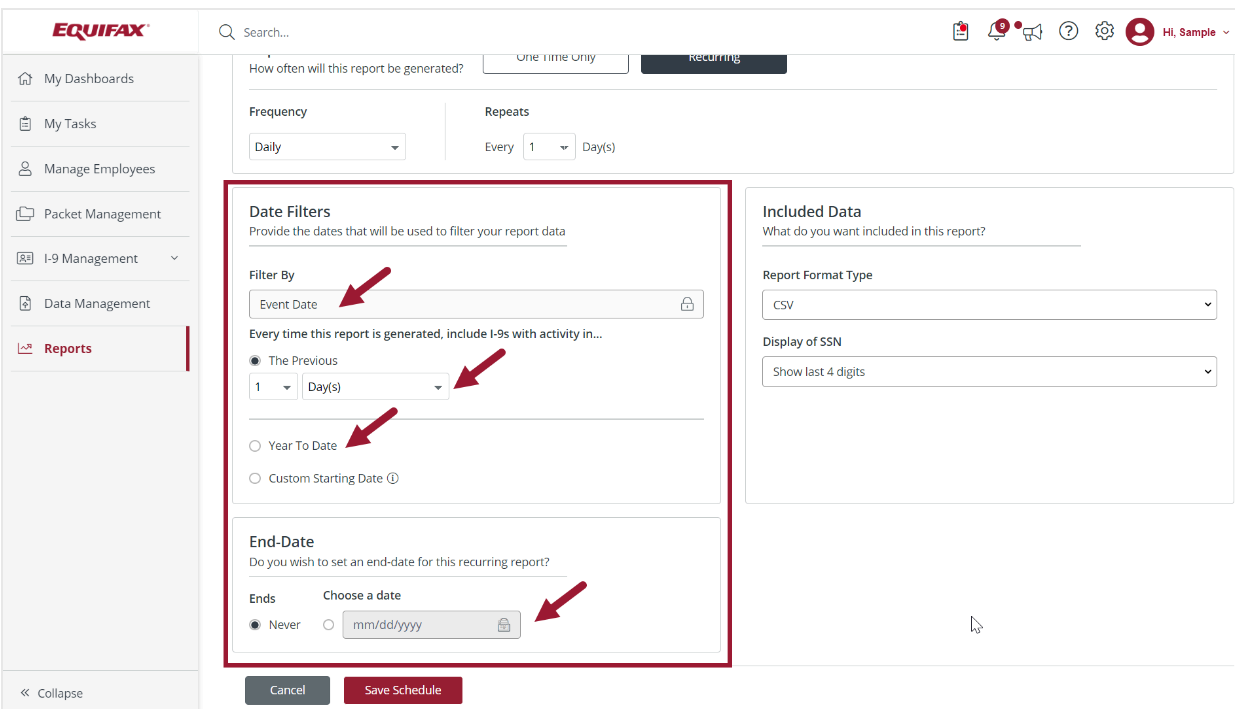
Schedule a Recurring Report

To schedule a recurring report, click the **Recurring** button. Review and select the parameters to set the schedule such as future date and how often, data to include, and an end date. The report will be available to download after processing per the schedule.



Report Date Filters and End-Date

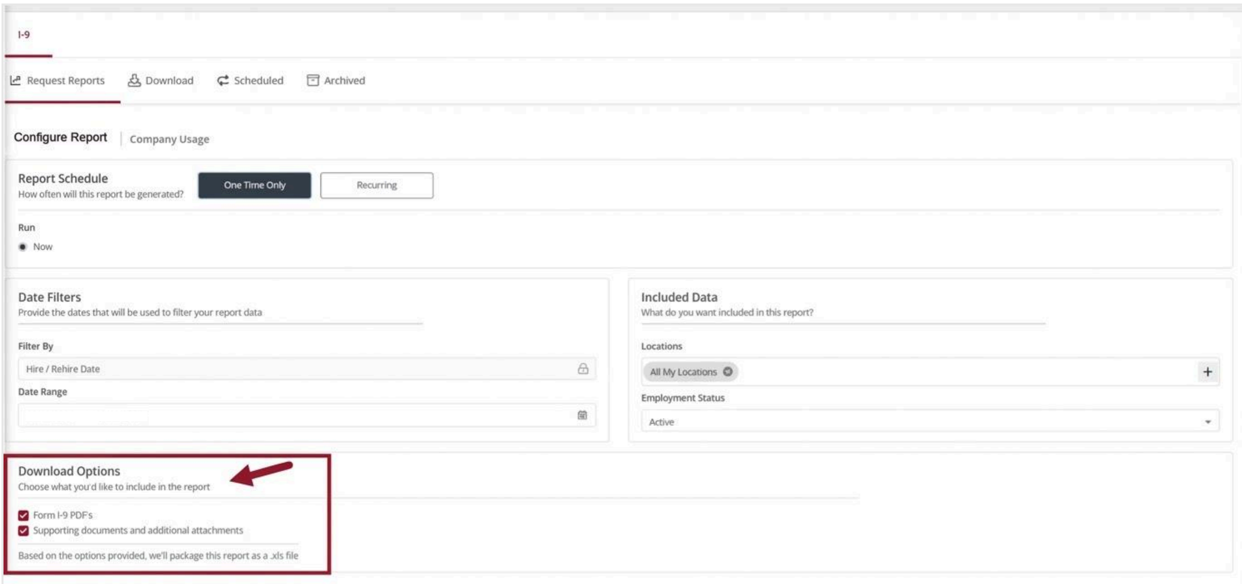
Dates can be provided to filter reports by hire or rehire date, the number of previous days to include in the report each time it is generated, and whether the report is year-to-date or another custom starting date. An end-date is also able to be defined for the report.



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

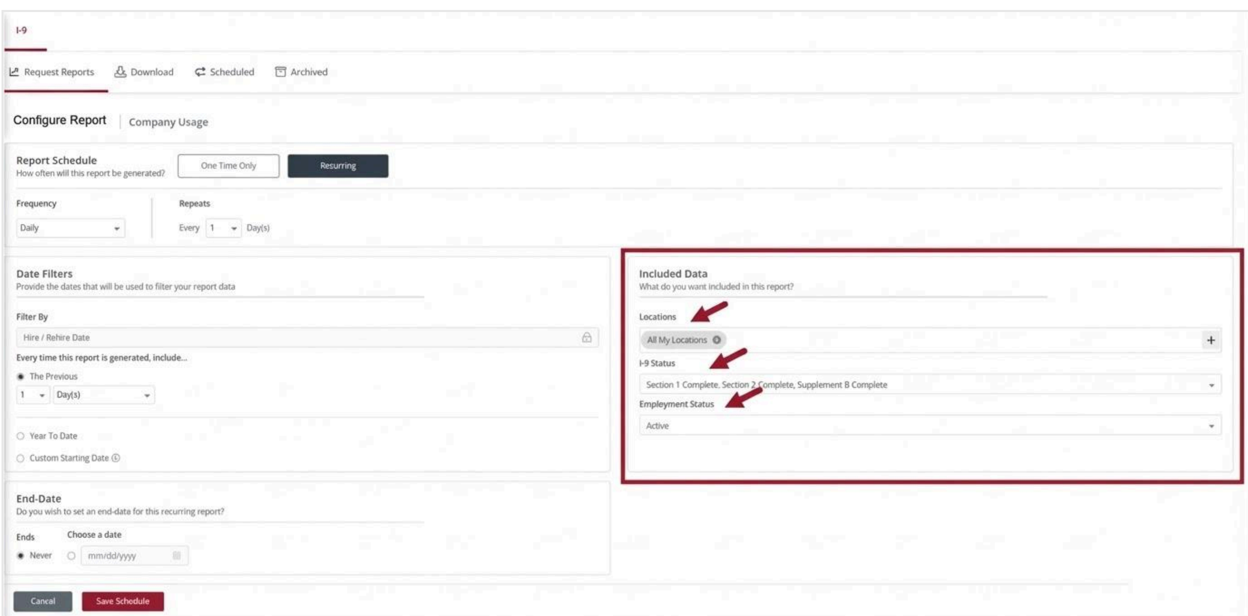
Download Options

A few reports will have various download options which may include a PDF of the Form I-9 or any supporting documents or additional attachments.



Included Data

The Included Data section allows Location, I-9 Status, and Employment Status data to include in the report.

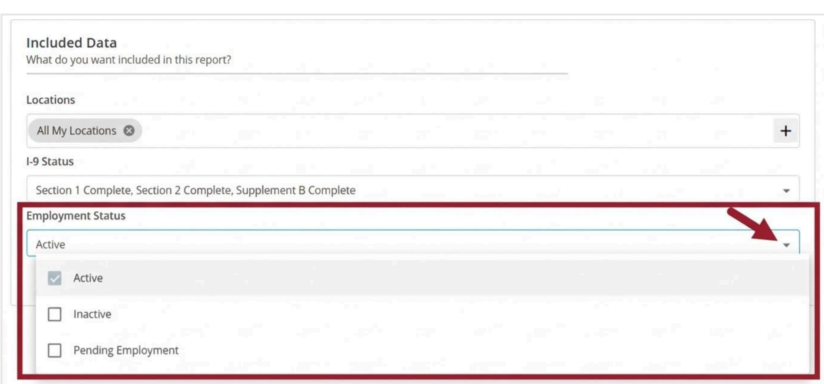


Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Included Data - Locations
Click the plus (+) and select the checkboxes for each location to be included in the report.

Included Data - I-9 Status
Access the drop-down to select if the report data will include completed Section 1, Section 2, or Supplement B.

Included Data - Employment Status
Access the drop-down to select if the report will include Active, Inactive, or Pending Employment data.

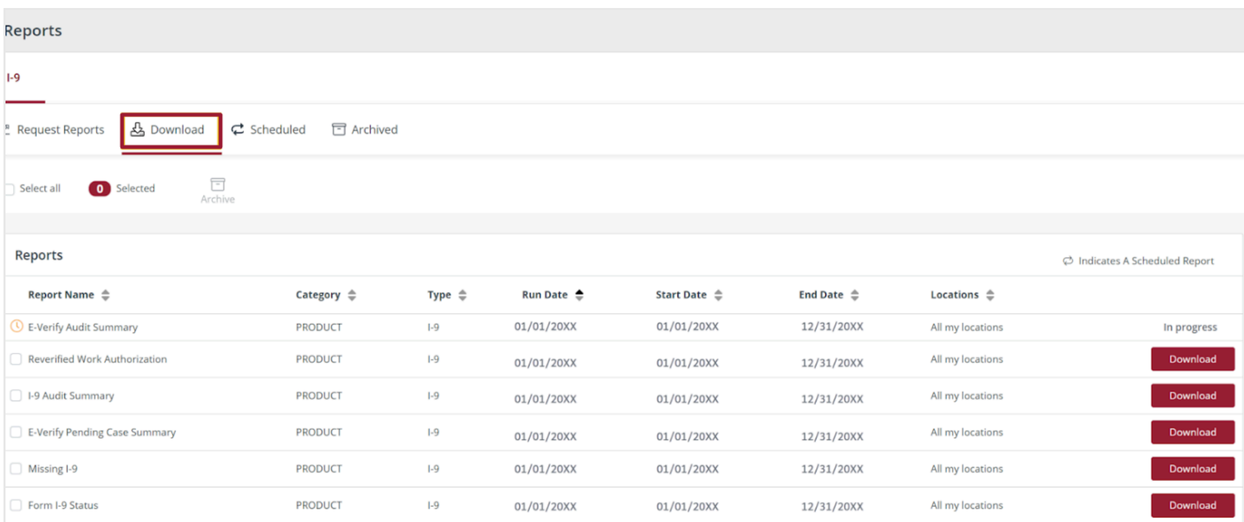


Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Once all selections have been completed on the Request Reports tab for recurring reports, click the **Save Schedule** button to save the selections.

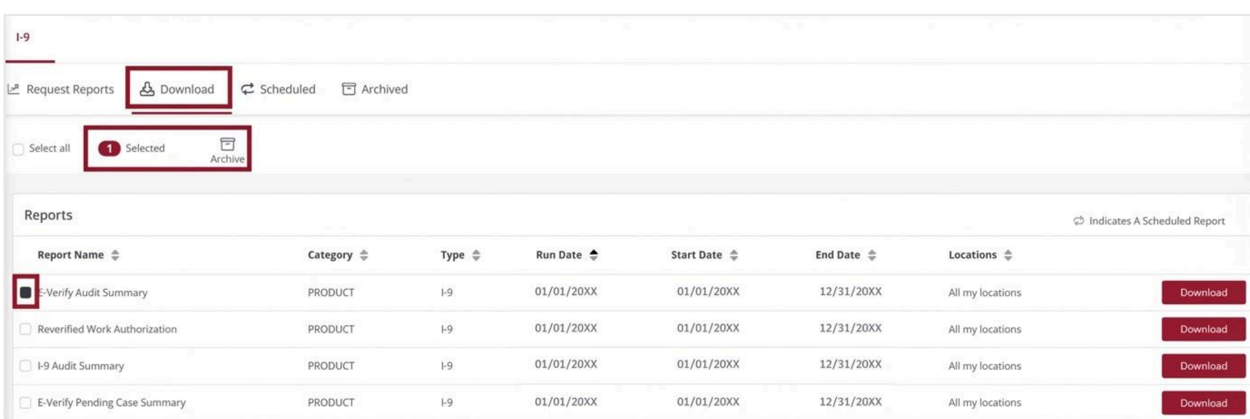
Download Tab

The **Download** tab will provide the list of the reports that are ready to be downloaded directly from the system. Once a report is run, In Progress will show on the status column on the right until the report is completed. Once it is ready for downloading, the **Download** button will appear.



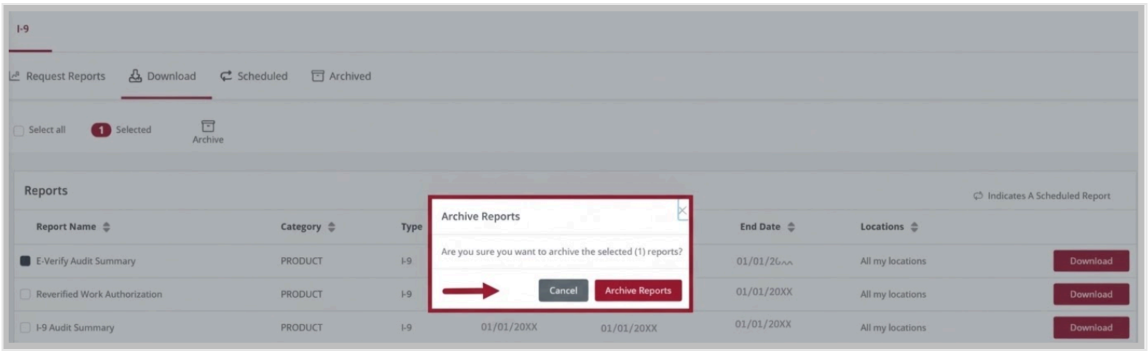
Archiving Reports

From the **Download** tab, select the report to be archived and click the **Archive** icon. Multiple reports can be selected to archive at one time.



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

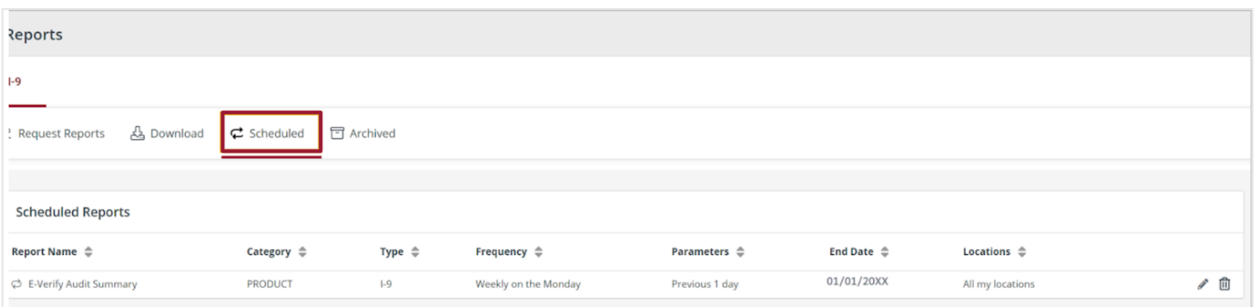
Once you click the Archive icon, an alert will appear to confirm the archive action. Click the **Archive Reports** button to proceed or the **Cancel** button to exit the action.



Scheduled Tab

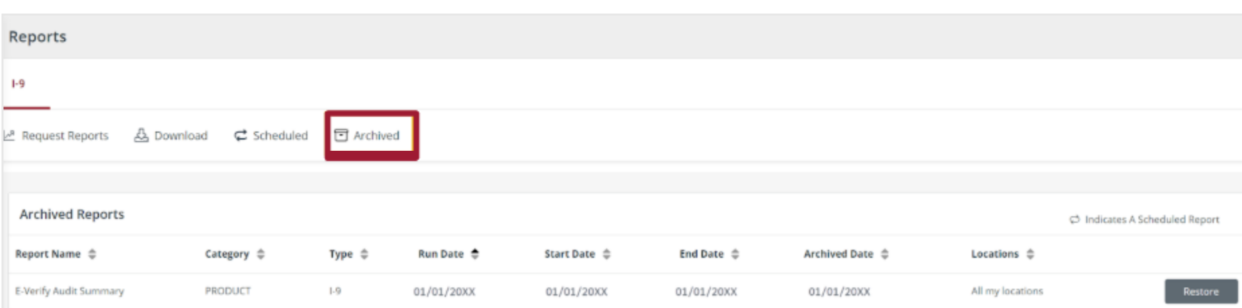
The **Scheduled** tab provides a list of scheduled recurring reports. The headers on this menu represent the report parameters chosen at the time the report was run. There is also an option to edit or delete the report.

> ***Note***: Reports deleted from the Scheduled tab cannot be recovered.



Archived Tab

The **Archived** tab will show all of the reports that the user elected to archive from the Download tab. If you wish to restore a report in the future, you can select the **Restore** button, and the report will move to the Download tab. All archived reports will remain in the Archived page for future use.



Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Report Delivery Methods

There are two ways to obtain Reports from the system:

1. Manually download the file directly from the user interface.
2. Use the SFTP method to export the report directly to the established SFTP account. Additional setup is required for this feature to be enabled.

Available Standard Reports and Parameters

Every report comes with different data configuration options. Each individual filter will be presented for each report below.

Billing Event Report			
Filters: One Time Only > Date Filters **Recurring** > Frequency, Date Filters, End-Date			
Billable event details. • Event ID • Product	• Employer • Event • Line of Service	• Event Description • Event Time	• First Name • Last Name • SSN (Last 4 Digits)

Company Locations Report	
Filters: One Time Only > Location Status **Recurring** > Frequency, Date Filters, End-Date, Location Status	
This report will provide users a list of all locations created under a specific employer. The user can select from generating Active, Inactive or both into the report results. • Location Code • Location Status • Location E-Verify Enabled (Yes / No)	• Location Name • Location Address Line1 • Location Address Line2 • Location City • Location State Code • Location Country Code • Location Primary (Yes / No)

Company Usage Report	
Filters: One Time Only > Date Filters, Locations, I-9 Status, Employment Status **Recurring** > Frequency, Date Filters, End-Date, Locations, I-9 Status, Employment Status	
View all company, or specific location(s), I-9s completed during a certain time period. • Work Location • Last Name • First Name • SSN (Last 4 Digits) • Email • Hire Rehire Date • Reverification Rehire Date • Hire Date	• E-Verify Last Updated Date • E-Verify Final Case Status • Reverification Due Date • Certifier • Section 1 Signed • Section 2 Signed • User Defined Field Name 1 • User Defined Field Value 1 • User Defined Field Name 2 • User Defined Field Value 2

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

- Projected Start Date
- Termination Date
- Completion Method
- I-9 Status
- E-Verify Case Number
- E-Verify Initial Case Status
- E-Verify Initial Updated Date
- I-9 Entry Type
- Doc List A Title
- Doc List B Title
- Doc List C Title
- Other Doc
- Initiated By First Name
- Initiated By Last Name
- Initiated Date

Company Usage Summary Report

Filters: One Time Only > Date Filters, Locations, I-9 Status
Recurring > Frequency, Date Filters, End-Date, Locations, I-9 Status
View a summary of all I-9's completed by location and date range.

- Location Name
- Total Forms
- Total - Paper Forms
- Total - Electronic Forms
- Total - Remote Transactions
- Total - Historical Forms

E-Verify Audit Summary Report

Filters: One Time Only > Date Filters, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, Employment Status

View a summary of all E-Verify cases during a specific timeframe.

- E-Verify Case Creation Date
- E-Verify Case Number
- Doc List A Title
- Doc List B Title
- Doc List C Title
- Last Name
- First Name
- SSN (Last 4 Digits)
- Hire/Rehire Date
- E-Verify Initial Result
- E-Verify Case Closure Date
- E-Verify Case Closure Reason
- E-Verify Case Closure Code
- Current E-Verify Status
- E-Verify Case Creator
- E-Verify Company ID

E-Verify Pending Case Summary Report

Filters: One Time Only > Date Filters, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, Employment Status

View a list of pending E-Verify cases by location.

- Region Name
- Area Name
- Location Name
- Last Name
- First Name
- SSN (Last 4 Digits)
- E-Verify Case Status
- E-Verify Case Creator
- E-Verify Case Creation Date
- E-Verify Case Number

Expiring Work Authorization Report

Filters: One Time Only > Date Filters, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, Employment Status

View employee document expiration and extension details and the number of days until a document is expected to expire.

- Location Name
- Last Name
- First Name
- Employee Client ID
- Client Order ID
- SSN (Last 4 Digits)
- Hire Date Date of Birth
- Age In Days
- Expire Date
- Category Code
- Designated Country
- Section Two Ext Completion Date
- Reverification Ext Completion Date

Form I-9 Status Report

Filters: One Time Only > Date Filters, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, I-9 Status, Employment Status

View status of employees' I-9s for a certain time period.

- First Name
- Last Name
- Location Name
- SSN (Last 4 Digits)
- Hire Rehire Date
- Reverification Rehire Date
- Hire Date
- Final Response
- Reverification Due Date
- Category Code
- Projected Start Date
- I-9 Status
- Employee Signature Date
- Employer Signature Date
- Reverification Signature Date
- E-Verify Case Number
- Initial Response Date Date
- Final Response Date

I-9 Audit Detail Report

Filters: One Time Only > Date Filters, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, I-9 Status, Employment Status

View Form I-9 Audit Trail details for employees.

- SSN (Last 4 Digits)
- Last Name
- First Name
- Middle Initial
- Date of Birth
- Event
- Date
- Source
- Signature Method
- Location Code
- Field Updated
- Before
- After
- Description
- IP Address
- I9 ID

I-9 Audit Summary Report

Filters: One Time Only > Date Filters, Download Options, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, Employment Status

View a Form I-9 Audit Trail Summary for employees. There are more than 240 data points in the I-9 Audit Summary Report. Key fields including, but not limited to: employee details, hire date, Form I-9 details, Section 2 completion method, details of presented documents, and E-Verify results. Internal Notes are visible on this report including note text, author, and creation date.

Missing I-9 Report

Filters: One Time Only > Date Filters, Locations, Status, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, Status, Employment Status

View a list of employees without a Form I-9 on file, based on comparison of payroll transactions.

- Form I-9 Status
- Noncitizen Employees
- Work Location Code
- Work Location Name
- Last Name
- First Name
- Middle Initial
- SSN (Last 4 Digits)
- Immigration Status
- Work Expiration Date
- Hire Rehire Date
- Reverification Rehire Date
- Hire Date
- Projected Start Date
- Current E Verify Status

Noncitizen Employees Report

Filters: One Time Only > Date Filters, Locations, Employment Status
Recurring > Frequency, Date Filters, End-Date, Locations, Employment Status

View all employees whose current Form I-9 indicates the employee's citizenship status is Noncitizen Authorized to Work.

- Work Location Code
- Work Location Name
- Last Name
- First Name
- Middle Initial
- SSN (Last 4 Digits)
- Immigration Status
- Work Expiration Date
- Hire Rehire Date
- Reverification Rehire Date
- Hire Date
- Projected Start Date
- Current E Verify Status

Purge I-9 Report

Filters: One Time Only > Date Filters, Locations
Recurring > Frequency, Date Filters, End-Date, Locations

View all I-9s purged or scheduled for purge during a certain time period.

- Last Name
- First Name
- SSN (Last 4 Digits)
- Work Location
- Hire Date
- Is Rehire
- Termination Date
- Archive Date
- Purge Date

Remote Hire Report
Filters: One Time Only > Date Filters, Locations **Recurring** > Frequency, Date Filters, End-Date, Locations, Appointment Type, Completion Method, Employment Status
View all I-9s completed remotely during a certain date range using either a third party or an employer designated agent. The 45 key data fields include: I-9 Status, Employee and I-9 general information, Reverification Rehire date, and Work Authorization Expiration date.

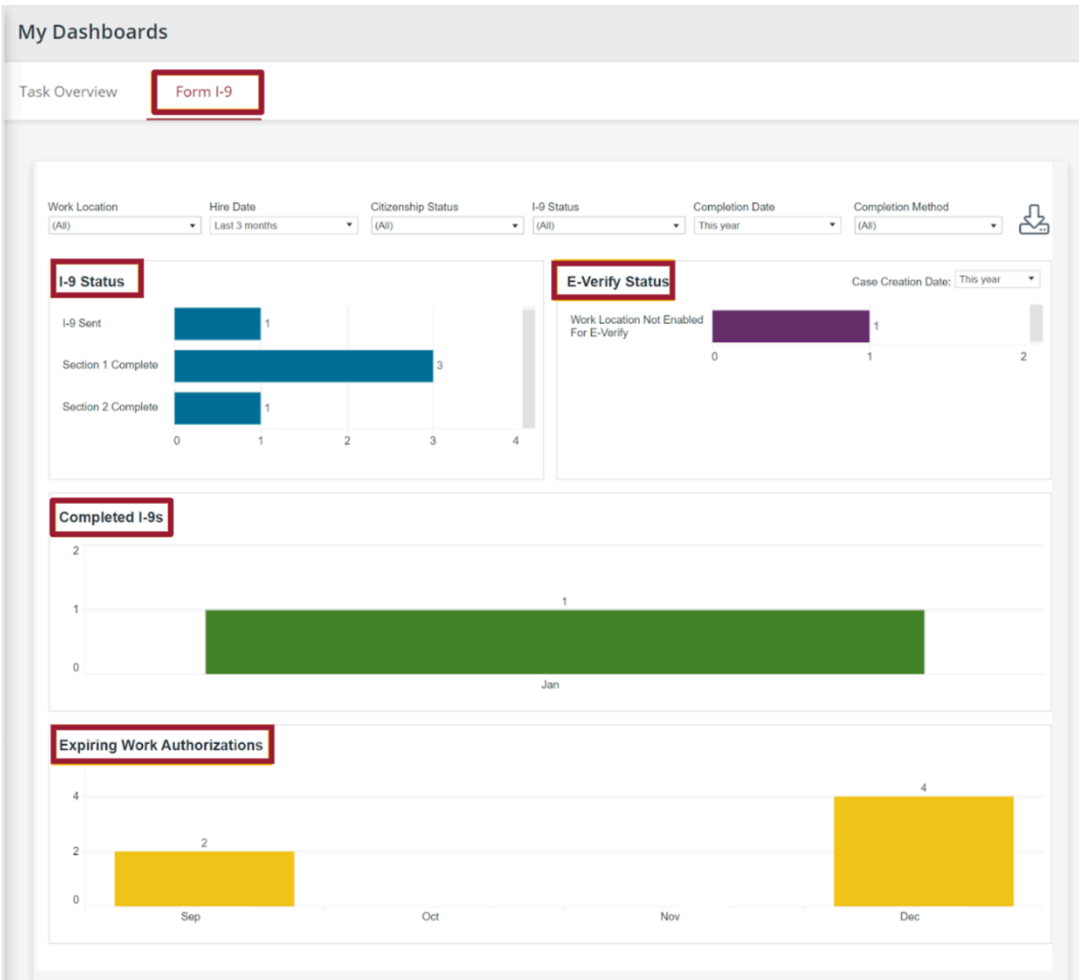
Reverified Work Authorization Report	
Filters: One Time Only > Date Filters, Locations, Employment Status **Recurring** > Frequency, Date Filters, End-Date, Locations, Employment Status	
View all employees who completed Form I-9 reverification, including which document was used. • Work Location Code • Work Location Name • First Name • Last Name	• Middle Initial • SSN (Last 4 Digits) • Reverification Completion Date • Completer First Name • Completer Last Name • Document Presented

User Report	
Filters: One Time Only > Date Filters, Locations,User Status **Recurring** > Frequency, Date Filters, End-Date, Locations, User Status	
View insights into users that are created against their employer. • First Name • Last Name • Email • Job Title	• Roles • Status • Locations • Last Updated • Last Login

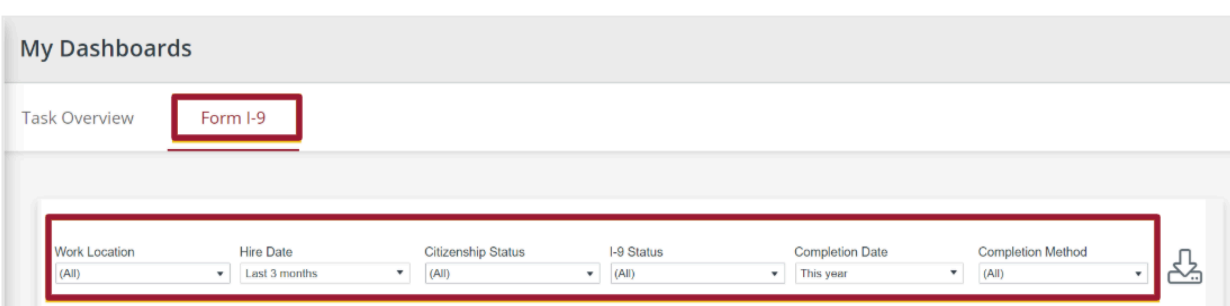
Form I-9 Tab: Custom Reporting

The **Form I-9 tab** allows users to create custom reports. Records matching default filters show bar graphs displayed: I-9 Status, E-Verify Status, Completed I-9s, and Expiring Work Authorizations.

> ***Note:*** The E-Verify Status tile has an additional filter specific to E-Verify cases within the tile: **Case Creation Date.**

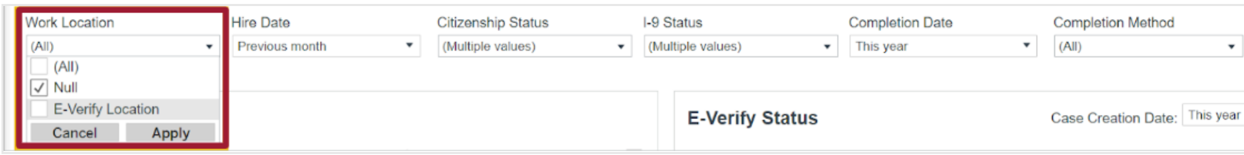


The **Top Menu bar** contains filter drop-down menus including: Work Location, Hire Date, Citizenship Status, I-9 Status, Completion Date, and Completion Method.

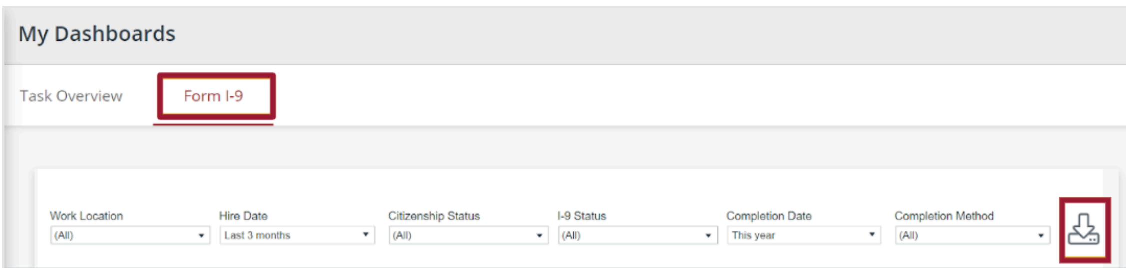


Images are examples and for information purposes only. They may vary across platforms and are subject to change.

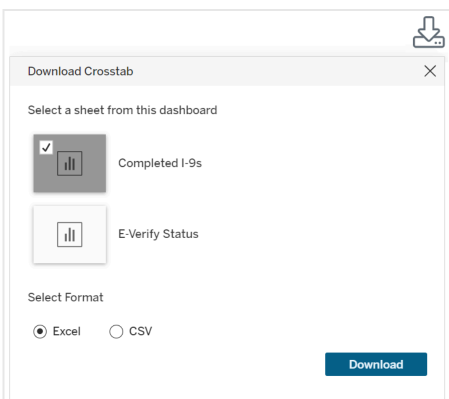
Each menu item will provide a list of filters. Once filters are chosen outside of the default filters that appear, the user will click the **Apply** button, and the bar graphs will update in real time.



Users can download the report results in various formats by clicking the **download arrow icon.**



Choose the file type of the data to be downloaded.



More Training Available!

Check out additional training resources available on our site, Connections.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.