



Federal Contractor Tools:

E-Verify Submission Batch Processing

Key Notes:

➤ **What is Batch Processing?**

Batch Processing allows a user to submit an entire group of I-9s that meet the Federal Acquisition Regulation (FAR) requirements to E-Verify at one time.

➤ **Who can submit the Batch of I-9s to E-Verify?**

Only a System Administrator has the ability to **enable** the Batch submission option. However, **all users with E-Verify privileges** can access the Batch Processing Queue and **submit** I-9s to E-Verify.

➤ **How is Batch Processing helpful?**

Users may elect to create and submit specified batches of employee I-9s. Batches can be used to manage E-Verify submissions and case resolutions.



Batch Activation

Top Pending I-9s

View Refresh Mine All

	Date I-9 Created	Employee Name	Section 1 Deadline
	E 05/15/2012	Kruntz, Irma	05/15/2012
	E 05/22/2012	Kruntz, Irma	05/15/2012
	E 05/23/2012	Branson, Miguel	05/15/2012
	P 05/18/2012	Rogers, Jerry	05/22/2012

Top I-9s Needing Further Action

View Refresh Mine

	Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
	05/16/2012	Koreg, Jonas	No SS	06/05/2016	ASAP (30)

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- Administration**
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Select the *Administration* link.





System Preferences | **E-Verify** | Calendar | E-Mail | Privacy Policy | Remote Hire | Misc | Custom Fields

Employee Preferences

- Allow Future Hire Date: when checked, users will be able to create employees with hire dates into the future.
- Allow Future Termination Date: If you wish to allow future termination dates, enter the maximum # of days into the future allowed. Leave value of 0 to not allow future termination dates.
- Employee Minimum Age: In order to assist in data entry, please enter your company's minimum age requirement.
- Allow Employee Creation w/o SSN: when checked, employees can be added to the system without a Social Security No. Note: If you use E-Verify, Social Security Number will be required on the I-9 form. Without a Social Security No, it is not possible to detect the entry of duplicate employees into the system!
- Require Employee ID: When checked, employee records cannot be created without an employee ID.
- Personal Info: Click to make the "My Info" tab data non-editable for employees.



Employee I-9 Completion I

I-9 Preferences

I-9 Style

This option effects how non-form items are displayed in section 1 and 2 of the I-9 form, in order to differentiate these controls from the actual form.

- Guardian: Light Blue Highlighting
- Gray: Light Gray Highlighting
- User: User's Theme highlighting color
- White: White highlighting
- Plain: No highlighting

- Incomplete I-9s can be Parked: If checked, an incomplete I-9 can be "Parked" or saved in the incomplete state. Once Parked, it cannot be modified, amended, or used again. Use this option if employees cannot produce Section 2 documents within 3 days, and end up being terminated. This provides a record of the incomplete I-9 for future reference.
- Employee Can Pre-Select Section 2 Documents: If checked, when an employee filling out the I-9 in the employee module or Kiosk is presented with the List of Acceptable Documents Page, the screen will include popup menus detailing the List A and List B/C document choices. The employee must select which documents he or she is intending to use. If not checked, no choices are shown, just the official document itself.
- Show All Documents in Section 2: If checked, I-9 section 2 List A/B/C documents will show all possible documents, even those that are not valid for the employee's attestation in section 1. Left unchecked, only eligible documents are shown based on the employee's current section 1 attestation.
- Auto Task I-9 Review: When checked, a task for the HR & Employee will be created automatically and a notification email sent when an employee completes an I-9. Leave unchecked to disallow this notification.
- Auto Book I-9 Review Appt: When checked, an I-9 Review appointment for the HR & Employee will be created automatically. Leave unchecked if the HR's need to book their appointments manually.
- Hide HR Appointment Info: Click to hide the HR appointment information at the bottom of Step 4
- Allow Current Archival Dates: When checked, users will be able to enter Archival I-9s with a start date up through the current date. (not recommended, but appropriate for some companies)
- Allow Archival I-9s to be Completed Despite Issues: When checked, an Archival I-9 entered can be completed, even if it has issues (errors). If left unchecked, an Archival I-9 cannot be completed until all issues are resolved.



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Remote Agents



Business Units



Purge Data



Announcements



Exit Admin

E-Verify Settings

Require HRs to Confirm List B Documents have Valid photo

In order to comply with the terms of E-Verify, require HRs to confirm List B documents include a photograph of the employee.

Require HRs to observe E-Verify rules and scan/upload certain work authorization documents

In order to comply with the terms of E-Verify, require HRs to scan/upload documents required by E-Verify to be retained.

Effective date of first FAR Qualifying Contract:

Date cannot precede 09/08/2009

Obscure SSN of

Amend existing

If unchecked, new I-9 is created instead.

Click the box to enable
Batch Processing.

FAR Batch Processing Queue

Use this function to fill the queue initially, determining the status of each employee.

Note: this may take several minutes to complete.

[View Queue](#)

Click to open the FAR Batch Processing Queue.

FAR Settings

Click to enable Batch submission of I-9s to E-Verify from the FAR Queue

FAR Guidelines specify that the following I-9 requirements be met for each current employee before an I-9 can be submitted to E-Verify. By default all applicable questions will be asked on the FAR Queue. Interpretation of these requirements may vary by legal experts. If, after consulting with your legal counsel, your organization wishes to waive any of these requirements, you may do so by checking the appropriate "Disable Question" box below.

Disable Question 1

U.S. Citizen/Current Form

FAR rules require that an employee be asked if his/her actual status at the time of attestation was **Non-Citizen National** when he/she checked the attestation "**US Citizen or National**" on an I-9 with a revision date before 2/2/09. If so, it is recommended that a new I-9 be created.

Disable Question 2

Lawful Permanent Resident

If the employee attested in Section I of the I-9 form to be a **Lawful Permanent Resident**, FAR requires the employee be contacted by the employer to determine if the employee has since become a naturalized citizen.

Disable Question 3

Retention of I-551 Document

If the employee presented an **I-551** alien registration card as a List A document on the current I-9 form, E-Verify requires the company to have retained a photocopy or scan of this document. If the photocopy or scan of this document was not retained at the time the I-9s was completed or cannot now be retained, it is recommended that a new I-9 be created.

Disable Question 4

Alien Authorized to Work

If the employee attested in Section I of the I-9 form to be a **Alien Authorized to Work**, FAR requires the employee be contacted



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Disable Question 5

Retention of I-766 Document

If the employee presented an **I-766** EAD card as a List A document on the current I-9 form, E-Verify requires the company to have retained a photocopy or scan of this document. If the photocopy or scan of this document was not retained at the time the I-9 was completed or cannot now be retained, it is recommended that a new I-9 be created.

Disable Question 6

Click Update Info to save.

Disable Question 7

Originally Expired List A/B Documents

If the employee presented either an expired U.S. Passport or an expired List B document at the time that the I-9 was completed when this was acceptable (prior to April 3, 2009 release), it is recommended that a new I-9 should be created with unexpired documents.

Disable Question 8

Expired Work Authorization

If the employee's work authorization as entered in Section 1 of the I-9 has expired, it is recommended that a new I-9 should be created showing current work authorization.

Disable Question 9

Presented Document no Longer Acceptable

If the document presented when the I-9 was originally completed is no longer acceptable on the current I-9, it is recommended that a new I-9 should be created with document(s) selected from the current list of acceptable docs.

Expert

Enable:

N/A

Update Info

Cancel Changes

Add Expert



Batch Submission

Top I-9s Needing Approval

View Refresh Analyze

No I-9s Needing Approval

Top Pending E-Verify Actions

View Refresh Analyze Chart

Date Started	Current Status	Employee Name	Date Initial Verification
04/24/2012	On Hold, waiting for user interaction [SSA TNC]	under, age	04/24/2012

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FAR Queue

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Tasks

I-9 Forms

I-9 Instructions

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Select *FAR Queue*.

FAR Batch Processing Queue

Search Options

Show All Set Defaults Do Search

Employee (Last, First)

Group or Contract: All Employees

Location: All

HR: All

Business Unit: All

E-Verify Batch Name: All

Exemption Status: All

E-Verify Status: **Ready to Submit**

Hiring Manager: All

HR Group: All

Attestation: All

Use Search Fields to locate the desired records.

Results: 1 Employee Found

Search: Name: Options Show All

Employee Name I-9 Info	Hire Date Term Date	HR, Exe		Next Action	FAR Status
Channing, Murphy I-9 - PDF - QA	01/01/2005	HR G		Send to E-Verify	Check
Test, Employee I-9 - PDF - QA	01/01/2005	HR Group	I-9 ready for E-Verification	Send to E-Verify	Check
Test, Employee I-9 - PDF - QA	01/01/2005	HR Group	I-9 ready for E-Verification	Send to E-Verify	Check

FAR Batch Processing Queue

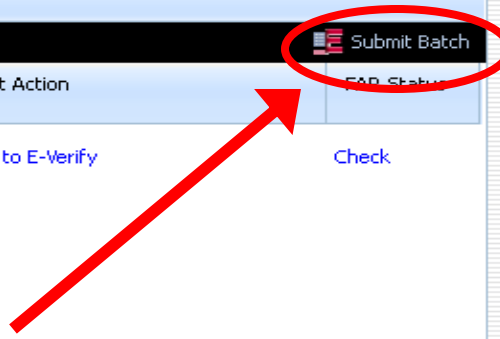
Search Options

Results: 1 Employee Found

Search: Name: Options Show All Presets Results: Page 1 [Submit Batch](#)

Employee Name I-9 Info	Hire Date Term Date	HR/Group Exemption Status	E-Verify Status	Next Action	FAR Status
Channing, Murphy I-9 - PDF - QA	01/01/2005	HR Group	I-9 ready for E-Verification	Send to E-Verify	Check

Click *Submit Batch*.





FAR Batch Processing Queue

Show All

I-9s Ready to Submit to E-Verify

No. I9s Ready to Submit 9

No. I9s to Submit

(Leave blank for all)

Unique Batch Name

* Required - Allows the tracking of this batch of E-Verifications

Indicate the number of I-9s to submit to E-Verify out of the total of I-9s ready to be submitted. Leave blank if all I-9s are to be submitted.



FAR Batch Processing Queue

Show All

I-9s Ready to Submit to E-Verify

No. I9s Ready to Submit 9

No. I9s to Submit (Leave blank for all)

Unique Batch Name *

* Required - Allows the tracking of this batch of E-Verifications

Submit This Group to E-Verify

Provide the batch with a name.



FAR Batch Processing Queue

Show All

I-9s Ready to Submit to E-Verify

No. I9s Ready to Submit 9

No. I9s to Submit (Leave blank for all)

Unique Batch Name *

* Required - Allows the tracking of this batch of E-Verifications

Submit This Group to E-Verify

Go Back

Click the button to *Submit This Group to E-Verify.*

FAR Batch Processing Queue

Search Options

Show All Set Defaults Do Search

Employee (Last, First) Exemption Status All

Group or Contract: All Employees E-Verify Status Ready to Submit

Location All Hiring Manager All

HR All HR Group All

Business Unit All Attestation All

E-Verify Batch Name: All

Results: 1 Employee Found

Search: Name: Options Show All Presets Results: Page 1

Employee Name I-9 Info	Hire Date	HR/Group	E-Verify Status	Next Action	FAR Status
Channing, Murphy I-9 - PDF - QA			tion	Send to E-Verify	Check
Test, Employee I-9 - PDF - QA			tion	Send to E-Verify	Check
Test, Employee I-9 - PDF - QA			tion	Send to E-Verify	Check

Use the Batch Name Search Field to locate and manage FAR E-Verify submissions.

Further Assistance

- Select *Tutorials and Information* from the vertical toolbar to access other system tutorials.
- Select the help icon  located in the upper left hand corner of the vertical toolbar.
- Send an e-mail to support@lawlogix.com



Confidential User Guide

Do not distribute this document outside of your organization without our written permission.

Thank you.