

Workforce Solutions I-9 Management Release Notes

What's included in this release:

Temporary Protected Status (TPS) for Ukraine Employee Document Upload for Virtual I-9 Completion

I-9 Management Updates

Ukraine - TPS Extended and Redesignated for 18 months

The TPS Extension for Ukraine results in an extension through 10/19/2024 based on the following criteria:

- The Form I-766 Employment Authorization Document (EAD) Card category of A12 or C19
- Current expiration date of 10/19/2023 and
- Country of Origin equal to Ukraine

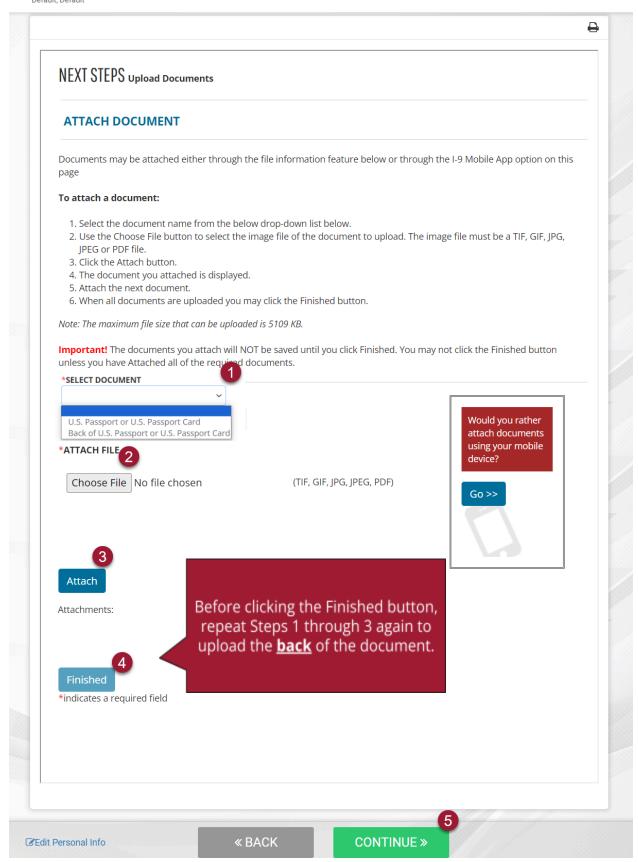
Please visit the <u>Federal Register -Notice of Temporary Protected Status (TPS) extension and redesignation</u> for more information.

This feature is available for I-9 Express, I-9 Anywhere®, Section 2 or Supplement B, and Upload I-9

Employee Document Upload for Virtual I-9 Completion

The document upload feature for virtual I-9 completion requires the employee to upload both the front and back of their document. The employee should follow the steps displayed on screen to upload images of their acceptable documents. (See example screenshot below)

- 1. Select the document being attached
- 2. Click the Choose File button to select the image file of the document to upload the image file name is displayed next to the choose file button
- 3. Click the Attach button the image is displayed for review. Click Correct to attach the document image file to the record.
 - **Note** repeat steps 1 through 3 to upload the back of the document
- 4. After all images (front and back) have been successfully uploaded and attached, click the Finished button
- 5. Click the Continue button to complete the document upload process



We have an application downtime of approximately 2-3 hours during this promotion on March 14, 2024, from 8 PM-12:00 AM CST. We apologize for any inconvenience this may cause as it is necessary to ensure that we are providing new features to our clients. Please visit Equifax Workforce Solutions Maintenance blog at status.equifaxworkforce.com for the most up-to-date information about the scheduled maintenance.

Questions

Should you have any questions regarding this upcoming change, please contact Workforce Solutions Support at workforceSolutionsSupport@Equifax.com.

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