

Workforce Solutions I-9 Management Release Notes

What's included in this release:

- South Sudan TPS EAD Extension
- Locations Search for Locations enabled for Virtual completions
- Employee Document Selection added link to USCIS List of Acceptable Documents
- Employee Document Upload added note to clarify uploading barcode page of U.S. Passport booklet

I-9 Management Updates

South Sudan - TPS EAD Extension

The TPS Extension for South Sudan results in an extension through **11/03/2024** based on the following criteria:

- The Form I-766 Employment Authorization Document (EAD) Card category of A12 or C19
- Current expiration date of 11/03/2023 and
- Country of Origin equal to South Sudan

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

Locations - Search for Locations enabled for Virtual completions

Follow these steps to export a list of locations, then review the report to verify locations are enabled for Virtual completion.

- 1. Click the Administration link in the left navigation menu.
- 2. Select Locations.
- Leave search fields blank and click the magnifying glass icon to obtain a full list of all locations.
- 4. On the search results list page, click the Export to Excel button.

On the output report, review the column labeled: **Allow Virtual Completion**.

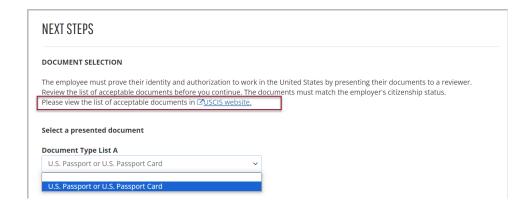
Y = enabled

N = disabled

Blank = no previous selection designated for the location

Employee Document Selection page updated to include link to USCIS List of Acceptable Documents

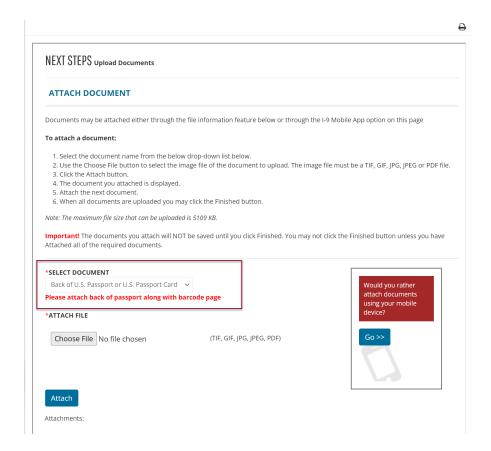
Employees who are presented with a request for document upload will see a link to the USCIS Acceptable Documents page on the Document Selection page



Employee Document Upload messaging to include the barcode page of the US Passport booklet

Employees who are uploading images of their documents will see an additional message after selecting the **Back of U.S. Passport or U.S. Passport Card** document type:

Please attach back of passport along with barcode page



We have an application downtime of approximately 2-3 hours during this promotion on April 25, 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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