Streamline
E-Verify & Form I-9

Streamline Documentation and Verification Through Automation

Over
600,000
Employers use E-Verify

On average
1,400 businesses sign up every week

SMART ERP Solutions®

SMART BRIEFS
Brief research outlines from the staff at Smart ERP Solutions©

Streamline E-Verify and Form I-9 In The Pre-boarding Process

BERSIN

Bersin by Deloitte

Employee Data Management

Data management is a key factor in all aspects of human capital management today. It is no less so in the management of data collected and retained from the application and hiring management process. Compliance drives many of the activities required of HR in hiring.
To streamline this process, a hiring management system can help by automating the access to and submission of all forms .

Furthermore, it is important that the information from the hiring system populates the employee system of record. Transparent entry of the data gleaned in hiring is collected by a wizard and automatically populated into the HRIS. This ability lessens the probability for error that can occur when manual data entry is required.

Bersin by Deloitte, Deloitte Consulting LLP

SmartERP has been approved by DHS to be an E-Verify solution provider

There are a variety of steps employers
concern themselves with prior
to onboarding a candidate.

The most pressing are typically a candidate's: education, experience, skill-set and personality. Beyond a basic criminal background check, it is not uncommon for HR departments to fail to consider the legality of hiring a person.

But, the first step in an HR department's checklist of bases-to-cover should be determining if that person is legal to work in the United States.

As such, the you or your HR staff should take when vetting a potential employee is to screen the person using E-Verify.

Brief overview of E-Verify and Form I-9
To appreciate the ease of use and value of E-Verify — a software verification program used in conjunction with U.S. Form I-9, — it is necessary to understand what E-Verify is; how it differs from other employee pre-boarding verification systems; and how it will help your company avoid embarrassing and a potentially legally punitive situations.

But, in order to appreciate E-Verify, you must have a basic understanding of Form I-9.

Form I-9
Congress passed the Immigration Reform and Control Act (IRCA) in 1989, an act that, "forbids employers from knowingly hiring individuals who do not have work authorization in the United States."

But new legislation has changed the wording and meaning of the IRCA. Now not "knowingly" hiring employees unauthorized to work in the United States is not longer a legitimate reason for doing so. As an employer, it is now your responsibility to know.

In order to meet the government's standards with respect to employment eligibility, all employees must require potential employees to complete U.S. Form I-9. Form I-9 is two pages long and is a means of the government to identify U.S. Citizens, U.S. Residents, and people with work visas.

SMART BRIEFS - Streamline E-Verify and Form I-9 In The Pre-boarding Process

The only employees not required to request an applicant complete Form I-9 are:

- Casual domestic service employees working in a private household when work is sporadic, irregular or intermittent.
- Independent contractors for whom you do not set work hours, or provide tools to do the job.
- Employees working outside the United States. 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

E-Verify's Role in Employee Pre-Boarding

E-Verify is the computer program that checks an applicant's Form I-9 information against the United States database containing the names of all U.S. Citizens, U.S. Residents, and people with work visas.

E-Verify is a U.S. Department of Homeland Security database interfacing program that allows users to verify the eligibility of a potential employee to work. The database will produce results verifying whether a person is a U.S. Citizen; has permanent residency; a work visa; or if the person is an "unknown."

In addition to producing results within seconds, it is also extremely accurate. According to the DHS website, "E-Verify's most impressive features are its speed and accuracy... and [it] verifies employees' data against millions of government records.

Automation Speed of E-Verify

E-Verify provides results in as little as three to five seconds.

Cost of E-Verify

E-Verify is free to use.

Integrating E-Verify and Form I-9 Into the Pre-Boarding Process

Adding E-Verify and Form I-9 into the pre-boarding process is no more difficult than any other component of the hiring process.
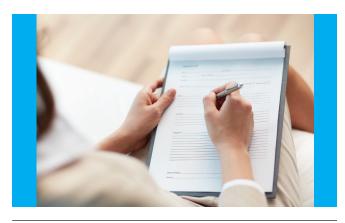
There are only three steps:

1. Print a copy(s) of Form I-9 and request every potential employee complete one.
2. Open an E-Verify account.
3. Verify the employee is legal to work in the United States using the information on Form I-9.

Benefits of Using E-Verify as Opposed to Other Pre-Boarding Verification Software

In addition to producing results in as little as three to five seconds and in addition to E-Verify being a free service, automation of employee pre-boarding using E-Verify and Form I-9 reduces errors.

By reducing errors, you can rest assured that you are in compliance with Immigration Reform and Control Act (IRCA). Compliance means avoiding issues with the federal government including potential fines.

Other Features of E-Verify

E-Verify, in conjunction with Form I-9, ensures a smooth process for both the employee and employer. All guesswork is removed, waiting is not an obstacle, and neither party must pay for the cost-free service. Furthermore, E-Verify automation and I-9 allows employers to keep up with any/all updates to the forms and process. This is particularly important for pending residencies or work visas. The moment a person is eligible to work in the United States, the interested employer will know.

E-Verify is a Business Necessity

There is simply no reason not to take advantage of E-Verify. It is a free service. It is nearly instantaneous. It is a government program that uses government databases to determine if a person has the requisite documentation to work in the United States.

As opposed to risking investigation, conviction, and paying fines for hiring employees who are not eligible to work in the United States, avoiding such a situation is as simple — and expense free — as printing off a Form I-9, having potential employees fill it out during the candidate screening process; and inserting the candidate's information into the E-Verify interface. The process could not be any simpler and the benefits of taking advantage of E-Verify cannot be quantified.

Integrate and Automate

With Smart E-Verify (From SmartERP), new employee I-9 information can come from existing information in your HR system or from your recruiting system or can be directly entered into the solution further automating the process and increasing data accuracy. Smart E-Verify also reduces the effort involved with staying current for employment legislation and changing forms. By providing these electronically, record management can be automated and stored without paper-based processes.

When tentative nonconfirmations are received, Smart E-Verify reduces the effort involved with staying current for employment legislation and changing forms. By providing these electronically, record management can be automated and stored without paper-based processes. The E-verify solution guides the hiring manager or admin through the necessary steps to resolve the issue.

Smart E-Verify can be integrated with any HR System and can be provided as an on-premise or cloud solution, allowing for complete flexibility according to your requirements.

SMART ERP Solutions®

To learn more or schedule a demo visit us at smarterp.com

SmartERP has been approved by DHS to be an E-Verify solution provider

or contact us at:

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