



I-9 Management Release Notes

COVID-19 Section 2 Updates

Document Date: 04/03/2020

Release Date: 04/07/2020

I-9 Management Release Notes

The following information is related to updates implemented in the I-9 Management Solution. The software update will begin on **Tuesday, April 7th between 8pm and 12am CST.**

Enhancement: COVID-19 Section 2 Updates

As discussed in Release Notes distributed on 3/27 labeled “New DHS Guidance”, The Department of Homeland Security (DHS) has provided [temporary guidance](#) to establish flexibility in requirements for Employers impacted by COVID-19. Updates have been made in the solution accordingly to allow employers to utilize the temporary DHS provision.

Section 2 Updates-Virtual Documentation Review

While completing the selection of documents being presented by an employee for Section 2, you will now see an option to indicate an employee is impacted by COVID-19 and you will be reviewing their documents virtually. For any employee you wish to utilize the DHS provisions for, a checkbox will be available labeled “I want to use COVID-19 exception for this employee”.

The screenshot displays a web form titled "Select the set of document(s) presented by the employee:". Below the title, there is explanatory text: "The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A-OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section 2 documents should match the citizenship status selected by the employee in Section 1 and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base)."

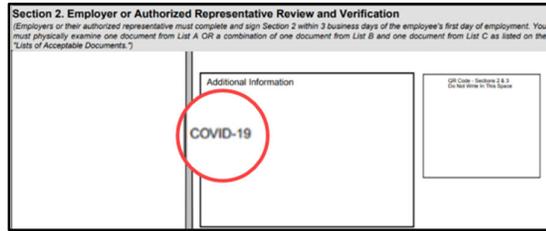
The form contains four radio button options for document selection:

- List A
List A proves identity AND work authorization: [dropdown menu] Receipt (e.g., replacement) [What's This?](#)
- List B and C
List B proves identity: [dropdown menu] Receipt (e.g., replacement) [What's This?](#)
- List C proves work authorization: [dropdown menu] Receipt (e.g., replacement) [What's This?](#)
- Employee terminated before completing I-9

At the bottom left are "Cancel", "Back", and "Continue" buttons. On the right side, there is a grey box titled "COVID-19 Exception" containing text about DHS flexibility and a link to the DHS website. At the bottom of this box is a checkbox labeled "I want to use COVID-19 exception for this employee", which is highlighted with a red circle in the image.

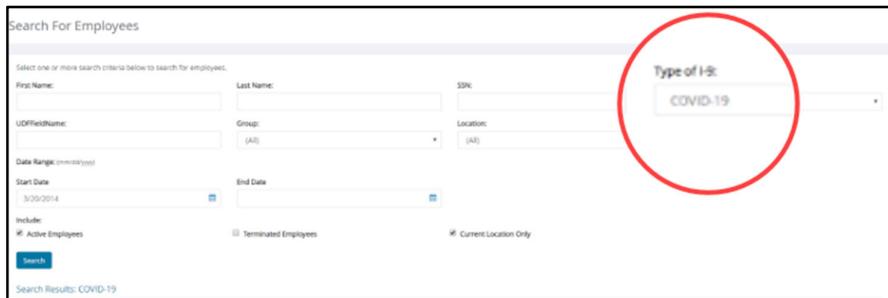
Once the checkbox is marked and you have clicked “Continue”, the Section 2 Document information will be entered in following the standard processes. You will then be guided to the Document Attachment page, as document retention for these particular employees is required.

When Section 2 is complete, "COVID-19" will be inserted into the Additional Information field of the I-9 PDF.



Search Functionality Updates

Employees that now have "COVID-19" marked on the Additional Information field on Section 2, will also appear within new search options. A new dropdown menu option labeled "COVID-19" under "Type of I-9" has been added to the "Search for Employees" page.



Selecting "COVID-19" will then populate all employees that were sent through the workflow in the Search Results Grid.

Section 2 Physical Documents Examination Updates

Once the temporary DHS provisions are no longer available, employers must physically inspect the documents for employees that previously were reviewed virtually. A new option is available within the Employee Details page to allow an employer to physically inspect the documents and have the appropriate information populated to follow the DHS guidelines.

A new button labeled "COVID-19 Update" has been added to the Employee Detail Page to allow the employer to confirm that the documents have been physically examined.

Coming Soon: COVID-19 updates for temporary guidance regarding Expired Driver's Licenses

Due to the impacts caused by COVID-19, some State Driver Licenses and Identification Cards are expiring and employees are unable to renew them due to closures or limited services at driver's license and ID-issuing agencies. New guidance confirmed by E-Verify has been outlined for how to handle these scenarios.

If the employee's state ID or driver's license expired on or after March 1, 2020, and the document expiration date has been extended by their state due to COVID-19, then it is acceptable as a List B document for Form I-9. Enter the document's expiration date in Section 2 and enter "COVID-19 EXT" in the Additional Information field. Employers may also attach a copy of the state motor vehicle department's web page or other notice indicating that their documents have been extended.

The I-9 Management solution will be updated to handle these scenarios. More information and details to be provided soon.

Important Note: With this release on 4/7, expiration date validations will be turned off for Drivers License until the solution is updated for an automated process. This will allow for entry of expired Driver's License dates. You should then enter "COVID-19 EXT" into the additional comments field in Section 2. If you are not currently set up to input additional comments into Section 2, this will need to be requested through our Workforce Solutions Support Team at WorkforceSolutionsSupport@Equifax.com

Questions

Should you have any questions regarding this upcoming change, please contact your Account Manager or contact Workforce Solutions Support at WorkforceSolutionsSupport@Equifax.com.