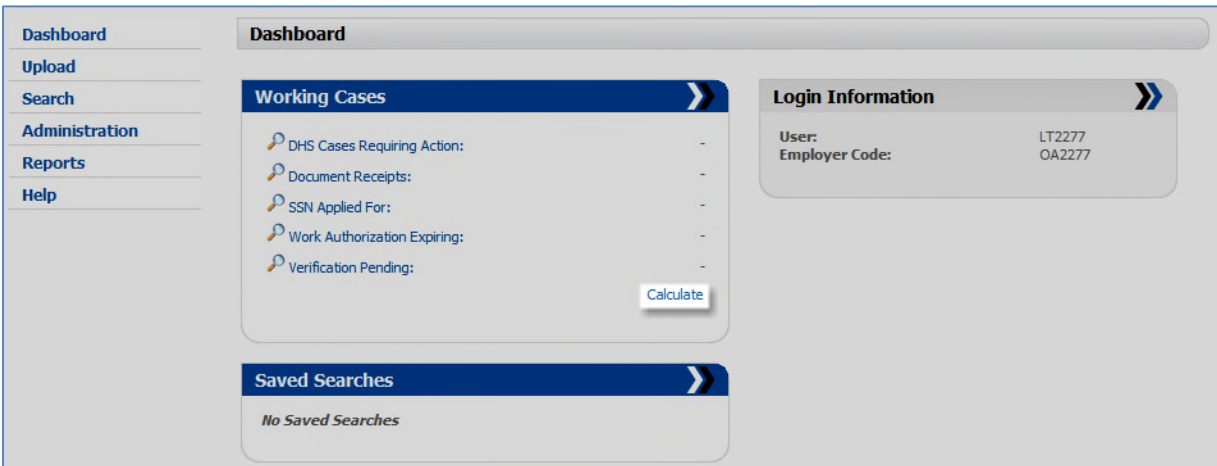
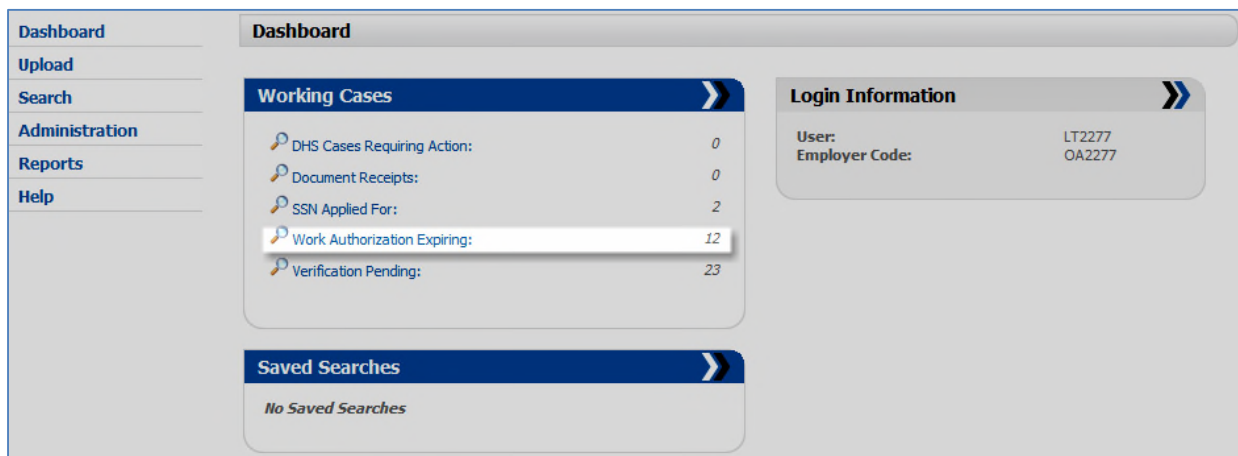


Reverification Process

When your employee's employment authorization is about to expire, your employee must present unexpired documents from either List A or List C showing authorization to work. These steps are to update the I-9 to update the expiration dates for those employees. This is not for rehires. Rehires must on-board like a new employee.



1. Log in to Manager Onboarding, you will be on the Dashboard.
2. To see the totals in each category of the Dashboard, select Calculate.

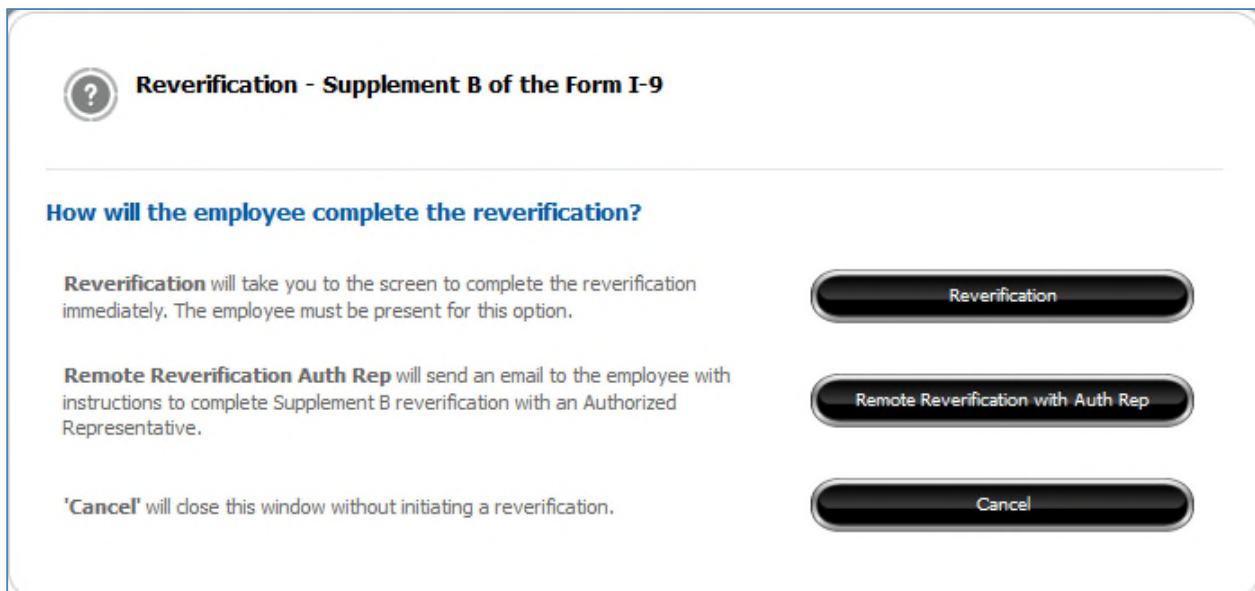


1. Select Documentation Expiring or Work Authorization Expiring to display all employees with expired or expiring documents.



Click **Reverification – Section 3 of Form I-9 Form** to begin the reverification process.

***Employers will not be required to re-verify U.S. citizens and noncitizen nationals, Lawful permanent residents who presented a Form I-551, Permanent Resident or Alien Registration Receipt card, List B documents.*



Employee is Present

1. Click **Reverification** to begin the reverification process with an employee who is physically with the manager during the re-verification process.

Employee is Remote

1. Click **Remote Verification with Auth Rep** if the employee will complete the reverification in a different location than the manager who is signing the reverification.
2. Enter the verifier email address. An email will be sent to the verifier to begin the re-verification process.


Form I-9: Supplement B, Reverification and Rehire (formerly Section 3)

I-9 instructions (for reference purposes only)
SAVE - Commonly Used Immigration Documents (for reference purposes only)
SAVE - A Guide on Immigration Documents Commonly Used by Benefit Applicants (for reference purposes only)

Section 1: Employee Information and Attestation
Show Section 1 of the I-9

Section 2: Employer or Authorized Representative Review and Verification
Show Section 2 of the I-9

Supplement B, Reverification and Rehire (formerly Section 3)



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

<small>Employee Name from Section 1:</small>	<small>Last name (Family Name)</small>	<small>First Name (Given Name)</small>	<small>M.I.</small> N/A
--	--	--	----------------------------

<small>Date of Rehire (if applicable)</small> Date (mm-dd-yyyy) N/A	<small>New Name (if applicable)</small> Last name (Family Name)	<small>First Name (Given Name)</small>	<small>Middle Initial</small>
---	--	--	-------------------------------

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

<small>Document Title</small>	<small>Document Number (if any)</small>	<small>Expiration Date (if any) (mm-dd-yyyy)</small>
-------------------------------	---	--

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

<small>Name of Employer or Authorized Representative</small>	<small>Signature of Employer or Authorized Representative</small>	<small>Today's Date (mm-dd-yyyy)</small>
--	---	--

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

I understand that by selecting this box and clicking 'I Agree' I am providing an E-Signature as Verifier for Section 2 of the Form I-9.

Cancel
I Agree

1. Examine the unexpired documents to determine if they appear to be genuine and to relate to your employee. If you feel the document does not reasonably appear to be genuine and relate to your employee, allow your employee to present other documentation from the List of Acceptable Documents.
2. If the employee has changed their legal name, enter that on the top line. Only the employees name is entered if there was a change to their legal name. Do not enter the same name again, do not enter the verifiers name here. Leave this field blank if the name has not changed.
3. Record the document title, document number and expiration date, if applicable in **Document Title, Document Number and Expiration Date** field. If N/A is needed in the date field, click on the calendar icon, and choose the N/A radio button.
4. Manager must check the box that states they understand they agree by checking the box they are providing their E-signature.
5. Click **I Agree** to finalize the reverification process in this EOB system. This will update the Form I-9. If the employee changed citizenship status, then a new Form I-9 must be completed and attached to the employee record. This is not the final step.
6. Send a case to your payroll support team. The case should include copies of the docs so that the payroll system can be updated accordingly.

Attaching a Document to an Employee Record

These are instructions to attach documents to an employee record in EOB. Only documents that are related to hiring should be attached. Do not attach documents that would violate HIPAA or privacy laws. Before attaching a document to the record consider who has access to these records and the appropriateness of the storing the documents in this manner. The document should be in a PDF format and less than 3MB in size.

The screenshot displays the 'Employee Record' page for John Adams. The 'Employee Information' section lists personal and contact details. The 'Form Packets and Forms' section contains a list of documents, with a 'Manage Documents' button highlighted by a blue box. Below this, there are sections for 'Comments' and 'Correct I-9 Actions'. At the bottom, there are navigation buttons for 'Return to Search', 'Reverification - Supplement B of the Form I-9', 'Additional Setup Forms', and 'Assign Form Group'.

Employee Information	
Name:	JOHN ADAMS
Social Security #:	XXX-XX-3333
Address:	123 ADDRESS WAY WEST PALM BEACH, FL 33415
Date of Birth:	01-01-1980
Email:	LFTORRES@OASISPEO.COM
Phone:	
Employment Date:	11-17-2020
Termination Date:	

Form Packets and Forms	
11-17-2020 EE Personnel Form (HTML)	
11-17-2020 Federal W-4 HTML	
11-17-2020 Georgia W4 XML	
11-17-2020 I-9	
11-17-2020 Oasis Direct Deposit HTML	
11-17-2020 Oasis Management Employee Form	

Manage Documents

View/Print Documents

Manage Documents

Comments	
Add Comment	

Correct I-9 Actions	
Add to I-9 Additional Information	

Return to Search

Reverification - Supplement B of the Form I-9

Additional Setup Forms

Assign Form Group

1. Click **Manage Document** under the list of employee documents in the upper right-hand corner.

Add Document

File Name	File Type	File Size	Options
No files uploaded.			

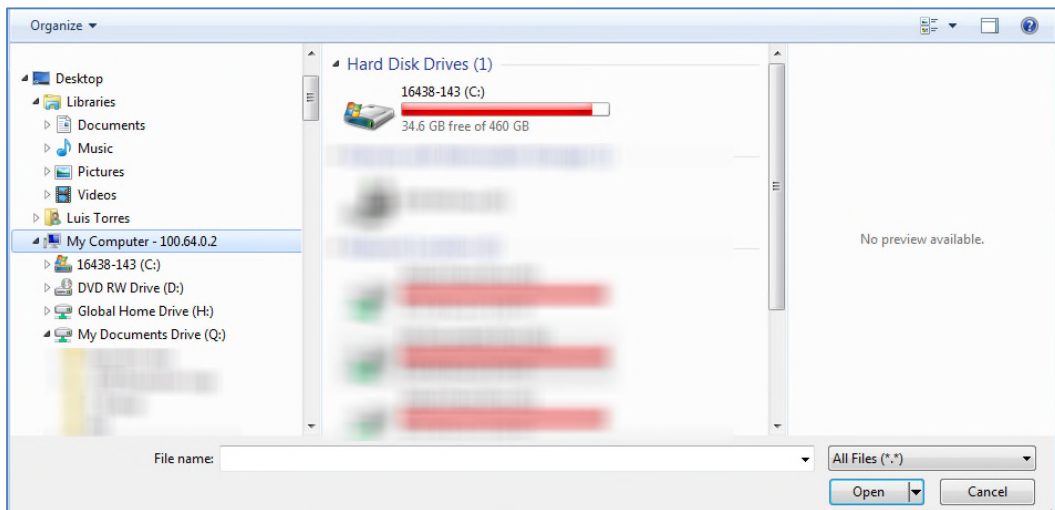
No file selected.

File Type

File Description

This function allows you to upload supporting documentation (optional) and other scans into the I-9 database, mapped to an existing employee record. Click "Browse" to select the scanned file from your local drive and enter a FILE DESCRIPTION (optional) to identify the document. Click "Upload" to add the file to the list of supporting documents to be stored with the employee I-9 record. The system currently supports the PDF upload format and configured file sizes of less than 2MB. After you upload your documentation and scans, click "Continue" to view the uploaded documents in the DOCUMENTS section of the employee I-9 record.

1. Click **Browse** to open the file viewer.



1. Search for the file you wish to attach.
2. Select the desired file and click **Open**
3. The document must be in PDF format and be less than 2 MB in file size.

**** Note:** If the file being attached is greater than 3 MB try scanning with a lower resolution. Scanned documents do not require high resolution. Increased resolution also increases the file size.

Add Document

File Name	File Type	File Size	Options
il_english_1649978512104.pdf	Other	0.3 MB	Review Remove

No file selected.

File Type

File Description

This function allows you to upload supporting documentation (optional) and other scans into the I-9 database, mapped to an existing employee record. Click "Browse" to select the scanned file from your local drive and enter a FILE DESCRIPTION (optional) to identify the document. Click "Upload" to add the file to the list of supporting documents to be stored with the employee I-9 record. The system currently supports the PDF upload format and configured file sizes of less than 2MB. After you upload your documentation and scans, click "Continue" to view the uploaded documents in the DOCUMENTS section of the employee I-9 record.

1. Select a **File Type** from the dropdown menu.
2. Enter a **File Description**. If attaching a replacement Form I-9, enter Form I-9 as part of the description.
3. Click **Upload**
4. Review the File Name and File Type and ensure the desired document was selected. If incorrect click **Remove**.
5. Click **Continue** to attach the document.

Employee Record

Employee Information

Name: JOHN ADAMS
Social Security #: XXX-XX-3333
Address: 123 ADDRESS WAY
WEST PALM BEACH, FL 33415
Date of Birth: 01-01-1980
Email: LFTORRES@OASISPEO.COM
Phone:
Employment Date: 11-17-2020
Termination Date:

Form Packets and Forms

- 11-17-2020 EE Personnel Form (HTML)
- 11-17-2020 Federal W-4 HTML
- 11-17-2020 Georgia W4 XML
- 11-17-2020 I-9
- 11-17-2020 Oasis Direct Deposit HTML
- 11-17-2020 Oasis Management Employee Form
- 08-29-2024 SS Card Copy

Comments

Correct I-9 Actions

1. The documents will now be listed under the employees list of **Documents**.
2. If attaching a replacement Form I-9, please send a case to your support team notifying them a replacement Form I-9 has been attached to the employee record.

Updating An Employee Record with SSN Applied For

If an employee was hired with SSN Applied For on their I-9 the social security number must be entered in the EOB record as soon as the employee receives the number. Everify cases will be created if applicable once entered. This new social security number also needs to be sent to Employee Data team to update the payroll system. Failure to do so will result in various issues like records not being termed when needed, email notifications being sent out and possible tax issues for the employee.

Employee Record

Employee Information

Name:	[REDACTED]
Social Security #:	000-00-0000
Update SSN:	<input type="text"/> Update SSN
Address:	ASGGA 555 MEMPHIS, TN 38135
Date of Birth:	10-10-1967
Email:	
Phone:	
Employment Date:	10-16-2020
Termination Date:	

[Return to Search](#) [Additional Setup Forms](#)

1. Enter the SSN without any hyphens. Enter 9 digits only.
2. Click **Update SSN**.

Update SSN - E-Verify Notification

This employee's hire date is more than 14 days ago. If the hire date you have entered is correct, it is important that you make sure that you want to run E-Verify on this employee.

You should choose YES if:

- This is a new hire (or re-hire) and you were simply unable to enter them into the system until today.
- This employee is an existing employee who will be working on a Federal Contract and you need to run E-Verify on them.
- You are under the E-Verify Federal Contractor FAR clause which allows you to run ALL existing employees.

You should choose NO if:

- You are creating this record for an already existing employee NOT working on a Federal Contract in order to get an electronic I-9 into the system.

Run E-Verify for this Employee?

Cancel Update SSN

1. If Everify is an option a prompt will appear. Read the instructions if Everify is a factor. **Under Run Everify for this Employee?** select **Yes** or **No** from the drop down and click **Update SSN**.
2. If **Yes** is selected an Everify case will be created and you must monitor the Everify case as normal.
3. If **No** was selected the updated employee record will display with the updated SSN.
4. A case should be sent to update the social security number in the payroll system, so the number is the same in all systems.

Viewing the EOB Forms Assigned

View/Print Forms

Please select from the form groups on the left. When 'View Forms' is clicked it will display all the forms for the selected form groups in the order they will be displayed for the employee.

Select Form Groups

- Oa50cust2_Html
- Sp_Oa50cust2_Html

Selected Form Groups

Filter

Select any conditions you would like to apply to the form search. If no conditions are provided, then all forms will be pulled regardless of conditions. Please click the blue question mark next to each field for a more in depth explanation.

Location Home State Home Zip Code Authorized Representative Language

View Forms

1. Click on the form group to be selected. Double click or highlight and click the right arrow button.
2. You can enter characters in the Filter field to limit search to forms that only contain those characters.
3. You may also select any conditions you would like to apply to the search.
 - a. **Location** – employee assigned location, the work site state\ZIP code
 - b. **Home State** – employee address state\ZIP code
 - c. **Authorized Representative** – this is Yes or No. Yes will include the Remote verifier instructions in the result set of forms.
 - d. **Language** – Spanish or English. The form group itself generally will have the language.

	Form Name	Group(s)	Display Condition(s)	Language	Countersign	Optional	Employee Print	Manager Print
<input type="checkbox"/>	FEDERAL W-4	OA50CUST2_HTML	N/A	EN	N	N	N	N
<input type="checkbox"/>	Alabama W-4	OA50CUST2_HTML	state=AL, work_state=AL	EN	N	N	N	N
<input type="checkbox"/>	Arizona W-4	OA50CUST2_HTML	state=AZ, work_state=AZ	EN	N	N	N	N
<input type="checkbox"/>	Arkansas W-4	OA50CUST2_HTML	state=AR, work_state=AR	EN	N	N	N	N
<input type="checkbox"/>	California W-4	OA50CUST2_HTML	state=CA, work_state=CA	EN	N	N	N	N
<input type="checkbox"/>	Connecticut W-4	OA50CUST2_HTML	state=CT, work_state=CT	EN	N	N	N	N
<input type="checkbox"/>	Delaware W-4	OA50CUST2_HTML	state=DE, work_state=DE	EN	N	N	N	N
<input type="checkbox"/>	District of Columbia W-4	OA50CUST2_HTML	state=DC, work_state=DC	EN	N	N	N	N
<input type="checkbox"/>	Georgia W4	OA50CUST2_HTML	state=GA, work_state=GA	EN	N	N	N	N

Select All Deselect All View/Print Selected Documents

1. Click on the Form Name to view the individual form.
 - a. It will open in a PDF version that can be printed or saved.
2. Click on the checkbox next to the form name if multiple forms are to be selected. Click **View/Print Selected Documents** to view them.
3. You may print or save these as a single PDF as well.