



I-9 Compliance - In a nutshell

Most HR Departments find errors in the Form I-9s Filed by them. Often that puts Employers and employees at risk

I-9 is a critical document that marks the beginning of legal employment and assures the employer that they are hiring those who are qualified to work. With the introduction of e-Verify, employers can setup online processing and quickly verify the employability of any resource rapidly.

Here are some common approaches to complete I-9 Compliance

I am an employer. Can I verify I-9 internally before ICE verifications?

Yes. ICE suggests that an employer may choose to review all Forms I-9 or a sample of Forms I-9 selected based on neutral and non-discriminatory criteria

Things to consider before an internal I-9 audit.

- consider the purpose and scope of the audit
- Explain the reasons and what to expect from an internal audit
- Process for fielding questions or concerns about the audit
- Document its communications to ensure consistent standards when addressing any Form I-9 deficiencies revealed by the audit.
- Ensure that all the employment equality laws are adhered to, such as no discrimination based on national origin, sexual orientation, citizenship status etc.

During an internal audit

- Notify internally that the I-9 audit is an independent internal audit. for the purposes of ensuring employer's compliance.
- If any deficiency is found in an employee's I-9 record, the employer notify the affected employee, in private, of the specific deficiency along with the documentation.

Correcting the errors

Having found the errors, employers can privately ask the employees to correct the errors or enter any missing / empty sections. Incorrect information can be struck out (draw a line over) and enter the missing information on the form, initial it and date it.

What is ICE's role?

A notice of inspection alerts business owners that ICE is going to audit their hiring records to determine whether or not they are in compliance with the law. Employers are required to produce their company's I-9s within three business days, after which ICE will conduct an inspection for compliance. If employers are not in compliance with the law, an I-9 inspection of their business will likely result in civil fines and could lay the groundwork for criminal prosecution, if they are knowingly violating the law.

Right Comply - Your I-9 Compliance partner

Right Comply's I-9 compliance center provides you an automated way to track the expiry dates and combined with the integrated E-verify solutions, Right Comply ensures that the I-9 is current and updated. This ensures that you as an employer is compliant at all times avoiding those hefty civil and criminal charges and fines. For employees, Right Comply ensures continued employment who are completely compliant.

Feel free to check out RightComply today!

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