# I9 and eVerify in Avature Transcript

1

00:00:00,000 --> 00:00:04,662

Welcome! Thank you for joining the VCCS Shared Services

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00:00:04,662 --> 00:00:10,848

Center team for this module. During this brief tutorial, we will be walking you through I-9

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00:00:10,848 --> 00:00:15,360

and eVerify in Avature. Let's get started.

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00:00:15,360 --> 00:00:20,680

At the end of this module, you will know how to access Avature,

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00:00:20,680 --> 00:00:23,720

how to request and review an I-9,

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00:00:23,720 --> 00:00:26,840

and how to eVerify.

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00:00:26,840 --> 00:00:33,100

First, access to Avature is required. Avature is used by Human Resources

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00:00:33,100 --> 00:00:37,948

throughout the VCCS. To access Avature, you will log into your MyVCCS

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00:00:37,948 --> 00:00:44,876

using your single sign-on and select the Avature Admin tab. For every new hire,

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00:00:44,876 --> 00:00:50,000

an email will be sent to the college HR with a form completion request,

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00:00:50,000 --> 00:00:55,782

also known as an FCR, asking how they would like the employee to deliver their employment

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00:00:55,782 --> 00:01:01,585

authorization documents, also known as EAD. The college HR will indicate

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00:01:01,585 --> 00:01:07,019

on the FCR whether they want the new hire to bring their EAD

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00:01:07,019 --> 00:01:11,994

in person on their first day, which would be physical, or upload

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00:01:11,994 --> 00:01:16,370

scanned documents when completing on the portal as they complete section 1,

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00:01:16,370 --> 00:01:23,330

which would be digital and save. The option 'I-9 is not needed' can be selected if necessary,

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00:01:23,330 --> 00:01:28,458

which will then cancel the I-9 workflow for this new hire. Once this is completed,

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00:01:28,458 --> 00:01:33,937

this will trigger a notification to the new hire that section 1 is available on

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00:01:33,937 --> 00:01:39,080

their dashboard portal and should be completed on or before their first day.

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00:01:39,080 --> 00:01:43,280

Please note there is no need to move the workflow manually at this step.

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00:01:43,280 --> 00:01:48,040

The workflow will move forward once the employee completes section 1.

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00:01:48,040 --> 00:01:54,240

After the employee has completed section 1, college HR will have a chance to review the information.

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00:01:54,240 --> 00:01:58,840

They will receive an email notification that section 1 has been completed.

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00:01:58,840 --> 00:02:03,188

The email will contain a link to the new hire's Avature profile, where

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00:02:03,188 --> 00:02:09,140

the next steps can be completed. Section 1 information can be accessed

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00:02:09,140 --> 00:02:13,234

under the 'I-9 Section 1 Completion' job

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00:02:13,234 --> 00:02:16,580

tab specific with the agency name.

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00:02:16,580 --> 00:02:22,651

This is also where college HR can access uploaded I-9 documents if

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00:02:22,651 --> 00:02:28,160

they were requested digitally. If there is incorrect information found,

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00:02:28,160 --> 00:02:31,166

college HR will edit the I-9

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00:02:31,166 --> 00:02:37,700

section 1 feedback form and move the workflow to 'Recomplete Section 1'.

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00:02:37,700 --> 00:02:44,680

This will send an email to the new hire to recomplete section 1, along with any instructions

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00:02:44,680 --> 00:02:50,840

entered in the feedback form. Once section 1 has been reviewed and confirmed

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00:02:50,840 --> 00:02:56,686

accurate, college HR moves the workflow to 'Complete Section 2'

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00:02:56,686 --> 00:03:02,340

on the drop down at the top and complete the feedback form.

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00:03:02,340 --> 00:03:06,980

Once the workflow has been moved to 'Complete Section 2',

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00:03:06,980 --> 00:03:11,620

college HR, or anyone acting as an I-9

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00:03:11,620 --> 00:03:14,684

approver, can fill out section 2 by

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00:03:14,684 --> 00:03:20,940

clicking 'edit' on the I-9 'Employer or Authorized Representative' portion

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00:03:20,940 --> 00:03:27,508

form, sections 2 and 3. This is filled out using either

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00:03:27,508 --> 00:03:33,740

the uploaded digital EADs or the physical versions that were brought in in person,

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00:03:33,740 --> 00:03:39,087

making sure that any dates are in the day, month, year format.

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00:03:39,087 --> 00:03:42,381

The calendar can be opened and

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00:03:42,381 --> 00:03:48,940

the date selected to ensure that the date is logged correctly.

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00:03:48,940 --> 00:03:54,365

The uploaded EADs can also be accessed via section 1,

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00:03:54,365 --> 00:03:56,840

at the bottom of the form,

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00:03:56,840 --> 00:04:01,420

the same method used in the previous step.

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00:04:01,420 --> 00:04:07,049

Once complete, college HR will save the form and move the

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00:04:07,049 --> 00:04:12,940

workflow to 'eVerify create case'.

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00:04:12,940 --> 00:04:18,200

Shortly after moving the workflow to 'eVerify create case',

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00:04:18,200 --> 00:04:23,150

the eVerify form should appear under our 'Forms' section.

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00:04:23,150 --> 00:04:29,156

This form is where any communication from eVerify will show in Avature

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00:04:29,156 --> 00:04:35,561

and any further communication to eVerify is manually entered. In most cases,

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00:04:35,561 --> 00:04:40,535

provided everything was entered correctly, there should now be a case number

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00:04:40,535 --> 00:04:44,810

and an eligibility status of 'employment authorized'. At this point,

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00:04:44,810 --> 00:04:50,870

the employment eligibility is successfully confirmed and no further action is needed.

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00:04:50,870 --> 00:04:54,980

This will complete the I-9 process.

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00:04:54,980 --> 00:05:01,180

Once the I-9 job has moved itself to 'eVerify employment authorized',

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00:05:01,180 --> 00:05:07,190

click the dropdown box under the job and select 'I-9 completed'.

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00:05:07,190 --> 00:05:12,410

Should the case arise where there is uncertainty on how to resolve the issue,

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00:05:12,410 --> 00:05:18,790

please contact your SSC Onboarding Representative for assistance.

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00:05:18,790 --> 00:05:23,462

To recap, we have covered how to access Avature,

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00:05:23,462 --> 00:05:27,080

how to request and review an I-9,

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00:05:27,080 --> 00:05:33,305

and how to eVerify. Congratulations! You just reviewed the

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00:05:33,305 --> 00:05:38,911

I-9 process in Avature. For additional information on Avature and to cover

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00:05:38,911 --> 00:05:43,710

more functions, please join us for the next module in this series.

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00:05:43,710 --> 00:05:48,130

Thank you for walking through I-9 and eVerify in Avature with us.

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00:05:48,130 --> 00:05:53,770

We hope that this module was helpful to you. If you have any questions or need assistance,

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00:05:53,770 --> 00:05:58,320

please contact the Shared Services Center Customer Engagement team at

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00:05:58,320 --> 00:06:03,800

877-340-5577 or

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00:06:03,800 --> 00:06:09,260

help@ssc.vccs.edu.

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00:06:09,260 --> 00:06:11,775

Thanks and have a great day!