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”.

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.
After selecting the “COVID-19 Update”, you will be directed to a new COVID-19 Update screen which will allow you to confirm when documents are physically reviewed.

After selecting “Continue” from the COVID-19 Update page, “Documents Physically Examined” will be entered into the Additional Information field in Section 2 of the I-9 PDF as outlined by DHS guidance.

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.