



A more human resource.™

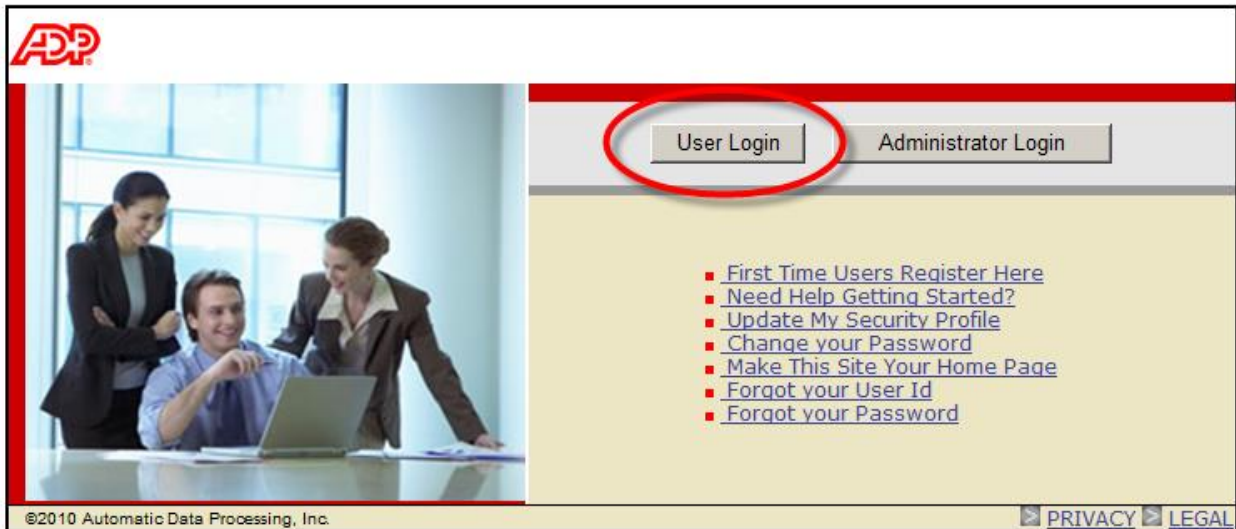
EI9 Guide – Manager Workbench

Completing an ei9 through the Manager Workbench tab

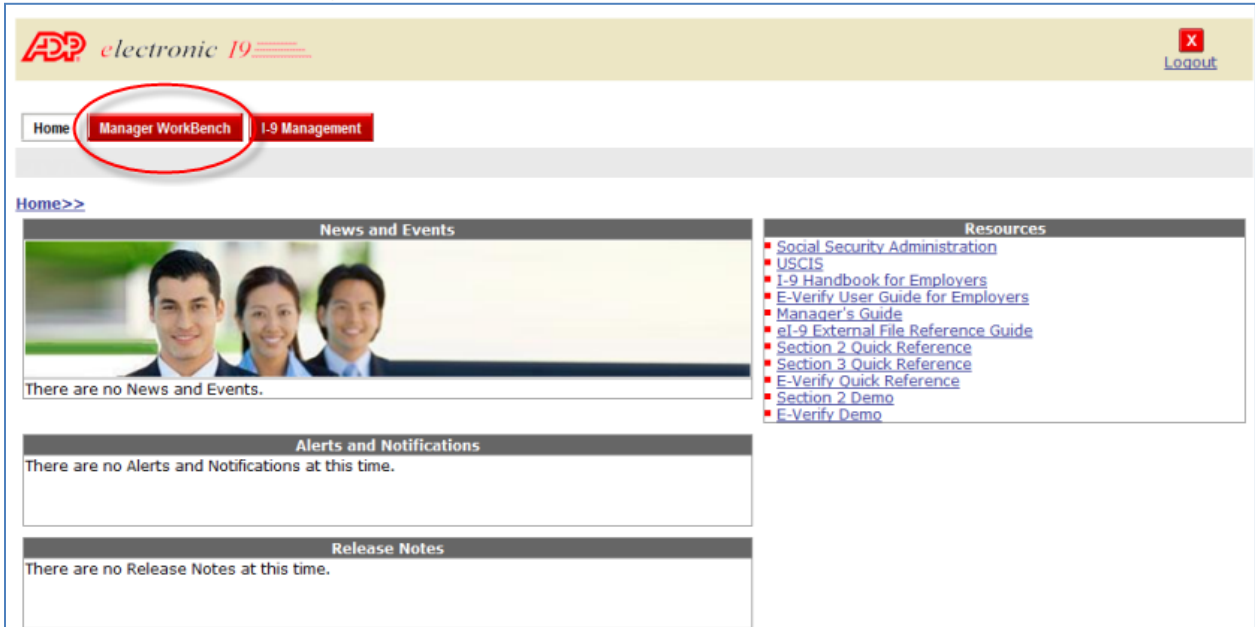
STEP 1: NEW HIRE COMPLETES SECTION 1

STEP 2: Log into the ADP eI9 application at the below URL. Click on “User Login” and enter your ADP login. If you are have administrative access to eI9, click on “Administrator Login”.

URL - <https://ei9.adp.com/ei9/public/Login.do>



STEP 3: Click on the Manager Workbench tab



STEP 4: Click on the location where the new hire has completed the Section 1

Note – Click the Search button if you don't see any locations.

Manager WorkBench>>

Section 2 Required Pool

CLIENT ADP I9 Imp Demo Account - AD

LOCATION DENVER - DEN

DENVER - DEN

Compliance At-A-Glance Statistics show organizational compliance by month for the last 12 months

Year	Month	# of Hires	# of Completed I-9s	Compliance Percentage
2015	August	1	1	100.0

Open Items

- Section 1 Required 0 Work Authorization Expiring
- Section 2 Required 2 Document Receipt Follow-up
- Section 3 Required 0 Problem Mail-in Forms

E-Verify Case Status E-Verify Cases Not Resolved

STEP 5: Click on the link for Section 2 Required

Manager WorkBench>>

Section 2 Required Pool

CLIENT ADP I9 Imp Demo Account - AD

LOCATION DENVER - DEN

DENVER - DEN

Compliance At-A-Glance Statistics show organizational compliance by month for the last 12 months

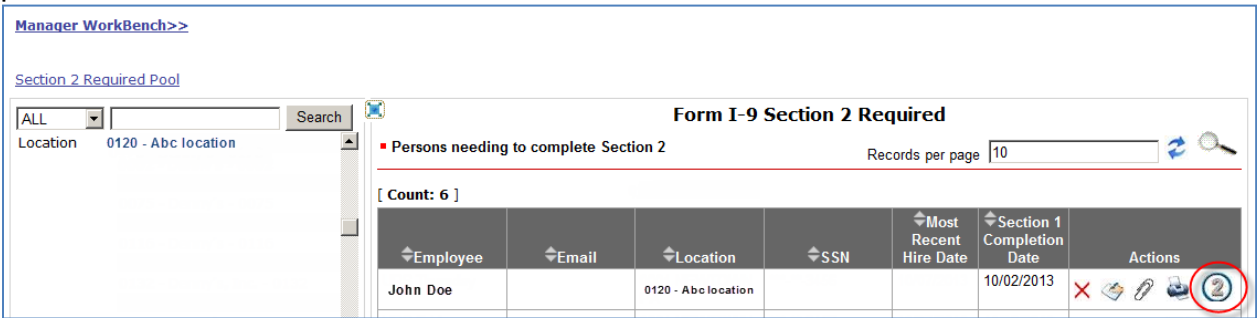
Year	Month	# of Hires	# of Completed I-9s	Compliance Percentage
2015	August	1	1	100.0

Open Items

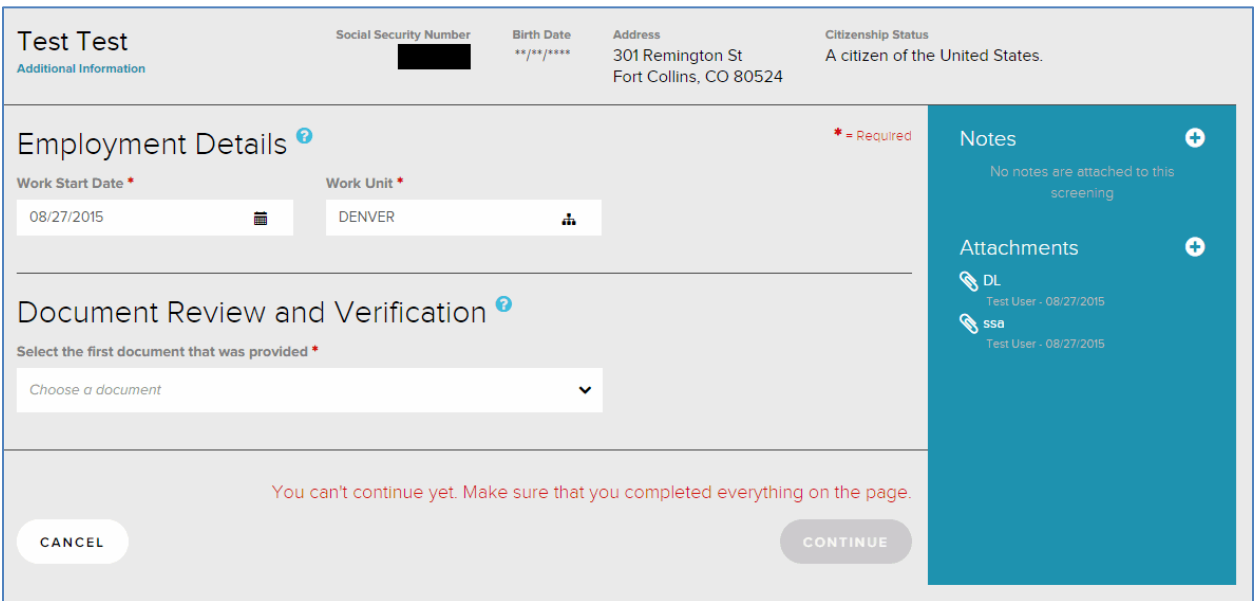
- Section 1 Required 0 Work Authorization Expiring
- Section 2 Required 2 Document Receipt Follow-up
- Section 3 Required 0 Problem Mail-in Forms

E-Verify Case Status E-Verify Cases Not Resolved

STEP 6: Click the Number 2 icon under the Actions column of the new hires record to complete Section 2 of the eI9.



STEP 7: Complete Work Start Date, confirm Work Unit, select and complete the document information the new hire provides to establish identity and employment eligibility. Then, click Continue.



STEP 8: Electronically sign the Section 2 by entering your Job Title, checking the Acknowledgment box and clicking Continue.

The screenshot shows the 'Test Test' user interface. At the top, there is a header with the user's name 'Test Test' and 'Additional Information'. Below this, personal details are listed: Social Security Number (redacted), Birth Date (**/**/****), Address (301 Remington St, Fort Collins, CO 80524), and Citizenship Status (A citizen of the United States).

The main content area contains the following text:
Read the statements below and select the check box to indicate your acknowledgement and acceptance.
CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on 08/27/2015 and that to the best of my knowledge the employee is authorized to work in the United States.
Acknowledgement*
Name: Test User
Job Title: [Redacted]
0/30
IMPORTANT: To review the completed Section 1 and the data you supplied in Section 2, click [Section 2 \(Form I-9\)](#). If changes are needed, click Back, then make the changes.
 I acknowledge and accept the above statements and electronically sign the form.
You must select the acknowledgement to continue

At the bottom, there are three buttons: CANCEL, BACK, and CONTINUE.

On the right side, there is a sidebar with 'Notes' (No notes are attached to this screening) and 'Attachments' (passport, Test User - 08/27/2015).

STEP 9: You have completed the e9 Section 2.

The screenshot shows the 'Test Test' user interface. At the top, there is a header with the user's name 'Test Test' and 'Additional Information'. Below this, personal details are listed: Social Security Number (redacted), Birth Date (**/**/****), Address (301 Remington St, Fort Collins, CO 80524), and Citizenship Status (A citizen of the United States).

The main content area contains the following text:
You have successfully completed Section 2
This confirms that **Test User** completed and electronically signed Section 2 of the Form I-9 on **08/27/2015 04:02:06 PM**.
Your confirmation number is **1E4C437CC1584726**
RETURN

At the bottom right, there is a 'Print' button.

On the right side, there is a sidebar with 'Notes' (No notes are attached to this screening) and 'Attachments' (passport, Test User - 08/27/2015).

STEP 10: Complete E-Verify tasks as needed.

ADP e9 Help Desk:

Telephone: (866) 709-7095

Email: I9Help@adp.com

Hours of Support: Monday through Friday 8:00 a.m. to 8:00 p.m. (Eastern Time).