**How to Verify New Hire’s I-9 Status**

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong></td>
<td><img src="Image" alt="PageUp Dashboard" /></td>
</tr>
</tbody>
</table>
| In the PageUp, go to your main homepage dashboard | **My Dashboard**
Welcome Ann, this is your Dashboard where you will see all your tasks organized in various stages |
| **STEP 2:**        | ![Offers & Onboarding](Image) |
| Scroll down to the Offers & Onboarding and click the number next to New Hires | **Offers & Onboarding**
2 Offers awaiting your approval
1 New Hires
0 New Hire tasks |
| **STEP 3:**        | ![New Hires](Image) |
| You will be taken to a listing of your new hires. Locate the new hire you would like to check on. Select View all tasks | ![New Hire Details](Image) |
**STEP 4:**

You will be taken to a listing of all the onboarding tasks for that new hire.

Click **Complete I-9** to specifically see the I-9 task.

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**STEP 5:**

You are now taken to the details of the task. Review the **Status** to see what stage of the I-9 process your new hire is at. Refer to status key.

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**Complete I-9 Tracker test**

Step due: Oct 15, 2021

You will receive an email with the link to complete section 1 of the employment verification

**Work Compliance**

Resetting invitation may incur additional charges.

Status: EMPLOYEESIGN

Last updated: 9/10/2021 3:45:36 PM

Notes: Section 1 is incomplete and must be completed.

Complete section 2 here

Mark as completed

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**Status Key:**

<table>
<thead>
<tr>
<th>Statuses</th>
<th>Action Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>None</td>
</tr>
<tr>
<td>EMPLOYEESIGN</td>
<td>New hire must complete section 1</td>
</tr>
<tr>
<td>EMPLOYERVERIFY</td>
<td>New hire must provide documentation to HR to complete verification</td>
</tr>
</tbody>
</table>

*Note 1: Section 1 deadline is by the first day of work*

**Note 2: Section 2 deadline is three days after the first day of work*

***Note 3: Section 2 to be completed by HR office only.***