

## Stay Up-to-Date About Form I-9!

Here are some answers to frequently asked questions about Form I-9, [Employment Eligibility Verification](#):

**How does an employer whose business is open and operational over the weekend count the 3 business days to complete Section 2 of Form I-9 when the human resources office is closed during this time?**

Employers are required to complete Form I-9 within 3 business days of the employee's first day of work for pay. If the business is operational, this counts towards the 3-day time frame for Form I-9 completion.

Thursday	First Day of Work Employee Completes Sec. 1
Friday	
Saturday	
Sunday	I-9 Due Employer Completes Sec. 2

**Must the employer be present while Form I-9 is being completed by the employee?**

Form I-9 regulations and statutes do not require an employer to be present when an employee is completing Section 1 of Form I-9. DHS regulations require that a newly hired employee complete and sign Section 1 of Form I-9 no later than the first day of employment for pay. The examiner of the documents and the employee must both be physically present during the examination of the employee's identity and employment authorization documents when completing Section 2 of Form I-9. The employer must complete Section 2 of the form no later than the third business day from when the employee starts working for pay.

**Can Section 1 be auto-populated in the case of an electronically prepared Form I-9?**

Form I-9, Section 1, cannot be auto-populated by an electronic system that collects information during the on-boarding process for a new hire. Only the following fields can be auto-populated in Section 2: Employer's Business or Organization Name, Employer's Business or Organization Address (Street Number and Name), City or Town, State, and Zip Code.

**In Section 2 of Form I-9, which address should be listed as the employer's address?**

If a company has multiple locations, the person signing Section 2 of Form I-9 should use the local address of the hiring site, not the main address of the parent company or headquarters.

**Is a signature stamp acceptable for Section 2 of Form I-9?**

No. The employer's and employee's handwritten (or electronic, if applicable) signature is required to complete Form I-9.

## E-Verify Manuals – Now Mobile Responsive

In case you missed it, E-Verify released updated manuals that will adjust to your mobile devices. Check out the updated [E-Verify User Manual](#), [E-Verify User Manual for Corporate Administrators](#) and [E-Verify Quick Reference Guide for Employers](#).

## Temporary Protected Status Update – Guinea, Liberia and Sierra Leone

DHS announced a 6-month extension of Temporary Protected Status benefits for beneficiaries of TPS under the designations of [Guinea](#), [Liberia](#) and [Sierra Leone](#), through May 20, 2017. For employer guidance, visit [I-9 Central's Temporary Protected Status page](#).



## E-Verify Usage Statistics

Check out the latest [E-Verify usage statistics](#) and try the interactive map.

## Free Form I-9 and E-Verify Webinars

Check out our [webinar schedule](#) and [contact us](#) to request a customized webinar to fit your organizational needs.

## Thank You – E-Verify Users!

E-Verify thanks the participants who joined the E-Verify User Tutorial listening session on Oct. 25. It's not too late to provide your feedback about the tutorial by visiting [E-Verify Listens](#) and clicking on our newest topic [E-Verify User Tutorial Feedback/Comments](#).

## E-Verify Employer Agent News

Thanks to those E-Verify employer agents who participated in the recent Client Enrollment Feedback sessions. [Subscribe to our mailing list](#) for updates on future sessions.