

Sage HRMS HR Actions I-9 by Delphia Consulting



Sage HRMS HR Actions I-9 by Delphia Consulting, a Sage Endorsed Solution, efficiently and securely streamlines the Form I-9, Employment Eligibility Verification, process by enabling the paperless completion of Form I-9 during the onboarding process or when updating or reverification is required.

Employees complete and electronically sign Section 1 of Form I-9 (or use a preparer and/or translator certification process). The employer (either a manager or human resources representative) completes Section 2 online. If desired, form access can be limited to only the employee and human resources. Sage HRMS HR Actions I-9 can also be used in conjunction with the onboarding process supported by Sage HRMS HR Actions Dynamic Forms Checklist for Sage HRMS HR Actions.

About Sage HRMS HR Actions

Sage HRMS HR Actions by Delphia Consulting, a Sage Endorsed solution, is the web-based workflow solution to automate employee status change forms. Design, initiate, and route forms for approval that automatically update Sage HRMS.

About Sage Employee Self Service

Sage Employee Self Service provides a central location for employees, managers, and administrators to view and manage important personal data and company information. Instead of calling the human resources department with routine inquiries, employees and managers will be more self-sufficient when they can access information directly.

About Sage HRMS HR Actions Dynamic Forms Checklist

Streamline the onboarding process through a guided online checklist of forms designed to make the routine completion of required forms easy for employees. Sage HRMS HR Actions Dynamic Forms Checklist by Delphia Consulting, a Sage Endorsed Solution, lets you easily create specific forms that must be completed by each employee that will dynamically appear within Sage Employee Self Service.

Benefits

- **Streamlines with a paperless process**
Provides a paperless solution to capture employment eligibility verification information. Reduces risk of unauthorized access to paper copies of Form I-9. Simplifies the storage of Form I-9.
- **Provides visibility**
Provides visibility as to compliance with requirement to timely completion of the Form I-9
- **Supports digital document attachments**
Scanned documentation can be optionally attached to the Form I-9.
- **Captures electronic signatures**
All required signatures of the employee, preparer, translator, and employer are electronic.
- **Uses form workflow**
Leverages the standard forms and approval workflow capabilities of Sage HRMS HR Actions and can be initiated by the employee, manager, or human resources.
- **Sets expiration dates**
Select I-9 data, including critical document expiration dates, are saved to Sage HRMS.
- **Updates and reverifies**
Update or reverify by editing and signing Section 3 of a previously completed Form I-9.



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