

MEMORANDUM

TO: Department Chairs, Supervisors and Administrative Support
FROM: The Office of Human Resources
SUBJECT: New Electronic I-9 Application Announcement
DATE: February 26, 2016

Good Afternoon,

Human Resources is excited to announce that on Friday, March 11, 2016 we will be introducing a new electronic I-9 application system from Equifax. This electronic I-9 solution will replace the paper hardcopy process that is currently being utilized by new hires of our full and part-time faculty and staff.

At a later date, we will incorporate this same solution with our student employment new hire employees.

More information will come as we get closer to our roll out date on how this new system will benefit your area. In general, the Equifax solution will provide;

- Work eligibility confirmation - Our I-9 Management service seamlessly integrates with The E-Verify® system to automatically check the work authorization of new hires with the Social Security Administration and the Department of Homeland Security databases to reduce or eliminate liability.
- Stop paper management - Avoid having to retain and manually purge expired documents from current and past employees. Equifax I-9 management service automatically disposes of expired I-9s
- I-9 Anywhere - Allows applicants in remote locations to complete compliant I-9s using flexible Section 2 completion options for a comprehensive and compliant remote I-9 process.
- Legible I-9 keying entry with security controls in place to help reduce errors and keep us compliant

If you have any questions, please feel free to contact HRIS@longwood.edu