

I-9 WITH ABLE FAST FACTS

SETUP, COMPLIANCE, AND FEATURES

In 2004, DHS announced that the Form I-9 could be signed electronically and retained in an electronic format. Having the right electronic I-9 management solution can improve the overall efficiency, effectiveness and accuracy of your organization's I-9 process.

Here's a quick look at what you can expect with Able's electronic I-9 offering.

OVERVIEW

Able offers a fully-featured onboarding automation platform, which includes electronic I-9 that enables candidates and recruiters to complete I-9 Sections 1, 2 and 3 remotely and securely.

SETUP

I-9 forms are populated in Able accounts as form Blueprints. Customers do not create and manage Blueprints. These are standardized forms that Able manages on behalf of all customers and can be enabled by an administrator via Configuration Blueprints. Updates to Blueprints are made as the government releases new guidance and versions of forms.

COMPLIANCE

Able's electronic I-9 platform complies with the federal regulations governing electronic I-9 completion and storage, including adherence to the 12 USCIS requirements issued in relation to the electronic creation, signature, retention and security of the Form I-9.

SECURITY

In addition to enabling unique password-protected candidate profiles, Able is also a SOC 2 Type 2 certified SaaS solution, demonstrating operational effectiveness over time for compliance with key AICPA security concerns including security, availability, processing integrity, confidentiality, and privacy of customer data.

COMPLIANCE FEATURES

- Workflow support for Sections 1, 2, 3 of the I-9
- Section 2 Document Upload/Capture and Secure Storage
- Reporting and Administration Dashboards to Track I-9 Status

SECURITY FEATURES

- Work Authorization Expiration Workflows
- Secure database with audit trails
- Electronic summaries and confirmation of electronic signatures
- Unique password-protected candidate profiles