



# The Government is

# Cracking Down



In FY2018:



6,848

Worksite investigations



5,981

Form I-9 audits



779

Worksite-related, criminal arrests

Source: Department of Labor

## What's Required on an I-9?

### EMPLOYER

Must review and ensure employee properly completes Section 1.

Must physically examine each document to determine if it's genuine.

Person who examines document must be the same person who signs Section 2.

Must complete Section 2 within three business days of hire.

Must retain completed I-9s for as long as the individual is employed.

Must retain I-9 for terminated employees for three years after date of hire or one year after termination date, whichever is later.

# What's Required on an I-9?

## EMPLOYEE

Must complete, sign and date I-9 no later than the first day of employment.

Can complete Section 1 before hire date, but not before accepting the job.

Must present original documents within three days of employment.



## How Paycor Helps

Paycor's HR and Onboarding software provide the tools your organization needs to easily access, accurately complete and securely store I-9 documentation.



Employees electronically complete and sign Form I-9 during the onboarding



Maintain accurate and up-to-date I-9 records for each employee



Simplified record keeping



Secure electronic document storage

[Learn More >](#)

