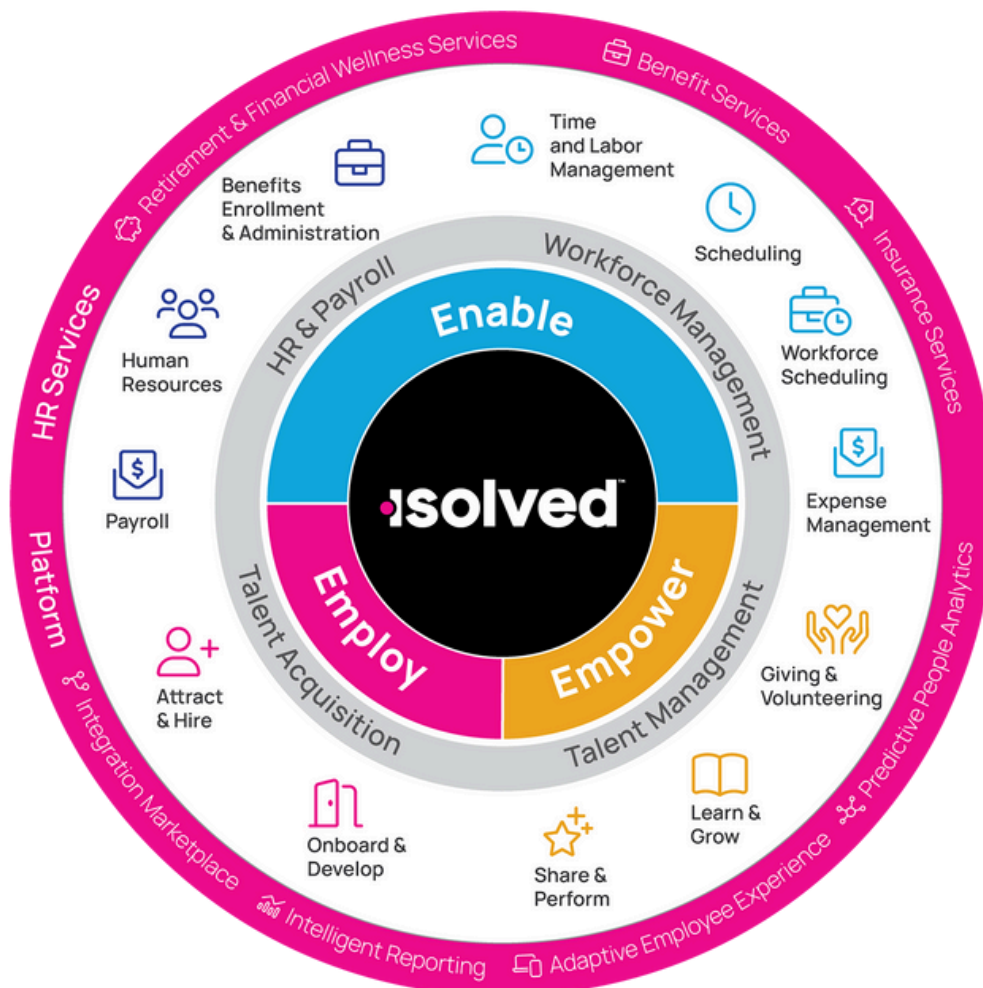




## SOLEX HUMAN CAPITAL MANAGEMENT (HCM)

Solex HCM is a full service workforce management consulting firm based in Stoughton, MA. Founded in 1998, Solex couples an industry leading HCM software technology with white glove implementation, dedicated customer support and ongoing training. We offer a deep understanding of the isolated HCM solution and can service all of your HR and payroll compliance and regulatory needs throughout the US.





**SOLEX** HCM

PERSONALIZED, SEAMLESS, PROFESSIONAL

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Compliance  
Corner

## **How to Verify Work Eligibility in the United States and Ensure Form I-9 Compliance**

- All U.S. employers are required to verify the identity and employment authorization of every individual hired to work in the United States. Each new employee must complete Section 1 of the U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification, no later than their first day of employment.
- Employers must properly complete Form I-9 for every individual they hire, regardless of the employee's citizenship or immigration status. This includes both U.S. citizens and noncitizens. Both the employee and the employer (or authorized representative) are responsible for completing their respective sections of the form.
- On Form I-9, an employee must attest to their employment authorization. The employee is also required to present acceptable documents to the employer that establish both identity and employment authorization. The employer must examine these documents to ensure they appear genuine and relate to the employee, then record the relevant document information in Section 2 of the Form I-9.
- Employers who choose to examine documentation remotely under a Department of Homeland Security (DHS)-authorized alternative procedure—rather than through physical inspection—must indicate this by checking the appropriate box on the form.our paragraph text



## **E-Verify Service**

*Solex HCM offers a comprehensive E-Verify service integrated within its Human Capital Management (HCM) platform, streamlining the employment eligibility verification process for U.S. employers.*

### **Integrated E-Verify and I-9 Compliance**

Solex HCM's platform automates the completion and management of Form I-9 and seamlessly integrates with the federal E-Verify system. This integration allows employers to electronically verify new hires' work authorization status, ensuring compliance with federal regulations.

### **Streamlined Onboarding Process**

The onboarding module within Solex HCM provides a paperless experience, enabling new hires to complete necessary documentation, including I-9 forms, electronically. The system supports e-signatures and mobile access, allowing employees to complete tasks at their convenience. This not only enhances the new hire experience but also reduces administrative overhead and minimizes errors.

### **Compliance and Reporting Tools**

Solex HCM offers real-time analytics and reporting features that help employers monitor compliance status and identify any issues promptly. These tools assist in maintaining accurate records and preparing for potential audits.

### **Expert Support and Consulting**

Beyond the technological solutions, Solex HCM provides expert guidance to employers on setting up and managing the E-Verify program. Their team assists in navigating the complexities of employment verification, ensuring that businesses remain compliant and avoid potential penalties

**Contact your Solex HCM Customer Support Representative with any questions.**



# A Message from the Prez

In today's environment it is more important than ever for employers to comply with USCIS. Immigration and Customs Enforcement (ICE) agents are active and employers want to make sure they have all the necessary documentation for their workers as some of the most recent raids have been at established businesses.

Solex's E-Verify service allows employers to accurately track the completion of form I-9 along with the supporting documentation. The employer can then seamlessly submit the documentation to

E-verify to confirm an employee's eligibility to work in the US. Lastly providing case confirmation of the submission.

These advancements ensure that businesses like yours remain compliant and ahead of the curve in a competitive and ever-changing landscape. We're proud to offer tools that not only meet industry standards but redefine them, helping you manage your workforce with unparalleled ease and efficiency.

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“Powerful People, Powerful Platform.”

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## More From Solex HCM

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