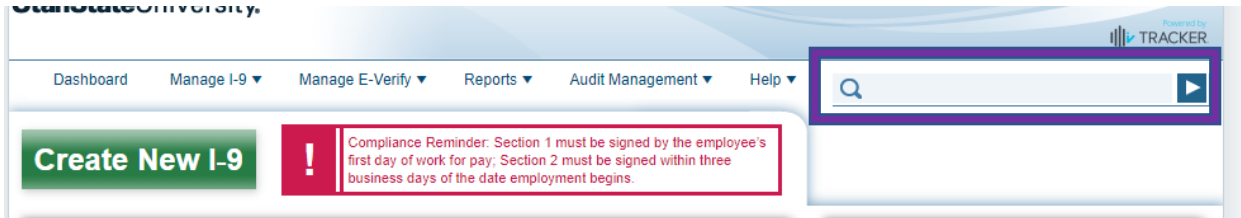


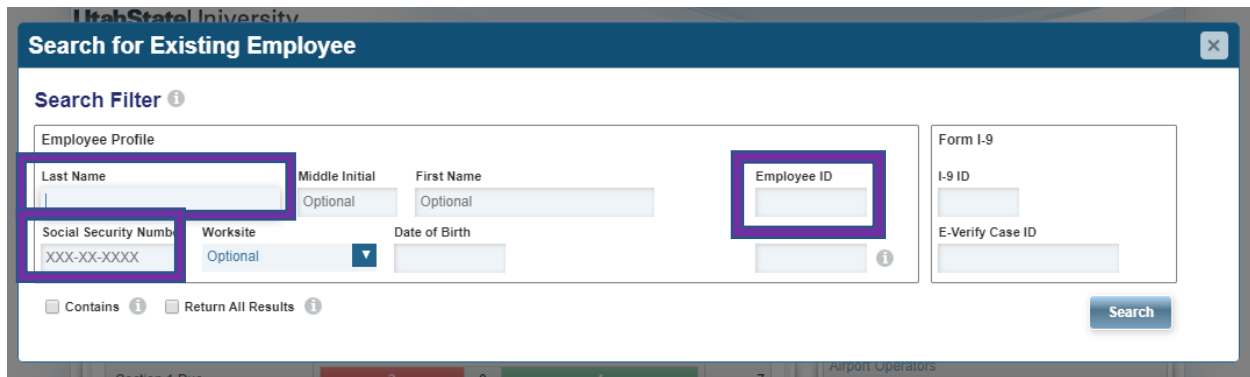
Section 3 Rehire

If your employee has a break in employment you will need to create a Section 3 Rehire on the Form I-9.

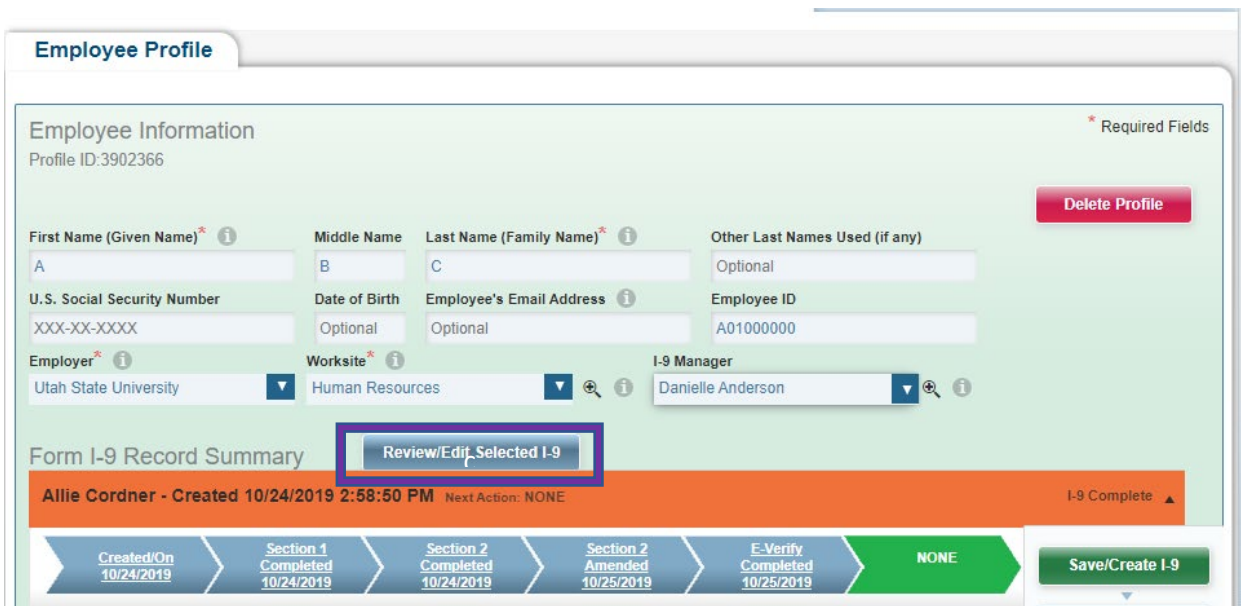
Use the search feature to find the employee you need to rehire.



Search by Last Name -or- Employee ID -or- SSN



Click on Review/Edit Selected I9



If it has been less than 30 days since the job ended access the Summary Tab enter the previous position term date under Employment Status and click Submit

Employee Profile | **Form I-9** | **E-Verify**

Employee Name: [Redacted]
I-9 Create Date: 10/24/2019 2:58:50 PM
Worksite: [Redacted]
I-9 ID: 3916976

Created/On 10/24/2019 | Section 1 Completed 10/24/2019 | Section 2 Completed 10/24/2019 | Section 2 Amended 10/25/2019 | E-Verify Completed 10/25/2019

Worksite: NONE

Summary | Section 1 | Section 2 | Section 3

I-9 Record Summary Information

I-9 Instructions: English | Español

Form I-9 Alerts

Section 1	Section 2

Tasks

Description	Status

Employment Status

Employee is Terminated ⓘ

Term Date: Enter Term Date

Submit

If the employee shows as terminated proceed to the Section 3 Tab. Click on the Create Section 3 Bar.

Employee Profile | **Form I-9** | **E-Verify**

Employee Name: [Redacted]
I-9 Create Date: 10/24/2019 2:58:50 PM
Worksite: [Redacted]
I-9 ID: 3916976

Created/On 10/24/2019 | Section 1 Completed 10/24/2019 | Section 2 Completed 10/24/2019 | Section 2 Amended 10/25/2019 | E-Verify Completed 10/25/2019

Worksite: NONE

Summary | Section 1 | Section 2 | **Section 3**

Form I-9 Section 3: Updating and Reverification

I-9 Instructions: English | Español

Read This Before Filling Out Section 3 of the Form

Section 3 is used to reverify an employee's work authorization. Section 3 can also be used to document a rehire in some situations. To complete Section 3, follow these instructions:

- 1 Complete **Block A** if an employee's name has changed at the time you complete Section 3.
- 2 Complete **Block B** with the date of rehire if you rehire an employee within 3 years of the date the original Form I-9 was completed.
- 3 Complete **Block C** if:
 - a. The employment authorization or employment authorization document of a current employee is about to expire and requires reverification, or,
 - b. You rehire an employee within 3 years of the date the original Form I-9 was completed and his or her employment authorization or employment authorization document has expired.To complete **Block C**:
 - a. Examine either List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and,
 - b. Record the document title, document number and expiration date (if any).
- 4 Use the text box in **Block D** to record any relevant tasks or notes.
- 5 Once you have updated or reverified the information, use the Paper or Electronic Signature feature to verify the information and complete Section 3.

The red asterisk * denotes a required field. A response must be provided wherever indicated to successfully complete Section 3 of the Form.

Error Summary:

U.S. citizens and noncitizen nationals never need reverification. Do not reverify the following documents: An expired U.S. passport or passport card, an Alien Registration Receipt Card/ Permanent Resident Card (Form I - 551), or a List B document that has expired.

Create New Section 3 C

A: Only fill out if you are processing a name change, otherwise enter N/A

B: Only fill out if you are doing a rehire

C: Only fill out if you are doing an international document reverification

Click "I Agree" and Sign Form I-9 Electronically

Create New Section 3

A New Name (if applicable) ⓘ

Last Name: * ⓘ First Name: * ⓘ Middle Initial: * ⓘ

Note: adding a New Name will NOT change the employee's name on the Employee Profile unless the "Employee Profile Inherits Form I-9 Data" feature is enabled.

B Date of Rehire ⓘ

Note: Terminated date will be cleared if Rehire Date is entered

C Employment Verification Documents ⓘ

Document Type: [dropdown]

D Notes

[text area]

Electronic Signature Paper Signature

E Employer Electronic Verification

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States.

1 Enter your legal name and title:

First Name * Last Name *

Danielle Anderson

2 Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection the completion of this Form.

I Agree *

3 Click "Sign Form I-9 Electronically" to complete the electronic signature.

Sign Form I-9 Electronically