

# Simplify, Secure, and Comply: The Case for a Centralized I-9 Management System



Maintaining an organized, efficient system for employee personnel records is crucial for every organization.

When Form I-9 and E-Verify information are needed, quick and easy access is essential. A centralized repository can serve as a **"single source of truth,"** offering many benefits, from legal compliance to improved efficiency. Here's why having one central location for these records is considered a best practice.

## Learn More

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### 1. Improved Accuracy and Reduced Redundancy

Storing all Forms I-9 and E-Verify information in a single location reduces duplication and inconsistency across various systems or departments<sup>1</sup>. With a centralized repository:

- **Data integrity is maintained**, ensuring that employee information is accurate and current. Creating a one-stop-shop for all things I-9 and E-Verify minimizes human error and reduces the risk of missing deadlines due to outdated or inaccurate records.
- **Data security is enhanced**, ensuring that data fields are controlled by the same level of software security. A centralized system allows for more efficient software updates and better control over sensitive information, which is critical considering the level of personal data that is included in the Form I-9.

<sup>1</sup> Using multiple repositories or systems of record can also encourage disparate treatment of individuals (due to how different systems treat similar cases), which can result in a discrimination complaint or investigation.

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## 2. Streamlined Access and Retrieval

With a single source of truth, authorized personnel can quickly and easily access, retrieve, and review necessary documents, including:

- Forms I-9
- Appropriate supporting documentation, such as copies of identification reviewed in conjunction with a verification.
- E-Verify information and case details
- Required audit trails or records of action

Timely access to this information improves workflow efficiency, ensuring HR, management, and legal teams have what they need, when they need it.

## 3. Legal Compliance and Risk Mitigation

Employers are required to maintain accurate and complete Form I-9 and E-Verify records to comply with local, state, and federal laws. A centralized system helps:

- **Meet compliance requirements** by ensuring the proper retention and archiving of documents (for example, automatically purging Forms I-9 at the end of the required retention period).
- **Mitigate legal risks** by clearly and easily demonstrating compliance with applicable laws during audits or legal proceedings.
- **Track document expiration dates**, such as work authorizations or E-Verify deadlines, reducing the risk of lapses and enforcement actions and helping ensure your team is authorized to work.



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## 4. Efficient Onboarding and Offboarding

A centralized I-9 repository simplifies both onboarding and offboarding by making:

- New hire documentation easy to track and verify; and
- Exit paperwork and records for former employees easily accessible for future reference or legal compliance.

This reduces the burden on HR teams by decreasing the time spent on managing records. In turn, this team is afforded the ability to instead focus on higher-value tasks.

## 5. Better Reporting and Analytics

With all personnel documents in one location, HR teams can:

- **Run reports and analyze data more effectively**, identifying trends in employee retention, performance, or compliance.
- **Make data-driven decisions** based on comprehensive and accurate information about the workforce.

Insights into workforce data can help organizations determine the impact of changing immigration policies on your demographics, allowing you to plan for workforce continuity.

## Conclusion: Transitioning Your I-9 Records

Whether your existing Forms I-9 are electronic or paper-based, as a best practice organizations benefit from moving their current documents into a single repository. Prior to transition, your I-9 system should review all records for non-conformities and request or provide remediation, ensuring you start off strong with complete, accurate files of your existing Forms I-9.

A centralized repository for personnel documents ensures efficiency, accuracy, security, and compliance across your organization.



By adopting a system that provides a single source of truth, companies not only streamline operations but also protect themselves from potential risks, allowing for smoother, more compliant HR processes. Whether transitioning your historical Forms I-9 or managing ongoing compliance, a centralized system is crucial to staying ahead. ■

### Want to revolutionize your onboarding?

Our team is ready to help you simplify your Form I-9 process.

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