

A photograph of a diverse group of business professionals in an office setting. A woman with long blonde hair and a grey top is in the foreground with her arms crossed. Behind her are several men in suits, some smiling. The background is slightly blurred.

## Applicant Tracking, Onboarding and E-Verify

- ✔ Identify top candidates with one click
- ✔ Onboard new hires electronically
- ✔ Verify work authorization through E-Verify
- ✔ Conduct background checks
- ✔ Digital signature capture

### What is E-Verify?

E-Verify is an internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

### How Does it Work?

An employer enters an employee's information from Form I-9 to E-Verify to create a case. E-Verify compares the information to records available to the U.S. Department of Homeland security including:

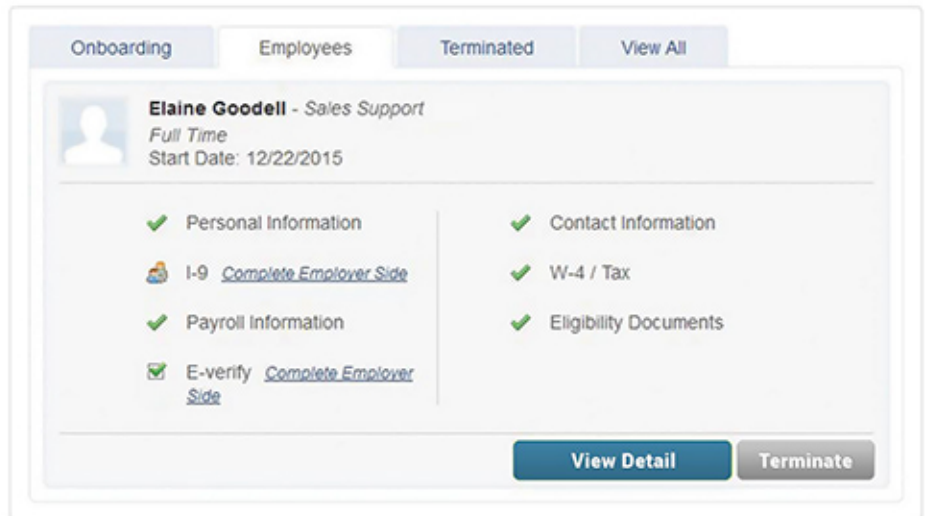
- U.S. passport and visa information
- State-issued driver's license and identity document information
- Social Security Administration records
- Immigration and naturalization records

If the information matches, the case will receive an "Employment Authorized" result almost immediately. If the information does not match, the case will receive a "Tentative Nonconfirmation" result.

✓ E-Verify in **3 easy steps with Payentry!**

## STEP 1

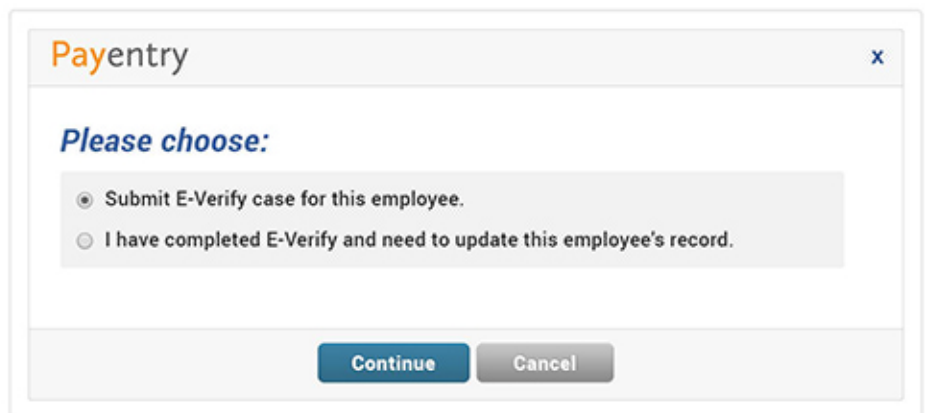
Employee and employer complete Form I-9



The screenshot shows a web interface with tabs for 'Onboarding', 'Employees', 'Terminated', and 'View All'. The 'Employees' tab is active, displaying a profile for Elaine Goodell, Sales Support, Full Time, with a start date of 12/22/2015. A checklist of completed items is shown: Personal Information, Contact Information, I-9 (Complete Employer Side), W-4 / Tax, Payroll Information, and Eligibility Documents. The E-verify status is 'Complete Employer Side'. 'View Detail' and 'Terminate' buttons are at the bottom right.

## STEP 2

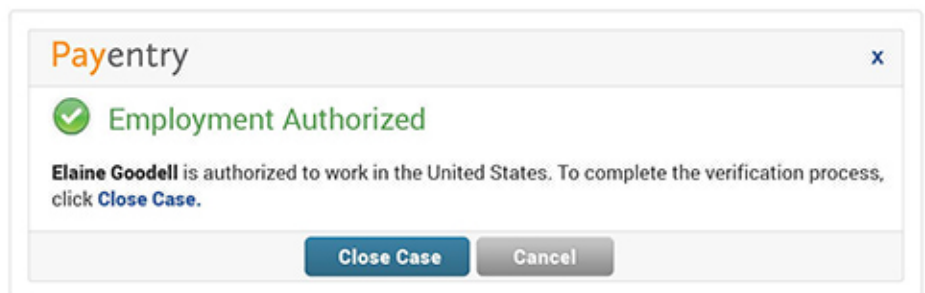
Employer creates an E-Verify case



The screenshot shows a 'Payentry' dialog box with a close button (x). The text reads 'Please choose:' followed by two radio button options: 'Submit E-Verify case for this employee.' (selected) and 'I have completed E-Verify and need to update this employee's record.' 'Continue' and 'Cancel' buttons are at the bottom.

## STEP 3

Employer receives a result within seconds



The screenshot shows a 'Payentry' dialog box with a close button (x). A green checkmark icon is next to the text 'Employment Authorized'. Below this, it says 'Elaine Goodell is authorized to work in the United States. To complete the verification process, click Close Case.' 'Close Case' and 'Cancel' buttons are at the bottom.