GRYPHONHR

Compliance Matters. Make it Simple.

How to Complete Section 2

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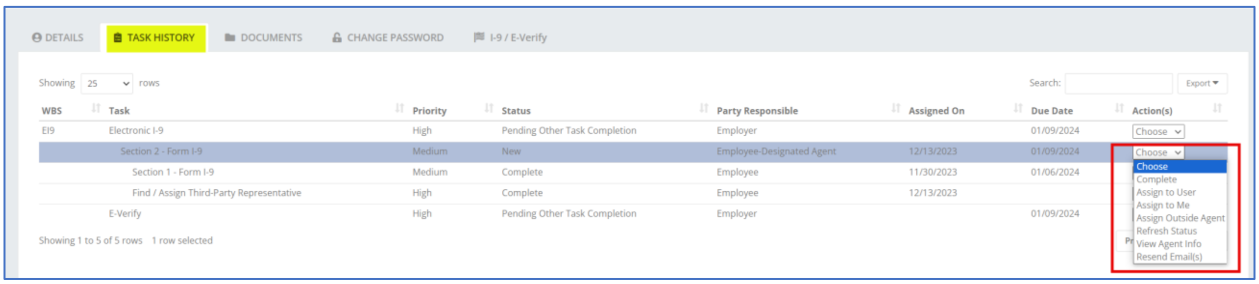
Compliance Matters. Make it Simple.

There are several options for employers to complete Section 2 of the Form I-9.

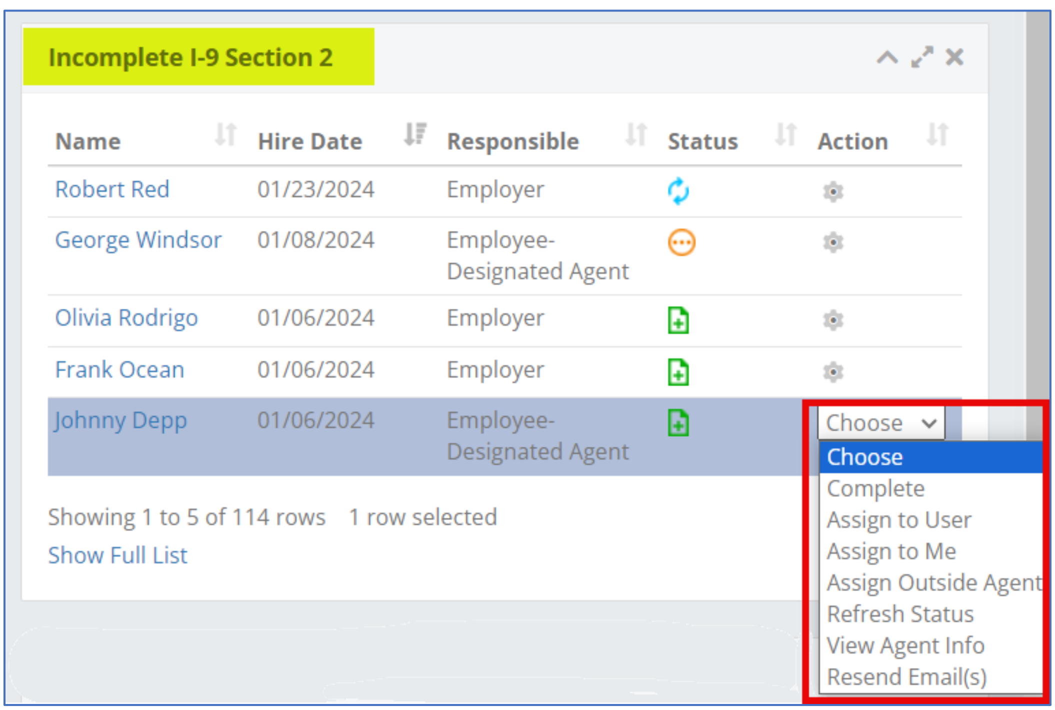
Options to Complete Section 2:

1. Complete
2. Assign to User
3. Assign to Me
4. Assign Outside Agent
5. Assign Notary Agent
6. Have Employee Find Agent

From the Employee Profile page, click on the Task History tab. Under Task Section 2-Form I-9 choose the option within the dropdown.



If the Incomplete Section 2 widget is enabled on the Dashboard, a user can assign the Section 2 completion option from the widget.



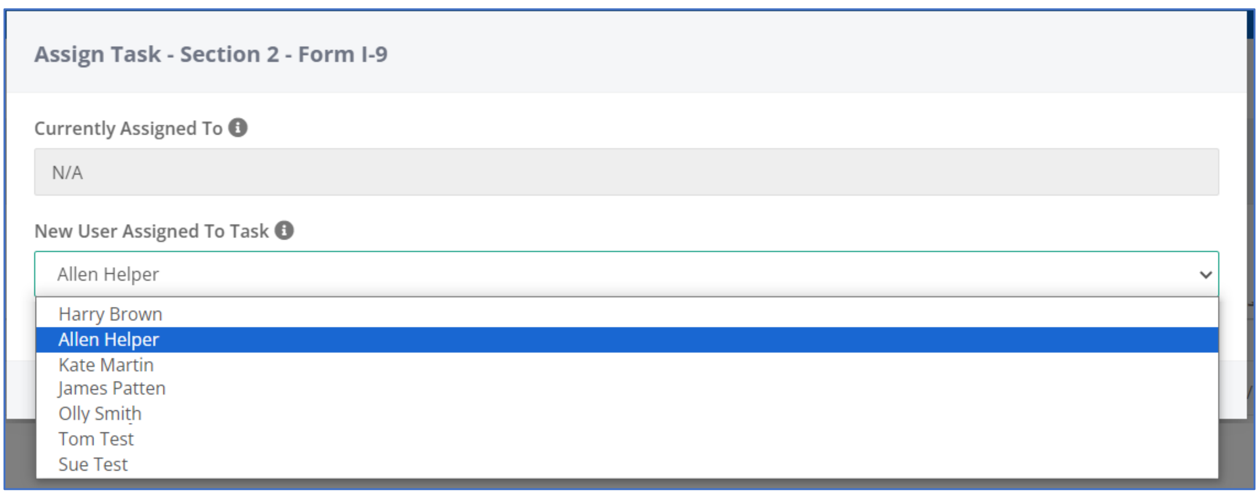
Below provides information for each option:

Complete

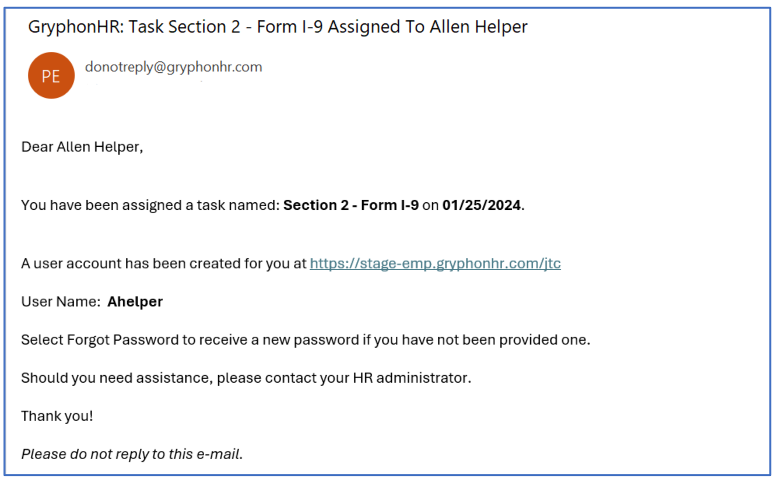
The **Complete** option allows a user to complete the Section 2 with the employee directly. The employee must be present to use this option and they must present original unexpired documents to proceed. This option will not appear in the dropdown if Section 1 has not been completed.

Assign to User

The **Assign to User** option allows a user to assign Section 2 tasks to another system user. Once selected, a drop-down list will appear with all of the company users. Select the user to assign the task to and click ***Assign***.



The assigned user will receive an email notification indicating they have been assigned a Section 2 to complete.



GryphonHR: Task Section 2 - Form I-9 Assigned To Allen Helper

PE donotreply@gryphonhr.com

Dear Allen Helper,

You have been assigned a task named: **Section 2 - Form I-9** on **01/25/2024**.

A user account has been created for you at https://stage-emp.gryphonhr.com/jtc

User Name: **Ahelper**

Select Forgot Password to receive a new password if you have not been provided one.

Should you need assistance, please contact your HR administrator.

Thank you!

Please do not reply to this e-mail.

Assign to Me

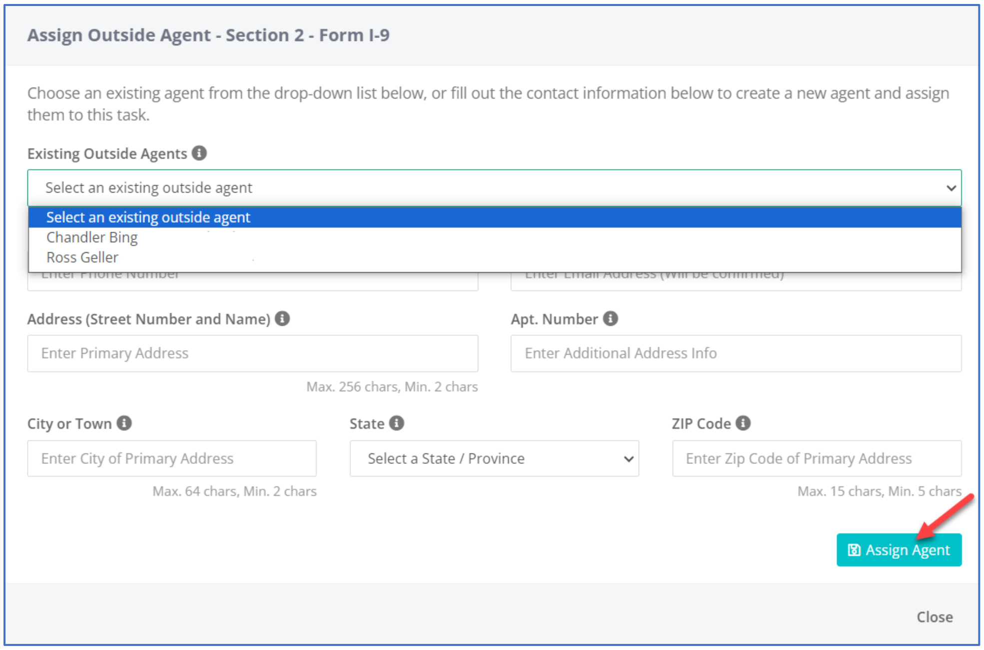
The **Assign to Me** option allows a user to assign the Section 2 task to themselves.

Assign to Outside Agent

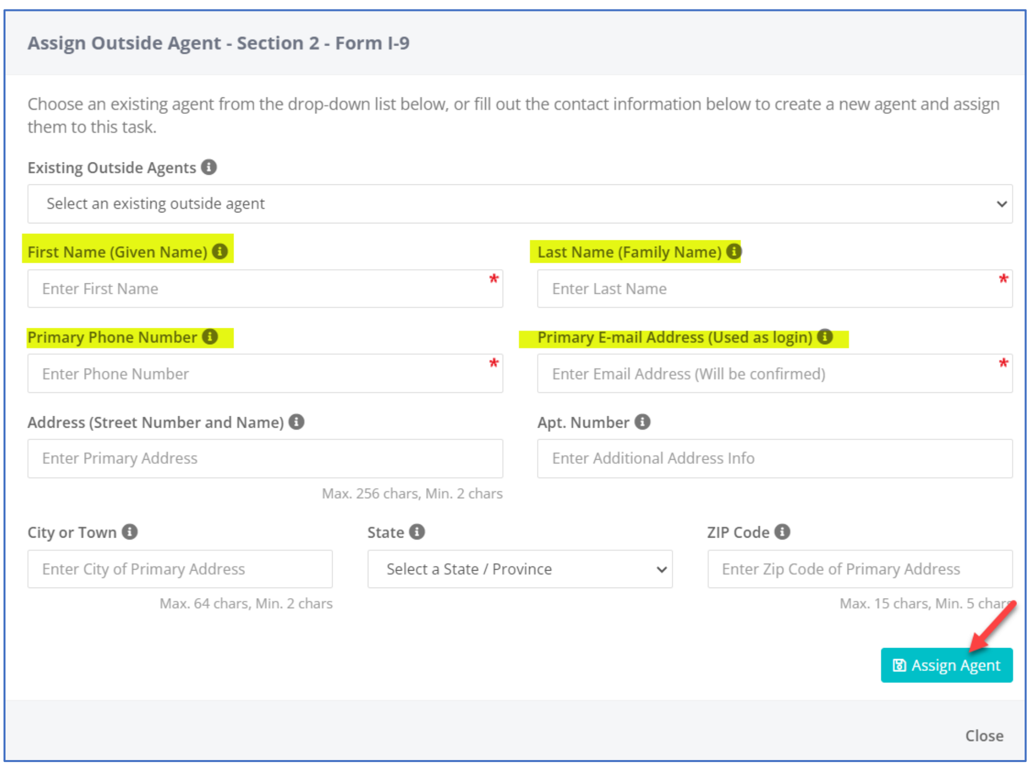
The **Assign to Outside Agent** allows a user to assign an authorized representative to complete Section 2.

There are two ways to Assign to Outside Agent:

1. A user can select a previously assigned representative from the dropdown and click **Assign Agent.**



2. Create a new representative by completing all the required fields, when completed click **Assign Agent.**



The representative will receive an email indicating they have a request to complete Section 2 of the Form I-9 and will be provided a URL link and their Username to access the portal. If they have previously signed into the portal, they will be prompted to enter their original password. If they do not remember the password, they have the ability to select ***Forgot your password?*** and create a new password.

If the agent has not previously been assigned to complete a Section 2, they will receive a second email with a password.

The agent will then login and complete the Section 2 with the employee.

Note: An authorized representative (agent) of the company will only have access to that particular employee's Section 2. They will not have access to any other information within the system.

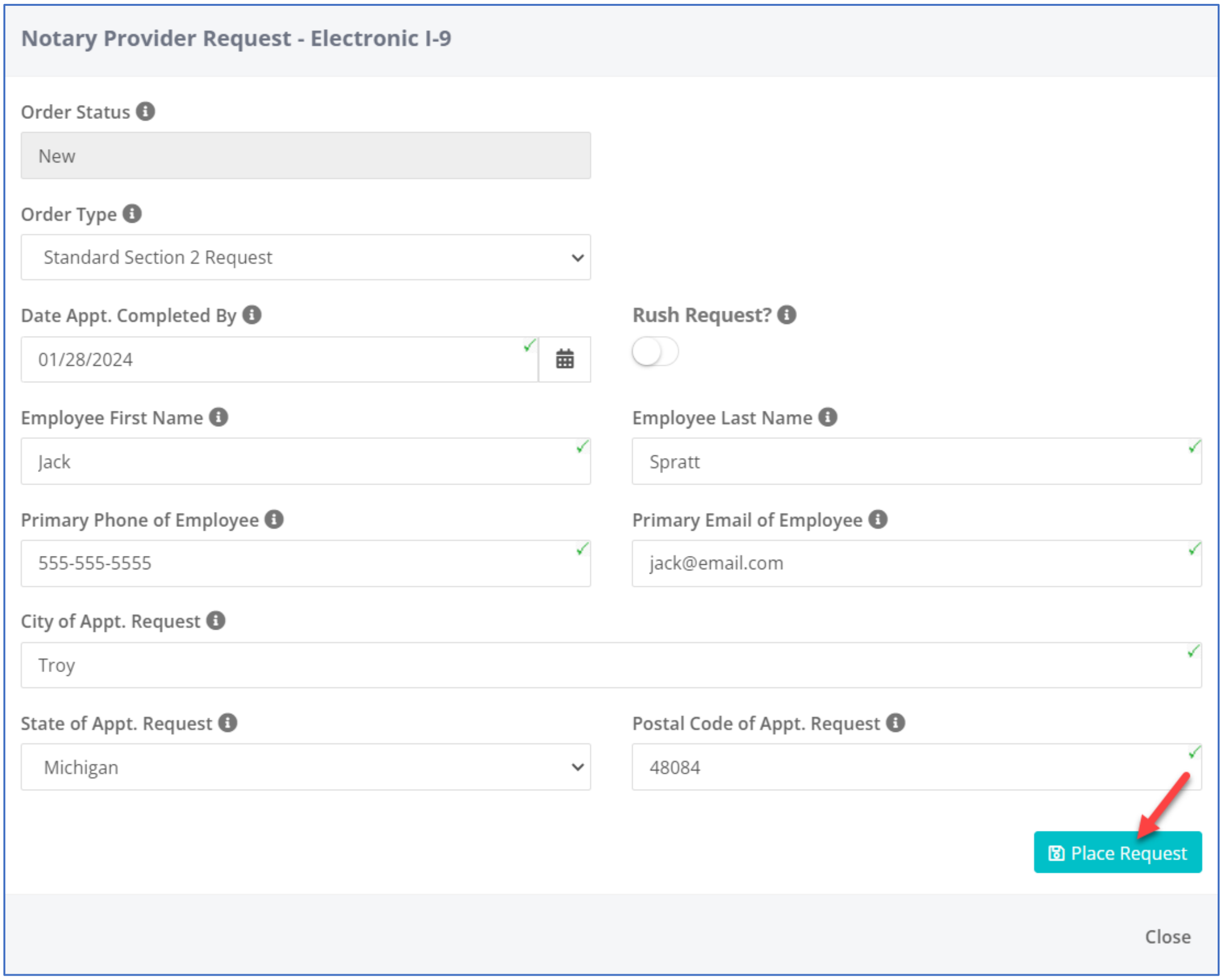
Assign to a Notary

The **Assign to a Notary** option is an integrated third-party option that allows a user to request an outside agent from the N3 Notary Network* to complete Section 2 of the Form I-9.

**A SOW is required to be signed to activate this option. Additional charges will occur.*

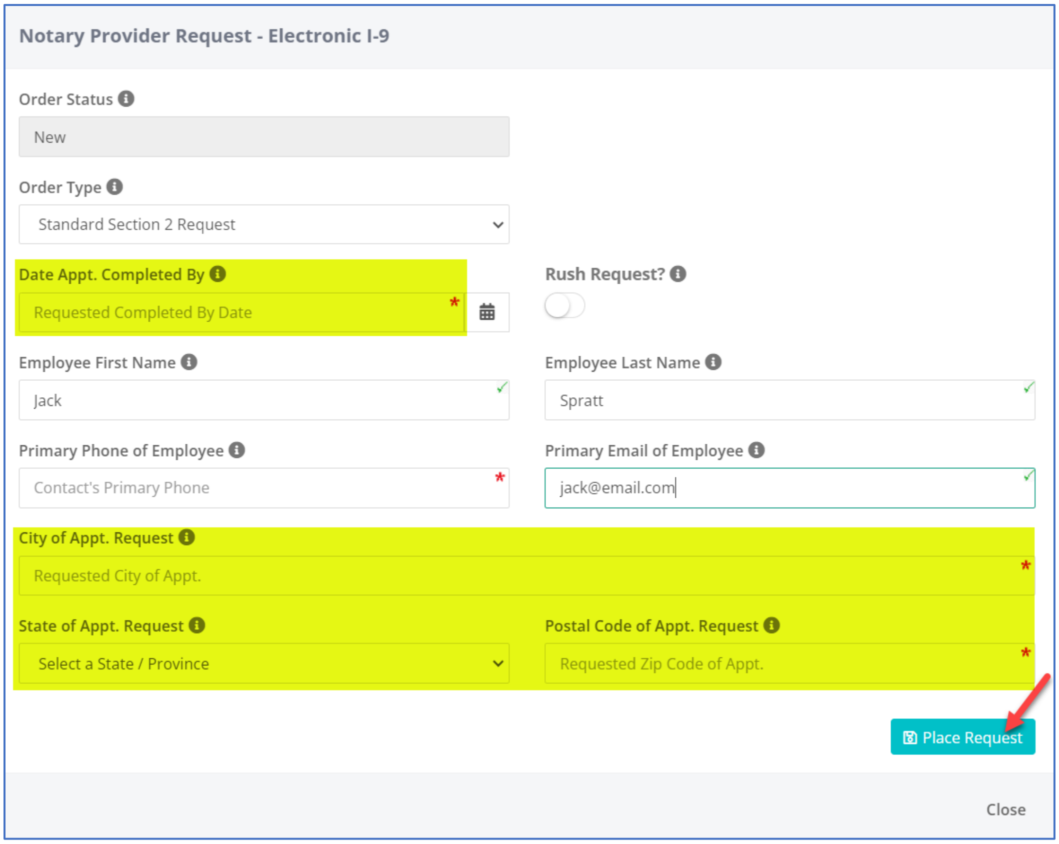
When the option is chosen, the user will be required to confirm that the employee details are correct. The employee information is pulled from the system and the completed Section 1. Any required information must be completed if not visible. Once complete, select *Place Request*.

Note: *Be sure the zip code is correct as this is the zip code N3 Notary Network will use to find a notary in that area.*



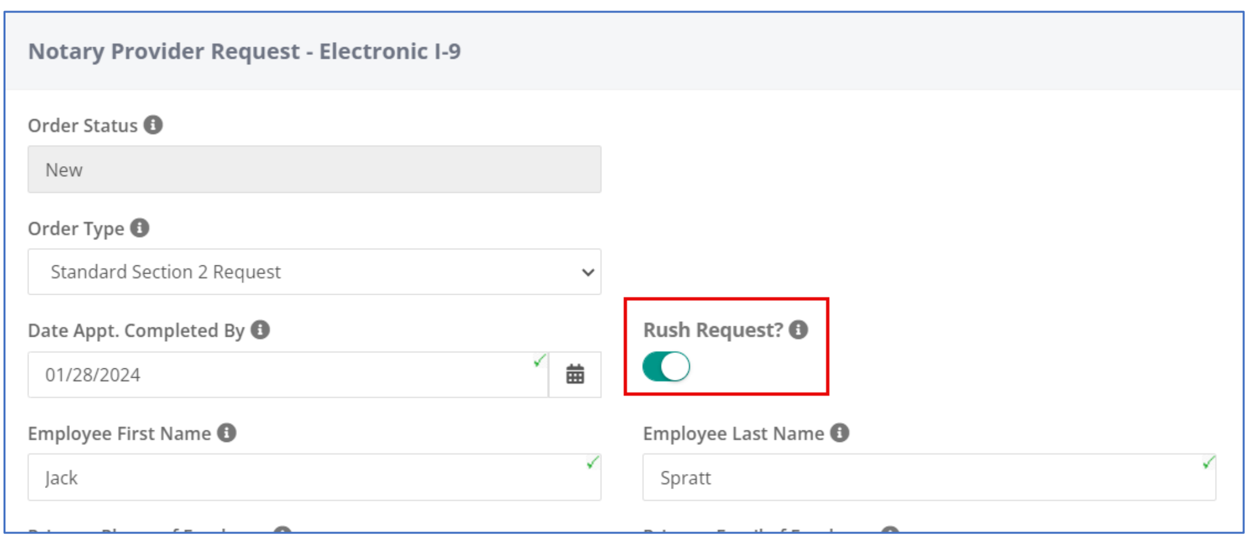
If the Section 1 has ***not*** been completed the user is required to complete all required fields.

Note: *Be sure the zip code is correct as this is the zip code N3 Notary Network will use to find a notary in that area.*



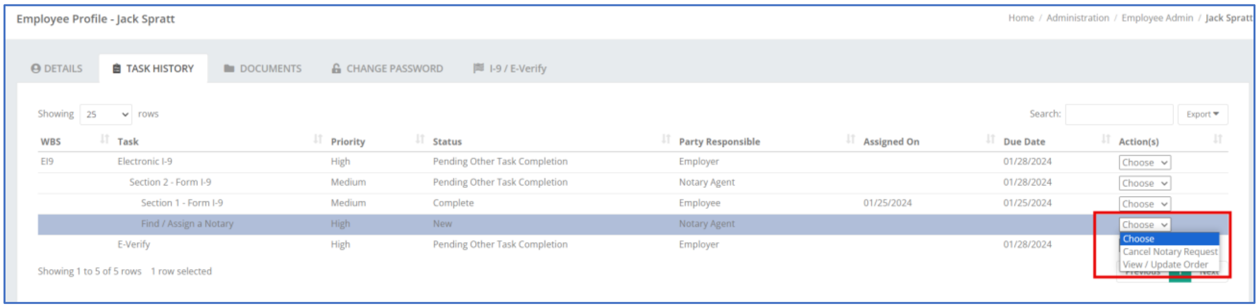
A user can also select *Rush Request*?** which is typically completed within 24 to 48 hours and additional charges are incurred in addition to regular charge for this option.

*** Additional charges will occur.*

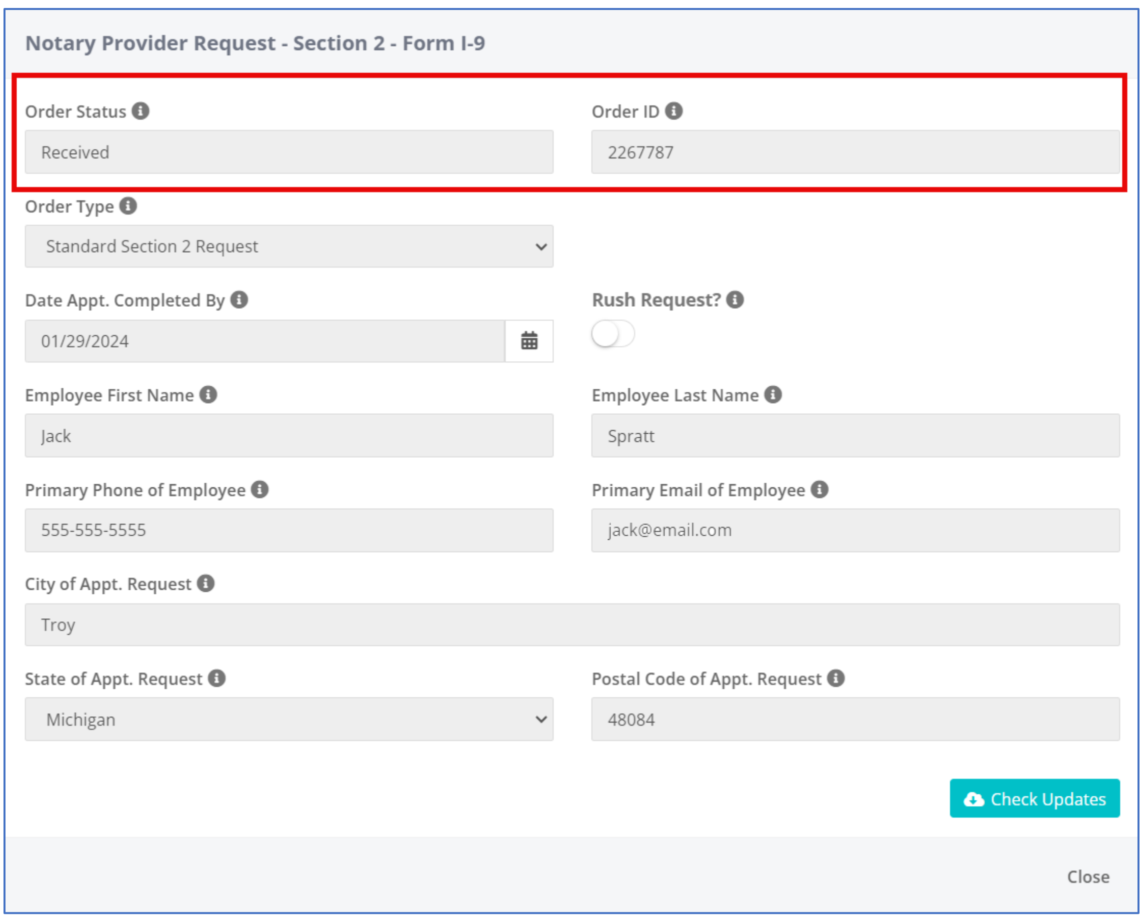


Once the request has been placed, N3 will receive a notification indicating that a request has been made and will work to assign a notary. The request will update throughout the process to indicate the status of the order. For example, once the request is assigned to a notary, the Order Status will reflect *Assigned*. Other statuses include *New, Scheduled, Completed* or *Attempted*.

After the Notary Request has been made, a new task line appears in the Task History page. Here you can choose to cancel the request or view/update the order.



Click on View/Update Order, to view order details and status. The status will update as the process proceeds.



Refer to the Notary Network User Guide for any additional details.

Have Employee Find Agent

The **Have Employee Find Agent** option allows the user to initiate a task for the employee to find an agent to assist with completing Section 2.

This option can be assigned to an employee before or after Section 1 is completed.

The employee will receive an email indicating they have a task assigned to them in their employee portal.

GryphonHR: Task Find / Assign Third-Party Representative Assigned To Patty Picture

PE donotreply@gryphonhr.com

Dear Patty Picture,

You have been assigned a task named: **Find / Assign Third-Party Representative** on **01/25/2024**.

A user account has been created for you at https://stage-emp.gryphonhr.com/jtc

User Name: **pattypic**

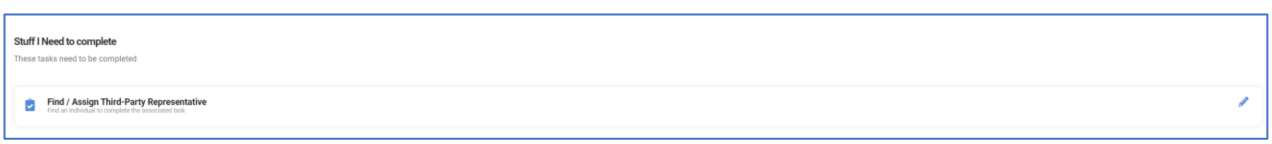
Select Forgot Password to receive a new password if you have not been provided one.

Should you need assistance, please contact your HR administrator.

Thank you!

Please do not reply to this e-mail.

The employee logs in using their username and password and clicks on the **Stuff To Do** icon.



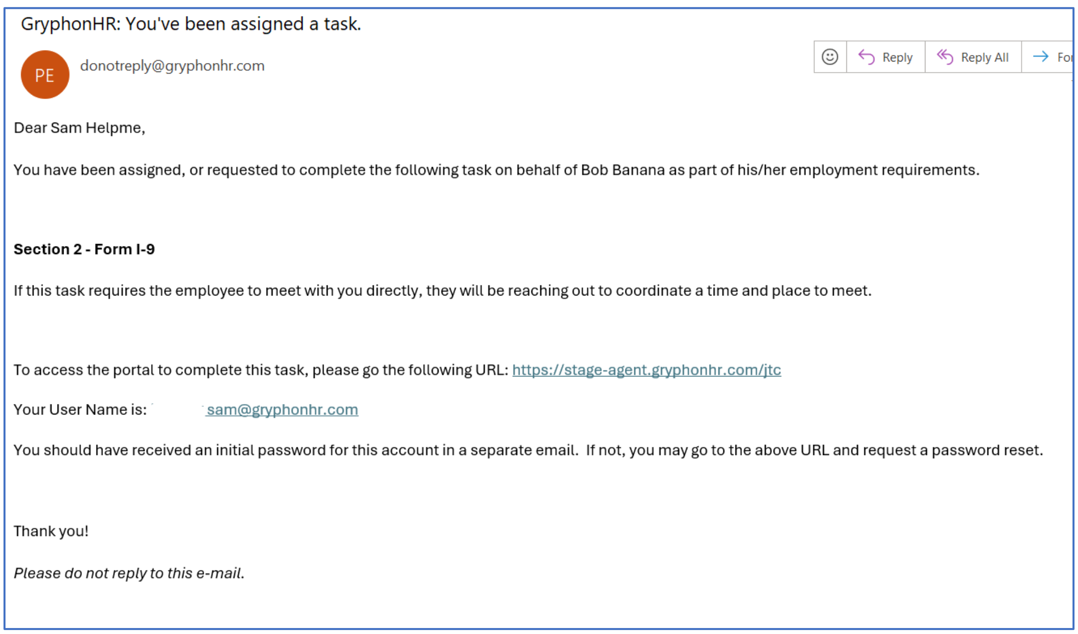
The employee then follows the instructions to complete the Find an Agent process. The employee must complete the required fields which are:

- Agent Last Name (required)
- Agent First Name (required)
- Primary Email Address (required)
- Primary Phone Number (required)

The representative will receive 2 emails indicating they have a request to complete Section 2 of the Form I-9. The first email will provide the URL link and their Username to access the portal and a second email will provide a password.

The agent will then login and complete the Section 2 with the employee.

Note: An authorized representative (agent) of the company will only have access to that particular employee's Section 2. They will not have access to any other information within the system.



GryphonHR: You've been assigned a task.

PE donotreply@gryphonhr.com

Reply | Reply All | For

Dear Sam Helpme,

You have been assigned, or requested to complete the following task on behalf of Bob Banana as part of his/her employment requirements.

Section 2 - Form I-9

If this task requires the employee to meet with you directly, they will be reaching out to coordinate a time and place to meet.

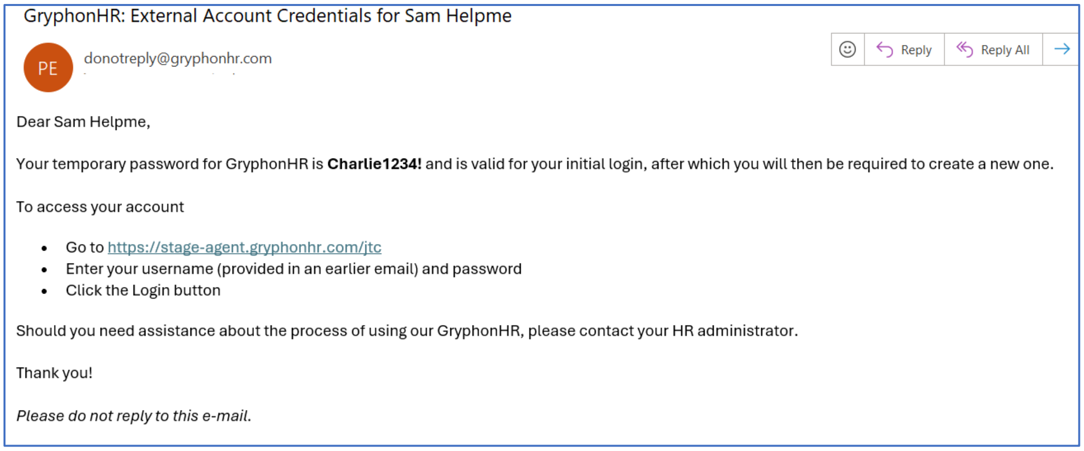
To access the portal to complete this task, please go the following URL: https://stage-agent.gryphonhr.com/jtc

Your User Name is: sam@gryphonhr.com

You should have received an initial password for this account in a separate email. If not, you may go to the above URL and request a password reset.

Thank you!

Please do not reply to this e-mail.


GryphonHR: External Account Credentials for Sam Helpme

donotreply@gryphonhr.com

Dear Sam Helpme,

Your temporary password for GryphonHR is **Charlie1234!** and is valid for your initial login, after which you will then be required to create a new one.

To access your account

- Go to https://stage-agent.gryphonhr.com/jtc
- Enter your username (provided in an earlier email) and password
- Click the Login button

Should you need assistance about the process of using our GryphonHR, please contact your HR administrator.

Thank you!

Please do not reply to this e-mail.

Additional Dropdown Information

Refresh Status

The **Refresh Status** option allows a user to refresh that status and update the previous choice made. Once refreshed the user will have the ability to choose another Section 2 option.

Note: *The **Assign Notary Agent** (N3 Notary Network) option will not refresh and allow an update due to the integration.*

View Agent Info

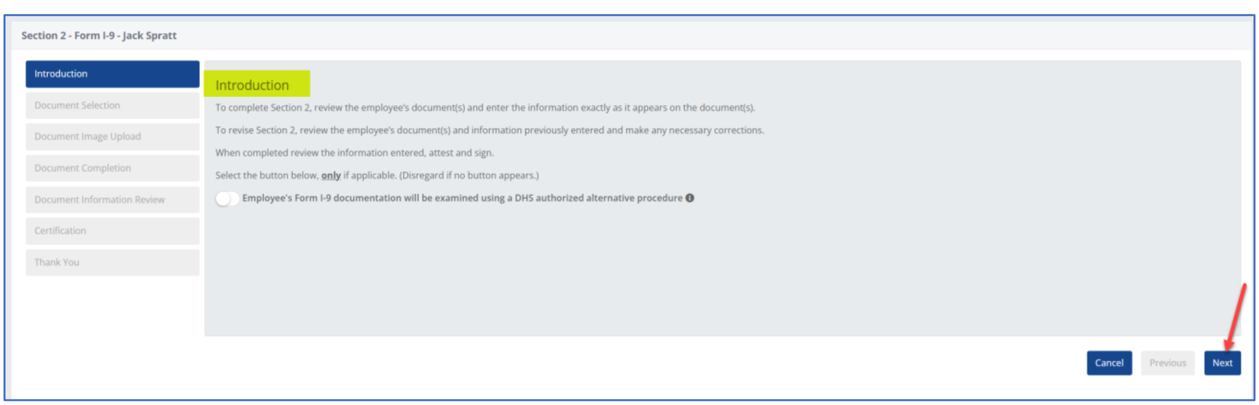
The **View Agent Info** option allows a user to view the authorized representatives information and resend the request, if applicable.

Completing Section 2

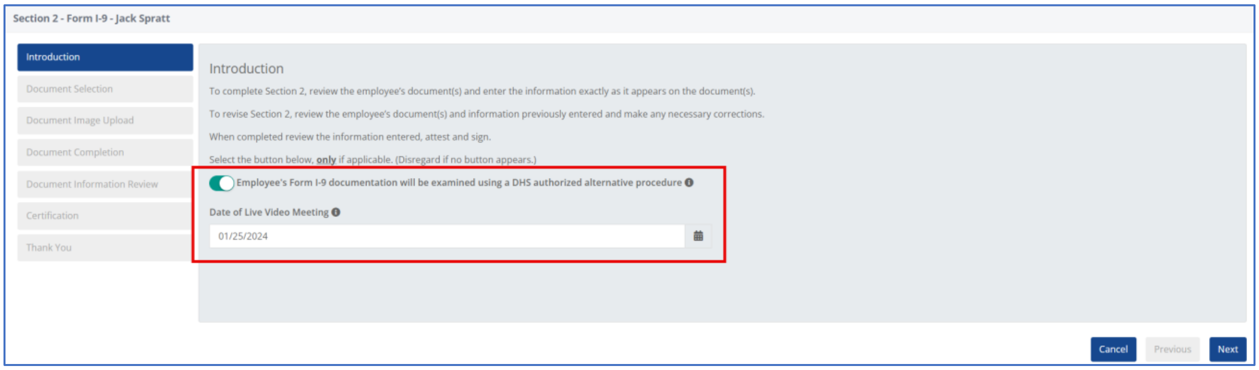
Note: Section 2 can only be completed after Section 1 is completed.

Below are the steps to complete Section 2

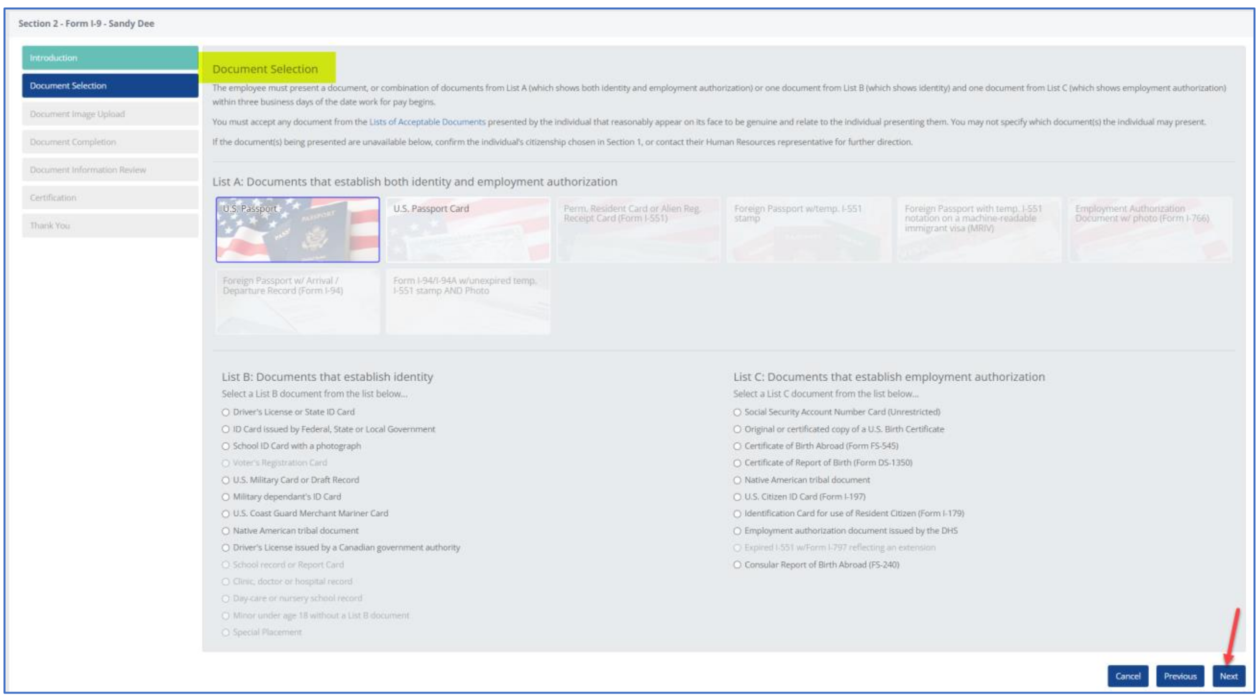
1. **Instruction**—The Instruction page provides a brief description of what is expected when completing Section 2. This page provides the option to use the DHS Alternative Procedure, if configured.



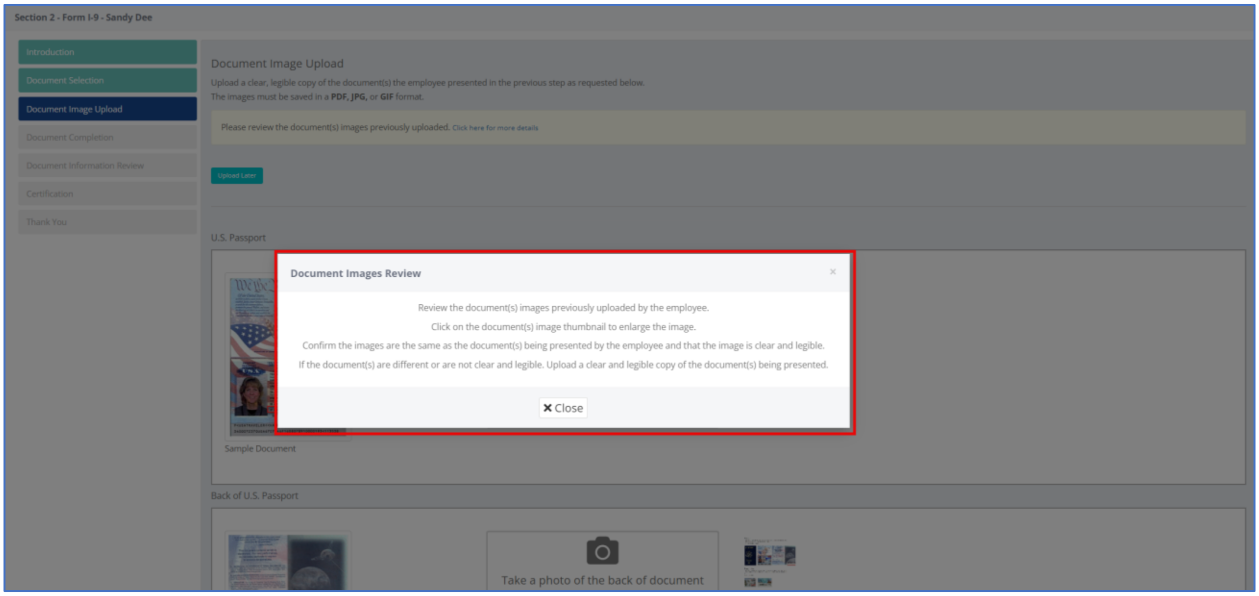
Alternative Procedure—this process is a configuration that must be activated to use throughout a company. Choose the ***Employee's Form I-9 documentation will be examined using a DHS authorized alternative procedure***. Enter the **Date of Live Video Meeting**.



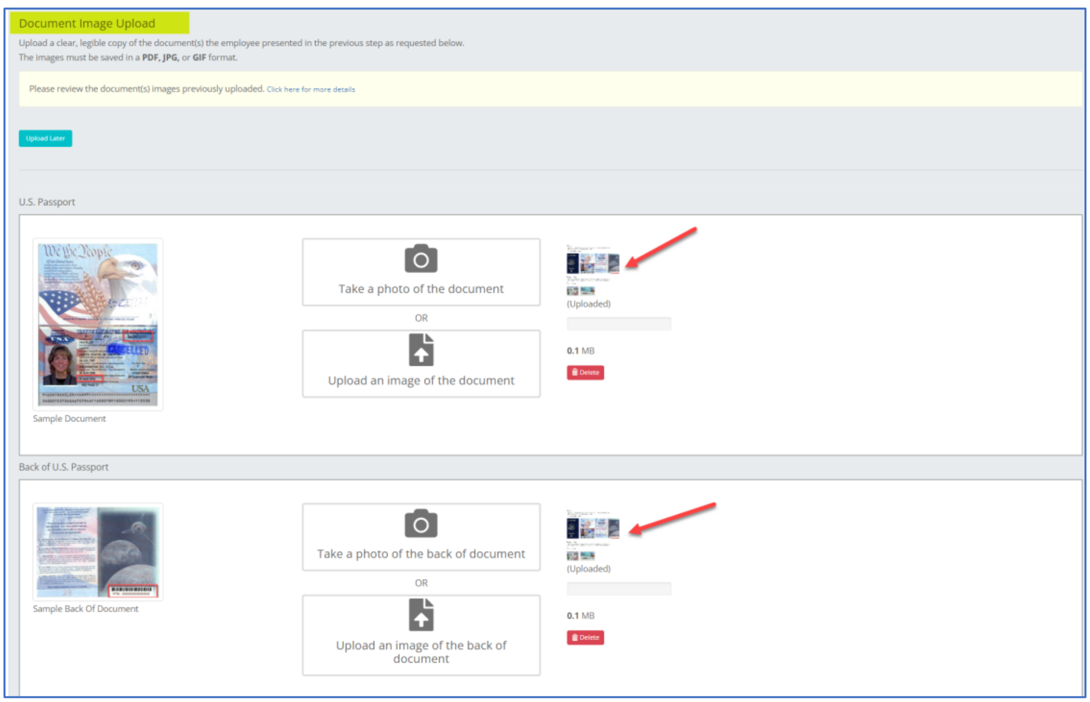
2. **Document Selection**—choose the document(s) the employee is presenting to complete Section 2 and click ***Next***. Active documents coincide with the citizenship the employee selected in Section 1.



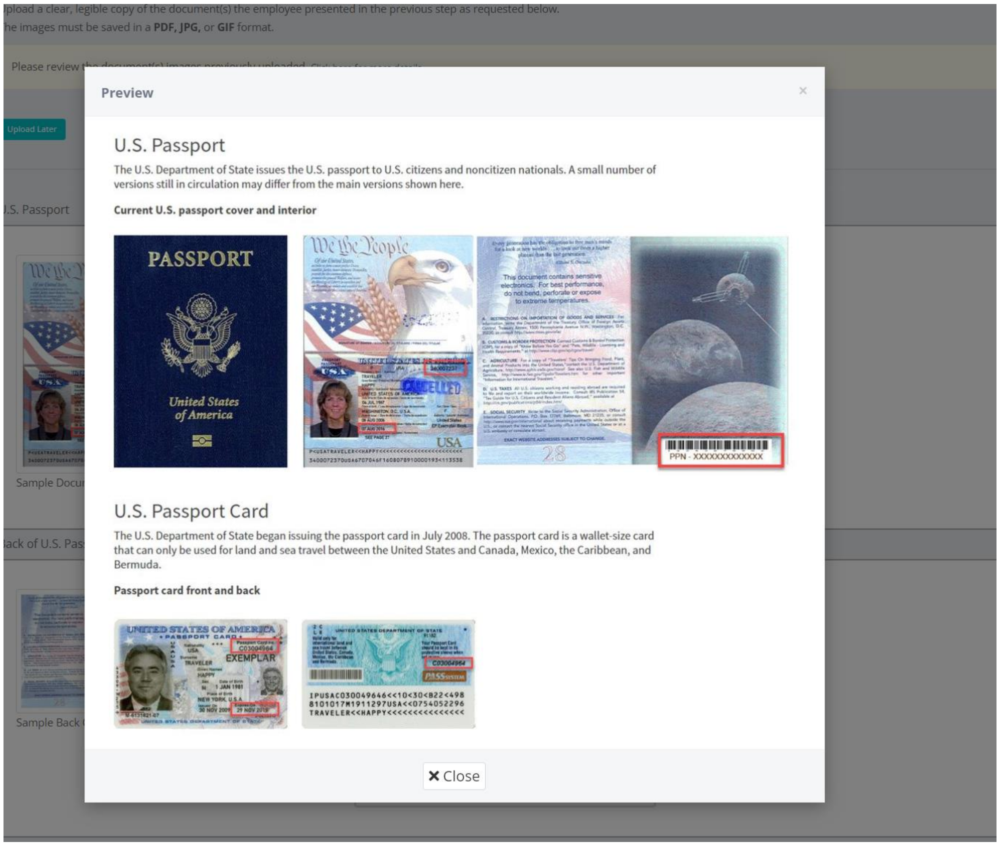
3. **Document Image Upload** If the employee uploaded the documents in Section 1 a pop will appear advising the user to review the documents previously uploaded.



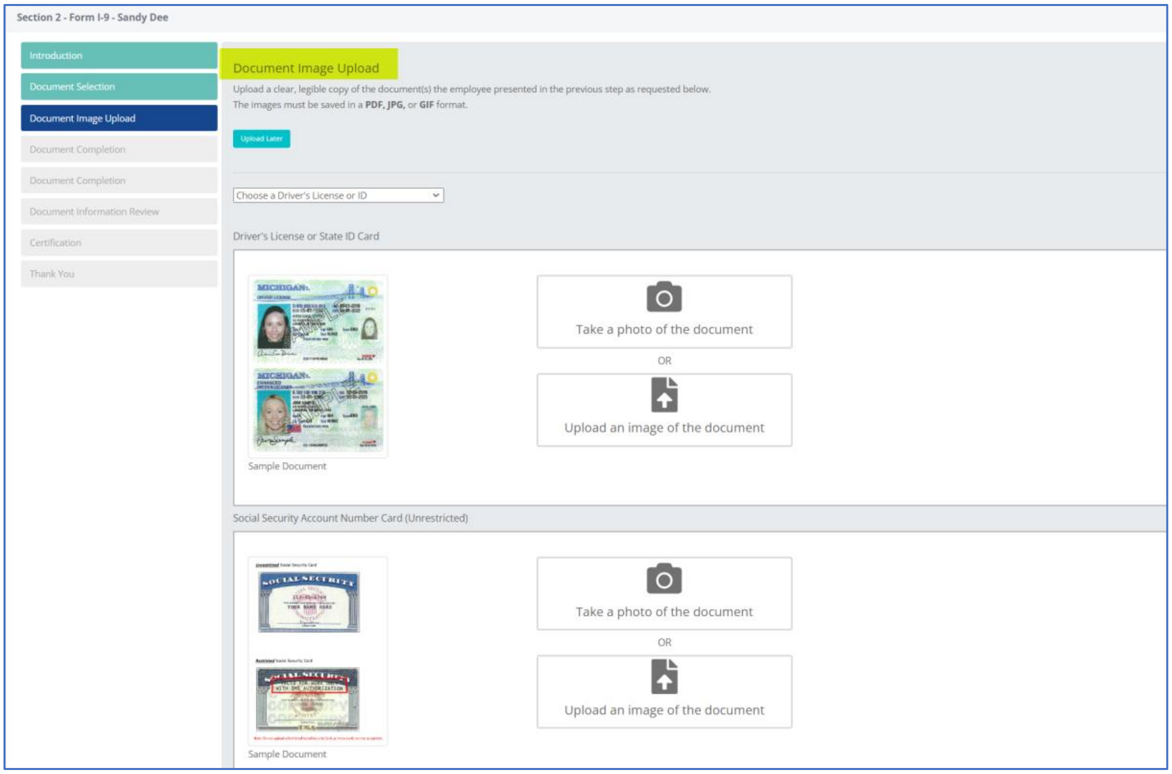
After closing the pop-up, click on the image to enlarge and view.



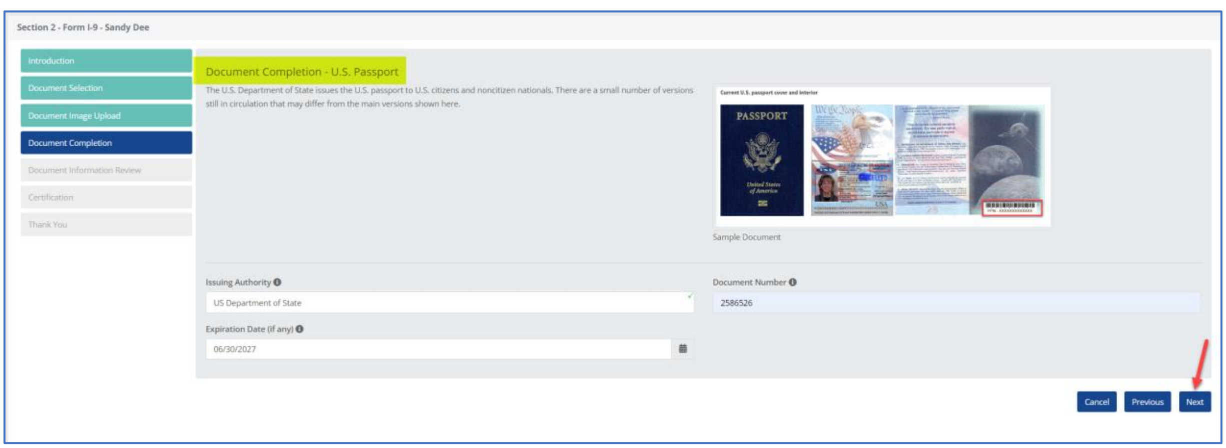
The document will appear, ensure the copies are clear and legible, if not click on Delete and upload a clear legible copy.



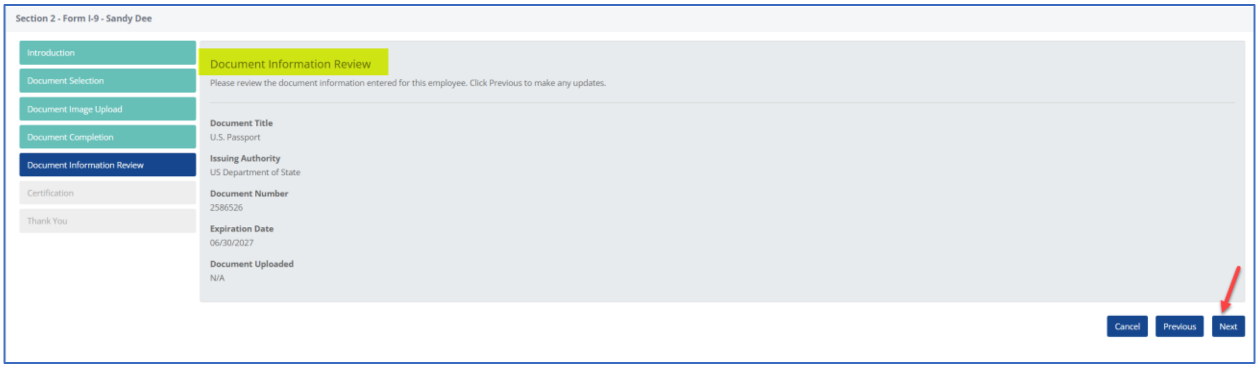
If the document(s) are different from what the employee previously uploaded in Section 1, the user will be prompted to upload copies of the documents. Or choose Upload Later, if this is chosen an alert will appear in the Missing Document widget on the Dashboard.



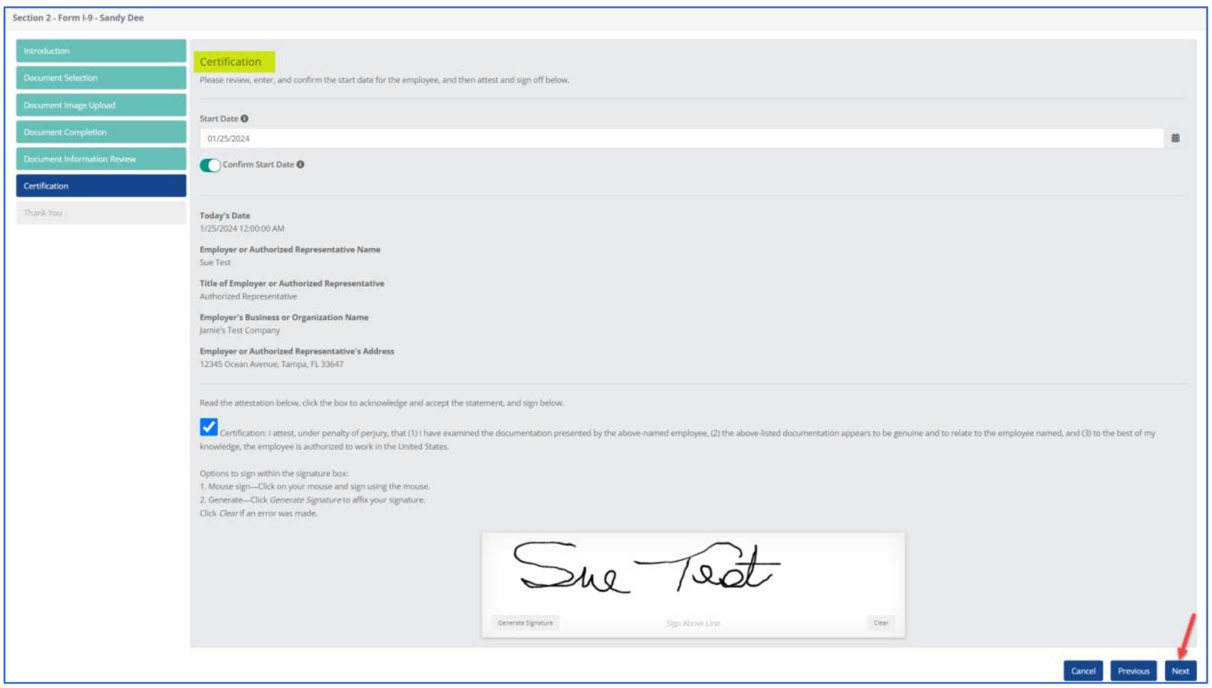
4. **Document Completion**—Complete all required fields based on the document(s) being presented and click ***Next***.



5. **Document Information Review** Review all the information entered. If the information is not correct, click *Previous* to return to the previous page to correct any errors. If all information is correct, click ***Next***.

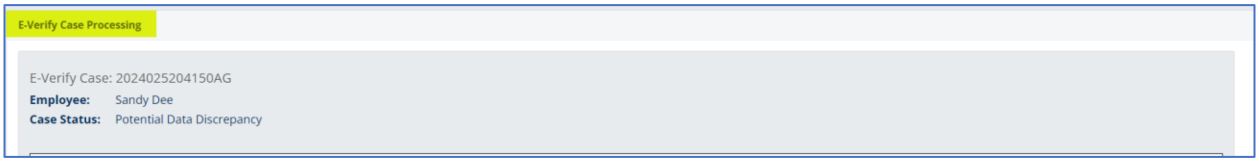


6. **Certification** Confirm the start date or enter correct start date, check the certification box and sign by using a mouse to sign, or click on Generate Signature and click ***Next***.



7. **Thank you** Click ***Finish*** to complete the process.

E-Verify Process If the company participates in E-Verify the Form I-9 information will be immediately sent to E-Verify for verification and the E-Verify result will appear.



See the E-Verify Guide for more information regarding E-Verify Results.