



The
2021
Summer
Conference



Compliance in the Workplace: Are You Utilizing the Correct Tools & ?Processes

TODAYS DISCUSSION

Electronic I-9 Reporting and Forms

New Hire Reporting

Harassment in the workplace training

New Hire On-Boarding Check List for Orientation

Employee Handbook

I-9 Forms and Documentation

I-9 are the most miss managed document within a small business
.and result in the largest fines levied by the US Government

Failure to comply with all I-9 guidelines can result in fines of \$10,000
.per missing or incorrect document

I-9 Reporting via E-Verify and Retention

The Immigration Reform and Control Act (IRCA) of 1986 requires **all** U.S. employers, regardless of size, to complete a Form I-9 upon hiring a new employee to work in the United States. IRCA requires all employers, to verify the identity of new employees and their eligibility for employment in the United States.

Effective January 1, 2021 all employers in the state of Florida are required to utilize E-Verify (electronic reporting) to verify US citizenship.

I- 9 forms must be on hand for every active and terminated employee in the organization

Completion of the I-9 form correctly is very important to maintain your compliance. Forms and completion instructions can be found at www.USCIS.GOV

Completion of the I-9 Form correctly



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)		
Address (Street Number and Name)			Apt. Number	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- No Blanks allowed. If employee does not have information **N/A** must be used in the field
- Dates must be in the format of 2 digit month, 2 digit day, 4 digit year. MM/DD/YYYY

Retention of I-9 Forms

- Employers need to determine two retention requirement dates under the Form I-9 retention rule and retain the I-9 until the later of the two dates.
- I-9s must be retained for at least **one year** after termination and for at **least three years** after date of hire.

New Hire Reporting to the State and Federal Agencies

- New Hire Reporting Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (**PRWORA**)
- Report must be filed within the first **20 days** of Date of Hire
- All of these data points are captured on the Federal W-4 (W-4's Can be sent in as the supporting documentation.)
- Penalties and fines \$25.00 per employee > \$500.00

Workplace Harassment Training

In the workplace, when we hear the word “harassment,” many of us think only of harassment based on sex. However, illegal harassment under federal law also occurs based on an employee’s race or color, religion, national origin, sexual orientation, age, disability, genetic information, or military or veteran status.

The Equal Employment Opportunity Commission (EEOC) Guidelines make clear that training for all types of harassment may be critical in raising a defense and avoiding punitive damages in harassment lawsuits

Employee Handbook

Establishing an Employee Handbook is critical to ensuring your employees are set up to succeed. This details your expectations of your employees and outlines what they can expect from you as the employer. This document is designed to protect the employer and the employee, as it must adhere to Federal and State regulations for both Non-Exempt and Exempt staff. It is important that you follow the Employee Handbook with all employees. If litigation arises this will be looked at as your policies.

New Hire Check List

Your office should have a ***New Hire Check List*** to ensure that critical items are not overlooked

New Hire Check List

ORIENTATION (Orientation Procedures)

I-9 Documentation

Federal Tax Withholding Form

State Tax Withholding Form

Employee Handbook Acknowledgement Form

Key/Security Policies Acknowledgement Form

Employee Personal Information Sheet and Emergency Contact Form

Benefit Enrollment Forms Completed

Workplace Harassment Training Completed

All Orientation Documents Filed in Personnel Record

Employee Information Entered in HRIS & Payroll Systems (See Payroll Procedures)

New Hire Reporting has been processed to the State Agency

Key Take Away Points

I-9 Reporting-Retention-Completion

New Hire Reporting

Workplace training

New Hire/Orientation Check List

Employee Handbook

? Questions and Comments

COMPLIANCE

POLICY CONTROL



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