

The LawLogix Dashboard

Top 5 Panels

Things to remember for successful monitoring

Top New Hires and Rehires without I-9 or Section 3

Main Purpose: Displays new employees or rehires who require a new I-9 for their newest period of employment, for which an I-9 has not been started.

May Include:

- Hires and rehires whose information fed from ConnectCarolina once an ePar fully executed (overnight)
- Rehires who did not have a break in service, but were terminated in ConnectCarolina and rehired next day, in which case OHR can amend their history to remove from the dashboard
- Hires or rehires who were manually entered or updated in LawLogix, but no I-9 has been added to their profile
- Hires who were sent an eVite, but have not accessed LawLogix yet

✓ In order to manage which new employees have been sent eVites, it may help to add an I-9 to their profile so they transition to “Top Pending I-9s” immediately.

✓ You must add an I-9 form in order to use eVite functionality for a rehire; otherwise they can only access a confirmation of their previously completed I-9.

✓ If you plan to complete the I-9 in person, including Section 1, you can click “Create I-9” to launch the I-9 workflow directly from the dashboard when the employee arrives.

✓ Using this panel once the ePar executes means that you do not have to enter the employee’s SSN to begin the I-9 process or have an employee profile transferred by OHR if they were previously in another department.

Top Pending I-9s

Main Purpose: Displays all incomplete I-9s.

May Include:

- I-9s that are blank; an employee profile has a form associated with it, but no part is complete
- I-9s that have a complete Section 1 via eVite or in-person completion
- I-9s that have a complete Section 1 and Section 2, but the I-9 has not been marked complete
- I-9s that have an incomplete Section 3
- I-9s that were complete at one time, but the form is in the process of being edited due to a needed correction



If an employee shows on this panel and you remember completing the I-9, double check to ensure that you marked the I-9 complete.



Take action on all I-9s showing a yellow dot—this means the I-9 is due today. This may mean completing the I-9, updating the start date in LawLogix if the hire has been pushed further out, making a case note if the employee is out of country, etc.



This only tracks compliance related to Section 2—remember Section 1 must be completed on or before the date of hire.

Top I-9s Needing Further Action

Main Purpose: Displays I-9s where additional action must be completed prior to the University being able to complete E-Verify.

May Include:

- I-9s where a receipt for lost, stolen or damaged List A, B, or C document was provided.
- I-9s that did not include a Social Security Number (SSN) in Section 1 as the employee did not have one at time of form completion. (i.e. foreign national)



A list of acceptable receipts can be found at: <https://www.uscis.gov/i-9-central/acceptable-documents/receipts>



You cannot accept receipts if employment will last less than 3 days.



Employees must obtain their SSN within 90 days of hire. ISSS shares this information with employees when they check in, but employing departments should reinforce and remind. In addition, employees should be provided time away from work to obtain the SSN as the Social Security Office is only open during normal business hours. ISSS provides additional information and directions on their website: <https://iss.unc.edu/social-security-number-ssn/>



Once the SSN is obtained, the I-9 preparer must add the SSN to the employee's profile in LawLogix and initiate an amendment to Section 1 of the I-9. The employee then must approve the amendment before OHR can complete E-Verify.

Top Amended I-9s needing Employee Approval

Main Purpose: Displays I-9s with pending Section 1 Amendments; the employee has not approved the change.

May Include:

- I-9s where a change is needed based on OHR's attempts to complete E-Verify, commonly correcting the SSN
- I-9s amended by the I-9 preparer once an employee obtains an SSN

✓ The amendment can be approved by the employee in-person by meeting with the I-9 preparer or can be approved through a remote process initiated via email.

✓ If using the email method, the I-9 preparer will notify the employee of the amendment through LawLogix.

✓ If the employee previously had been sent an eVite, they will need to log in to LawLogix using their previous login credentials. Because of this, it may be best to reset the employee's login and password.

✓ If the employee did not previously receive an eVite, they will be sent a unique link that does not require a login—they will be able to access the amendment directly.

Top Pending Re-Verifications

Main Purpose: Displays current employees with a current I-9 on file who have temporary work authorizations that expire soon and thus must be re-verified.

May Include:

- Employees who no longer work in the US, but are still actively employed by UNC and thus show as still requiring re-verification
- Employees who are currently working for UNC and who the department intends to retain beyond person's current work authorization date
- Employees who are currently working for UNC, but whose employment is planned to end on/before the person's



The panel is color coded to help you prioritize: red = past due, yellow = expiration < 30 days, green = expiration > 30 days



The department should also monitor expected job end dates in ConnectCarolina — remember, if the expected job end date is beyond the work authorization date, you will need to take action before the auto-term processes. In addition, short work break status is still an employee status; individuals with temporary work authorization must still re-verify prior to the deadline or terminate.



The system will send reminders at the following intervals, prior to expiration: 180, 90, 30, 7, 1. The I-9 Unit will send additional reminders between 60—1 days, as needed. As the process to obtain renewed work authorization may take substantial time, the employing department should notify the employee ASAP of the re-verification requirement and work with ISSS as needed, proactively.



The employing department should make applicable case notes in LawLogix when appropriate, including if the employee is expected to begin working outside of the US, if the employee is planned to separate prior to expiration, etc.



The department should also monitor expected job end dates in ConnectCarolina — remember, if the expected job end date is beyond the work authorization date, you will need to take action before the auto-term processes