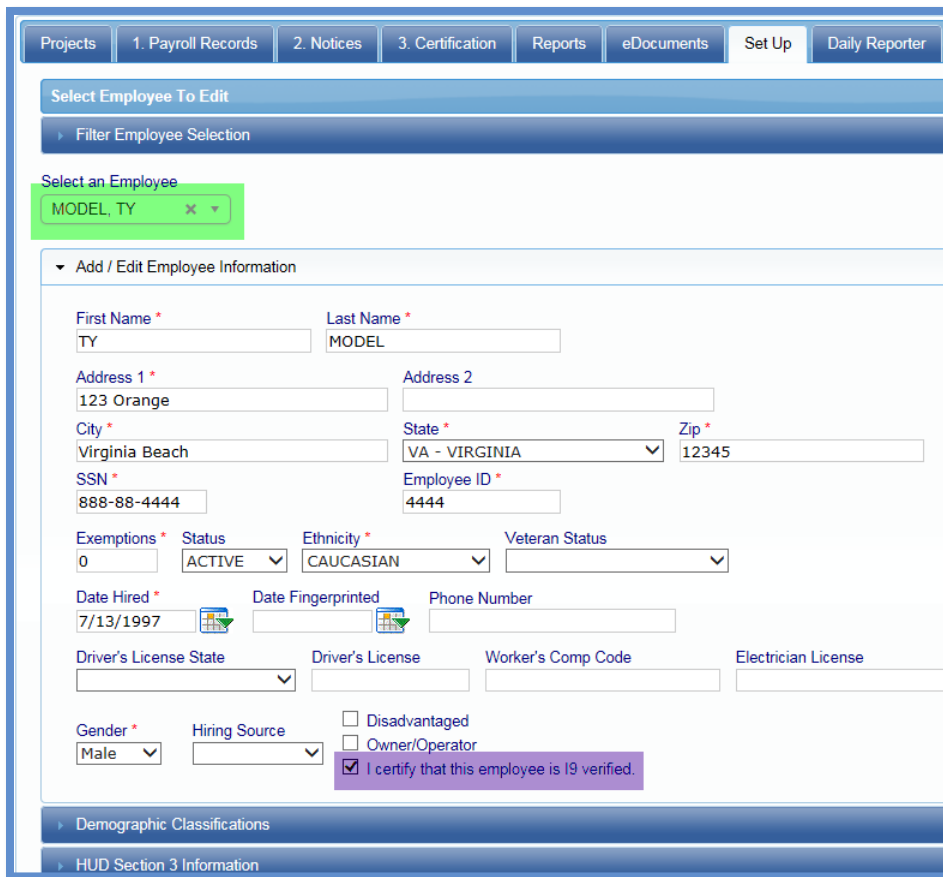


HOW TO I-9 VERIFY, VAL_29

Any agency you are working under may choose to require you to verify you have a valid I-9 on file for your employees.

Once you have entered your payroll records for a pay period you may have the notice that states, your employee needs to be I9 verified (VAL_29). You will need to go back to **Set Up > Add/Edit Employees** to update that information

Select the employee from the **drop down list**, and in the first section, check off **I certify that this employee is I-9 verified** and then click **Save** down at the bottom.



The screenshot shows the 'Add / Edit Employee Information' form in the LCPtracker system. The employee 'MODEL, TY' is selected. The form includes the following fields and values:

- First Name: TY
- Last Name: MODEL
- Address 1: 123 Orange
- City: Virginia Beach
- State: VA - VIRGINIA
- Zip: 12345
- SSN: 888-88-4444
- Employee ID: 4444
- Exemptions: 0
- Status: ACTIVE
- Ethnicity: CAUCASIAN
- Date Hired: 7/13/1997
- Gender: Male
- Hiring Source: (empty)
- Disadvantaged:
- Owner/Operator:
- I certify that this employee is I9 verified:

Once that information has been updated in the employee setup, you'll want to re-save the payroll record with that information. You can get back to that under **1. Payroll Records > Edit Uncertified Payroll Records > select the Project and Edit that employee > then simply click Save** at the bottom of the record.