



HR BUTLER AUTHORIZED REPRESENTATIVE INSTRUCTIONS

Before completing Form I-9, read and review the [Form I-9 instructions](#) as laid out by the USCIS.

In order to complete Section 2 of the Form I-9 in HR Butler, systems access over the onboarding employee in HR Butler is required. Program Directors have the access necessary to complete Section 2 of Form I-9 for onboarding employees in their programs and HR Personnel have access to complete Section 2 of Form I-9 for any onboarding employee.

Authorized Representative (Program Director or HR Personnel) Instructions

Before Section 2 of Form I-9 can be completed in HR Butler, the onboarding employee must have completed and submitted their onboarding in HR Butler. After this is completed and when you can view the onboarding employee's identifying document(s) in person, complete the following steps.

1. Log into your personal HR Butler Account
2. Move to your manager view
3. Maneuver to the page "Employee Admin Tools – Pending Employees"
4. Select "Client New Hire Wizard" under the Action Column for the new employee
5. Using original documents provided by the employee, fill in the appropriate information for one document from List A OR a combination of documents on Lists B and C from the list of acceptable documents on page 2 of the [Form I-9](#)
 - ◆ *A note about documentation:* Only original documents can be accepted. Faxes, scanned copies, laminated Social Security cards, expired documents and photocopies are unacceptable documents and cannot be used in any combination to complete Form I-9.
6. Complete the certification section of the Form I-9
7. Submit the Form I-9 in HR Butler
 - ◆ Click "Verify and Sign Form"
 - ◆ Acknowledge the message that appears on the screen
 - ◆ Click "Next" in the upper left corner of the screen on the next two pages
8. Ensure that the I-9 has been submitted
 - ◆ If the employee's name is no longer listed on the Pending Employees Screen, the Form I-9 has been submitted

If the employee has submitted their onboarding in HR Butler, and you are not able to complete Section 2 of their I-9 in the system, you can reach out to the HR team for assistance or help the onboarding employee through the steps of completing a Paper Form I-9