



ADP WEB-BASED FORM I-9 APPLICATION

By Stack Pack Empire

Diamond Brown

Vicente Moran

Jonathan Ilevbare

Sirdarius Patrick

Yechenu Aladi Ojile

OUR TEAM



Diamond Brown

Front End & Back End

Tools

React, Spring Boot, Maven, MySQL, GitHub



Vicente Moran

Front End

Tools

React, Bootstrap, MySQL, GitHub



Jonathan Ilevbare

Front End

Tools

React, Bootstrap, MySQL, GitHub



Sirdarius Patrick

Back End

Tools

Spring Boot, Maven, MySQL, GitHub



Yechenu Aladi Ojile

Back End

Tools

Spring Boot, Maven, MySQL, GitHub

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to I-9 paper forms

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ABOUT THE PROJECT



**Electronic I-9 solution to ADP
I-9 paper forms**



OUR PLAN

To meet all ADP's requirements to create a fully functional and efficient I-9 web system. Our goal is to focus on our minimum viable product (MVP) to create a simple and easy to use system.

FRUSTRATIONS

I-9 forms are paper-based and stored in filing cabinets which makes it difficult to retrieve



Using fax machines, photocopies, and phone calls to get I-9 paper forms done is outdated



The E-Verify laws are very confusing to ADP applicants from around the country



It is a manual process that is very susceptible to error



ADP REQUIREMENTS



SECURE

Supports enforcement of legal standards and fully compliant electronic signatures



WEB-BASED

Web-based I-9 forms with automatic integration with E-Verify



ACCESSIBLE

Centralized storage of data, viewing and management of I-9 forms



VIEW

Different views for each persona



ELIMINATION

Elimination of the need to mail, email or fax completed I-9 forms

I-9 PERSONAS

The four user roles that will be interacting with the ADP Web-based I-9 system

Employees

Reviewers

Employers

Auditors





James O'Neal

23 years old • Graduate Student
Computer Science Intern

“ Getting the job is already stressful. Completing a New Hire I9 form is even more stressful when I have to complete it by hand.”

About

James is a graduate student majoring in Computer Science. He also has in-state enrollment at Xpanxion University, located in the heart of Alpharetta, GA. He lives at home with his parents and works part-time as an intern to gain experience in his field of study. Upon graduation, James is contracted to begin employment with his new employer. Since interns aren't required to complete an I9 application, James isn't aware that it is a federal prerequisite for employment.

Goals

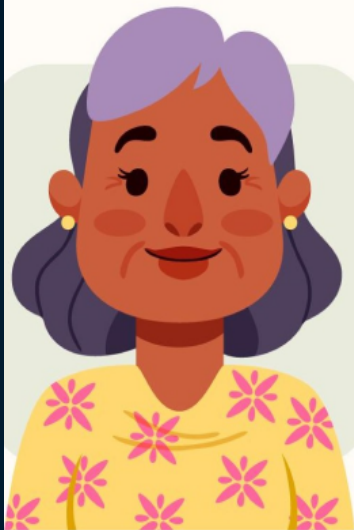
- Complete I9 application electronically
- Get Hired
- Track I9 application completion status
- Upload pertinent documentation (driver's license, passport images, etc)

Frustrations

- Receiving email updates from multiple email addresses.
- Requirement to submit pertinent documents separately from the I9 form.
- Reading back and forth from I9 instructions and the application.
- Struggling to stay updated with legal deadlines.

Needs

- Electronic Signature
- Web-Interface that completes section 1 of I-9.
- Accessible instruction to I9 form
- Receive Updates of completion status.
- Register a secure online account.
- Secure document submission



Ana McCarty

52 years old • ADP Employee
Reviewer

“You live life looking forward, you understand life looking backward ”

About

Ana is an agent of her employer, ADP. She is responsible for completing Form I-9, section 2 of a new-hire application. She must physically examine the documentation presented by the employee and sign the form. Employers must also reverify employment authorization if an employee's List A or List C employment authorization document is presented in Section 2. Juan must also ensure that he is compliant with the law.

Goals

- Review section 1 of the I-9 form
- Complete section 2 of the I-9 form
- Save information from completed form
- Request required documentation from employees with missing information.
- Check forms for errors

Frustrations

- Frustrated with uncentralized means to contact employees about application errors.
- Annoyed with the required use of fax machines, photo copies and phone calls to get things done.
- Fear of audits due to susceptible errors when manually inspecting paper forms.

Needs

- Review sent email documents by applicants
- Receive Updates of completion status of all applicants.
- A secure online account.
- Access to modify/update blacklisted employees
- Electronic Signature

THE EMPLOYER



Juan Campbell

42 years old • ADP Employee
Manager

“ We onboard a tremendous amount of applicants weekly . There has to be an easier way to generate reports when displaying new-hire I-9 status. ”

About

Juan, an ADP manager, reports the status of the I-9 process across the company. This includes how many employees are currently in the I-9 queue and who has been approved or denied. Juan and the management team also prioritize compliance. Juan also has to ensure the blacklist status of an employee.

Goals

- Ability to see employees approved/denied.
- Be able to modify reports to business/region/state.
- Visibly see employees in I9 queue.
- View all blacklisted employees.

Frustrations

- Paper documents limit communication.
- Paper management systems can provide inaccurate reporting if documents not stored correctly.
- Struggling to ensure compliance with paper documents .
- If changes are made, unable to confirm where the changes are made and who made them.
- Unable to properly scale data with paper documents .

Needs

- Reporting System.
 - Database to store data.
- Filters to view by status.
- Filters to view by Business/Region/State.
 - View Blacklisted Employees.
 - Verification step to confirm whether employee is blacklisted or not.

THE AUDITOR



Earl Garrett

55 years old • Auditor

“Ensuring a company complies with outside regulatory requirements and internal policies.”

About

Earl has been an auditor for many companies. He has been the senior auditor at ADP for 10 years. At apple he reviews all I-9 records, and activity logs to make sure they follow the compliance standard. Appreciates the details in life, could be considered a perfectionist.

Goals

- Ability to view all I-9 activity logs for the company.
- Verify all legal standards being met.
- View output of E-Verify System.
- Notify Company of compliancy status

Frustrations

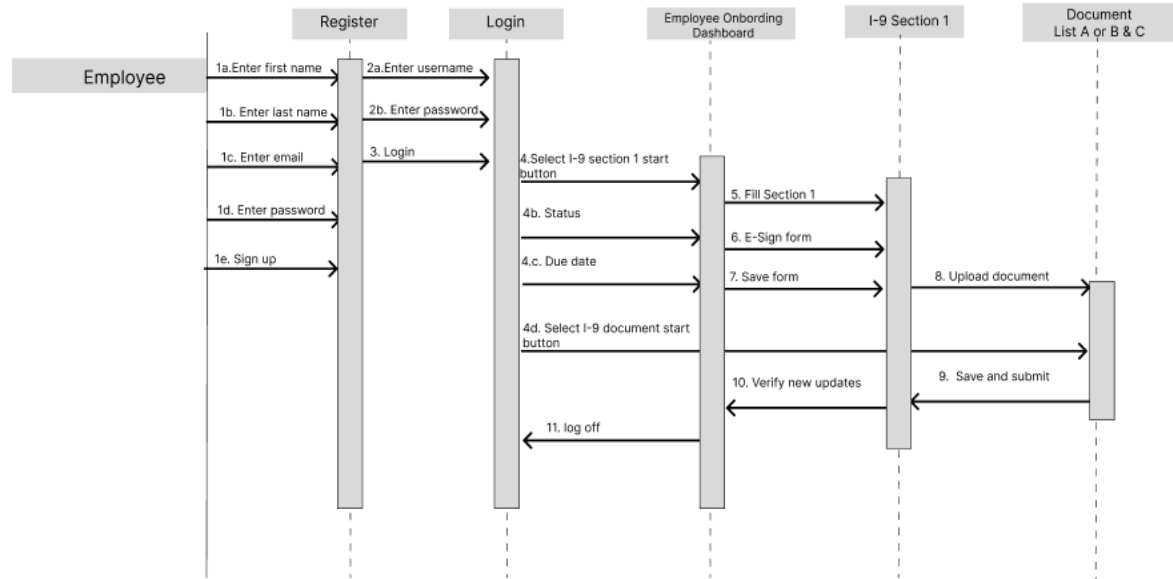
- Improper annotations of I-9 discrepancies.
- Corrections made to I-9 without initials, and date.
- Online Record retention errors.
- The E-Verify system isn't incorporated into the company compliancy system very well.

Needs

- Web-based system to generate reports.
- View all reviewer I-9 activity logs.
- View output of E-verify system.

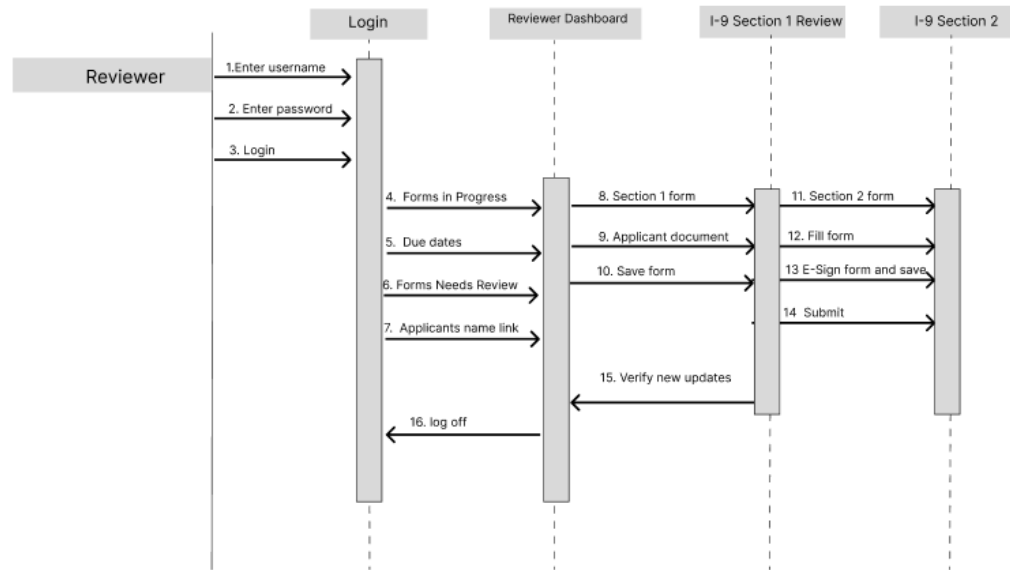
THE DEVELOPMENT PROCESS

SEQUENCE DIAGRAM



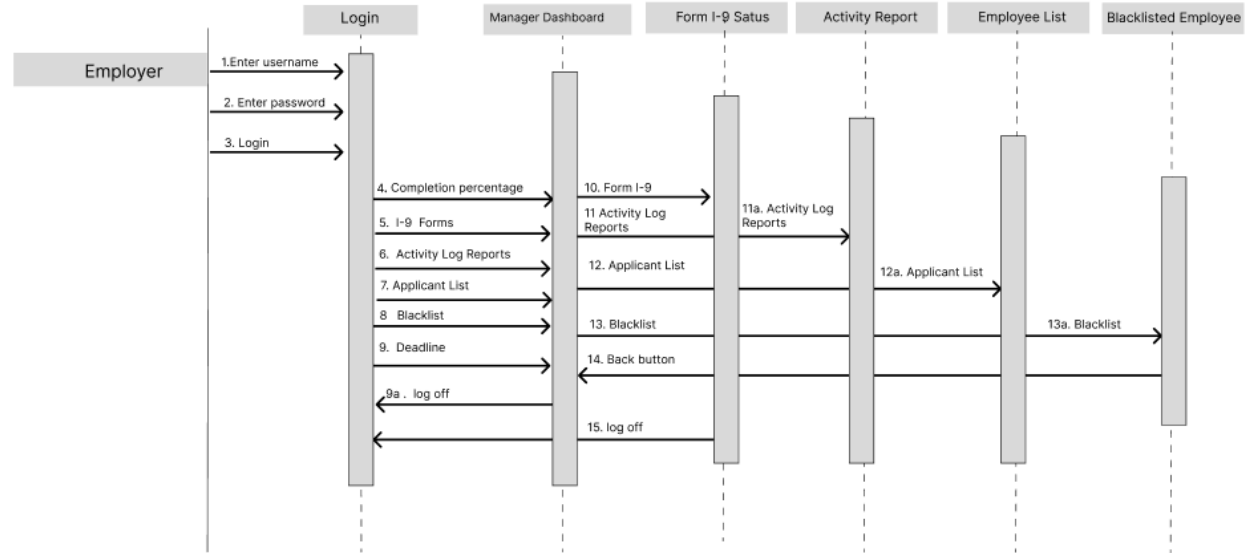
THE DEVELOPMENT PROCESS

SEQUENCE DIAGRAM



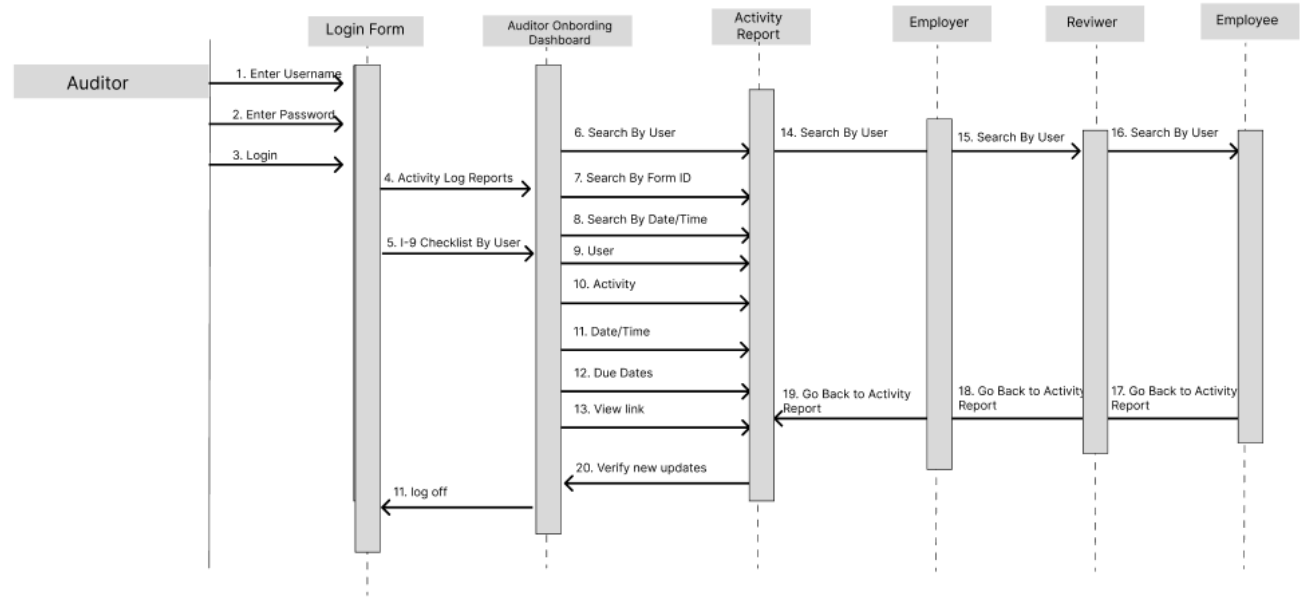
THE DEVELOPMENT PROCESS

SEQUENCE DIAGRAM




THE DEVELOPMENT PROCESS

SEQUENCE DIAGRAM



EMPLOYEE WEB LAYOUT



ADP Onboarding

Register


First Name

Last Name

Email

Password

[Sign Up](#)



ADP Onboarding


Sign In

Username

Password


[Login](#)

EMPLOYEE WEB LAYOUT



Welcome, James
Log Out

Welcome to ADP Employee Onboarding




James O'neal
Applicant
Form I-9 ID: 0001

I-9 Forms

Activities Due Today! 0/2 Completed


Start Date	Activity	Status	Due Date	
01/15/2023	Form I-9, Section 1	Not Complete	01/17/2023	Start
01/15/2023	Form I-9 Documents	Not Complete	01/17/2023	Start

Waiting for Management
01/15/2023 Form I-9, Section 2
Not Started* 01/17/2023
*To be completed by management.



Welcome, James
Log Out

Welcome to ADP Employee Onboarding



James O'neal
Employee
Employee ID: 1111
Form I-9 ID: 0001

I-9 Form: Section 1

Go Back

View I-9 Instructions


LAST NAME (FAMILY NAME) FIRST NAME (GIVEN NAME) MIDDLE INITIAL

OTHER LAST NAMES USED (IF ANY)

ADDRESS (STREET NUMBER AND NAME) APT. NUMBER COUNTRY CITY OR TOWN


ZIP CODE DATE OF BIRTH (mm/dd/yyyy) U.S. SOCIAL SECURITY NUMBER

EMPLOYEE'S EMAIL ADDRESS EMPLOYEE'S TELEPHONE NUMBER



Welcome, James
Log Out

Welcome to ADP Employee Onboarding



James O'neal
Employee
Employee ID: 1111
Form I-9 ID: 0001

I-9 Form:

View I-9 Instructions

LAST NAME (FAMILY NAME)

OTHER LAST NAMES USED (IF ANY)

ADDRESS (STREET)


ZIP CODE

EMPLOYEE'S EMAIL

Instructions for Form I-9, Employee Eligibility Verification


What is the Purpose of this Form?

General Instructions



Welcome, James
Log Out

Welcome to ADP Employee Onboarding



James O'neal
Employee
Employee ID: 1111
Form I-9 ID: 0001

I-9 Form: Section 1

Go Back

View I-9 Instructions

LAST NAME (FAMILY NAME)

OTHER LAST NAMES USED (IF ANY)

ADDRESS (STREET NUMBER AND NAME) APT. NUMBER COUNTRY CITY OR TOWN

ZIP CODE DATE OF BIRTH (mm/dd/yyyy) U.S. SOCIAL SECURITY NUMBER

EMPLOYEE'S EMAIL ADDRESS EMPLOYEE'S TELEPHONE NUMBER

Please Confirm full name and signature.

James O'neal


Type in Signature

James O'neal

Clear


I agree that I am James O'neal and I understand this is a legal representation of my signature.

Close Adopt & Sign



Welcome, James
Log Out

Welcome to ADP Employee Onboarding



James O'neal
Employee
Employee ID: 1111
Form I-9 ID: 0001

I-9 Form:

Go Back

View I-9 Instructions

LAST NAME (FAMILY NAME)

OTHER LAST NAMES USED (IF ANY)


ADDRESS (STREET NUMBER AND NAME) APT. NUMBER COUNTRY CITY OR TOWN

ZIP CODE DATE OF BIRTH (mm/dd/yyyy) U.S. SOCIAL SECURITY NUMBER

EMPLOYEE'S EMAIL ADDRESS EMPLOYEE'S TELEPHONE NUMBER


Your Employee Form-I-9 has been completed.

Close



Welcome, James
Log Out

Welcome to ADP Employee Onboarding



James O'neal
Employee
Employee ID: 1111
Form I-9 ID: 0001

I-9 Documents

Go Back

For list of valid documents, please view instructions

Uploads documents below by clicking selecting


After fields have been filled, and files uploaded, select submit to send required documents.

Documents Sent

List	Document Type	File	Status	
			Not Started	Clear
			Not Started	Clear

Save & Exit Submit

REVIEWER WEB LAYOUT




ADP Onboarding

Sign In

Username
review6

Password

Login



Welcome, James
Log Out

Welcome to ADP Management Onboarding

Reviewer Dashboard

Forms In Progress
By Employees

1

John Wick
Start Date: 01/16/2023
Due: 01/17/2023

DUE TODAY!


Forms Needs Review
By Reviewer

2

James O'neal
Start Date: 01/16/2023
Due: 01/18/2023

DUE IN 1 DAY

Alex Jones
Start Date: 01/16/2023
Due: 01/17/2023



Welcome, James
Log Out

Welcome to ADP Management Onboarding

[Go Back to Reviewer Dashboard](#)

James O'neal
Employee ID: 1111
Form ID: 0001

Review I-9 Form: Section 1

LAST NAME (FAMILY NAME)

FIRST NAME (GIVEN NAME)

MIDDLE INITIAL

OTHER LAST NAMES USED (if any)


ADDRESS (Street Number and Name)

APT. NUMBER

Form I-9: Section 1

[See I-9 Form Instructions](#)

I-9 Form Section 1
Completed 01-16-2023



Welcome, James
Log Out

Welcome to ADP Management Onboarding

James O'neal
Employee ID: 1111
Form I-9 ID: 0001

I-9 Form: Section 2

LAST NAME (FAMILY NAME)

FIRST NAME (GIVEN NAME)

MIDDLE INITIAL

CITIZENSHIP/IMMIGRATION STATUS

LIST A
IDENTITY AND EMPLOYMENT AUTHORIZATION


DOCUMENT TITLE

ISSUING AUTHORITY

Form I-9 Documents
[Go Back to Employer Dashboard](#)

List of Acceptable Documents

- Document 1
Completed 01-16-2023
- Document 2
Completed 01-16-2023



Welcome, James
Log Out

Welcome to ADP Employee Onboarding

FORM I9: SECTION 2

Review Signature

Completed

Employee Information

Attestation

Employee Signature

Employer View & Verification

Employer Signature

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

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. This shall constitute execution and submission of one document from List A and one document from List B as listed on the table below.)


Employee Info from Section 1	List A (Family Name)	List B (Given Name)	Signature	Employment Status
Document Title	Document Title	Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Document Title	Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)

Additional Information

USCIS Form I-9
Do Not Write in This Space

*To be completed by management

Go Back



Welcome, James
Log Out

Welcome to ADP Management Onboarding

Completed

Employee Information

Attestation

Employee Signature

Employer View & Verification

Employer Signature

Please Confirm full name and signature.

Ana Earl

Type in Signature

Change Name

Clear

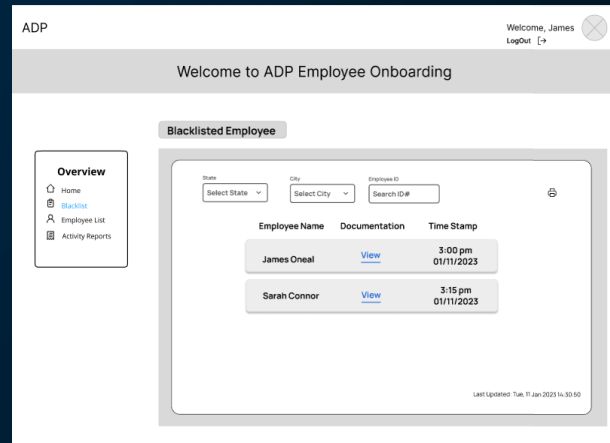
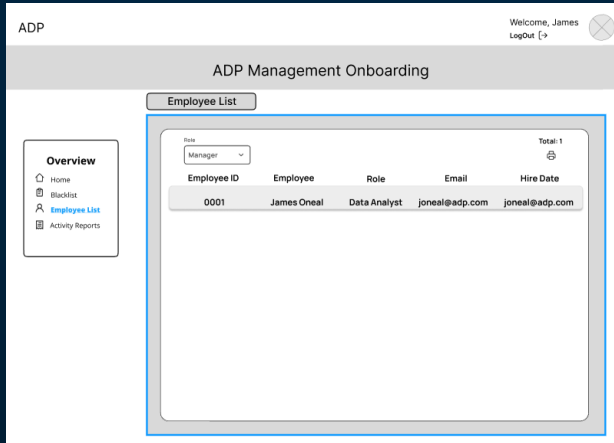
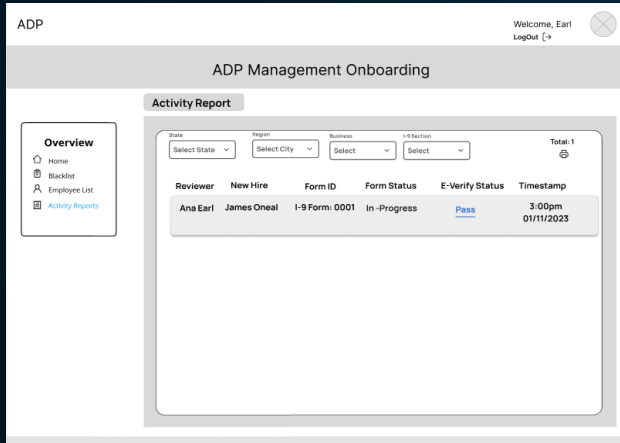
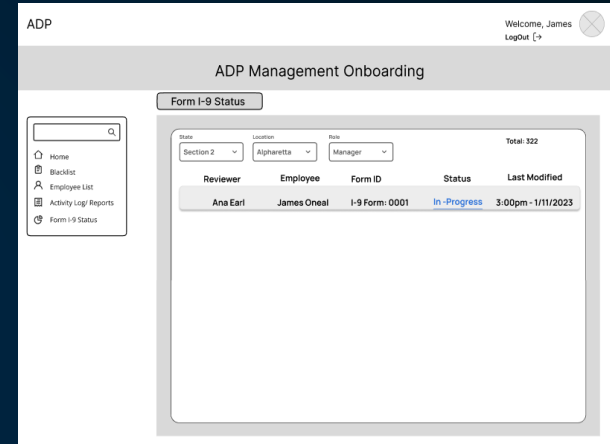
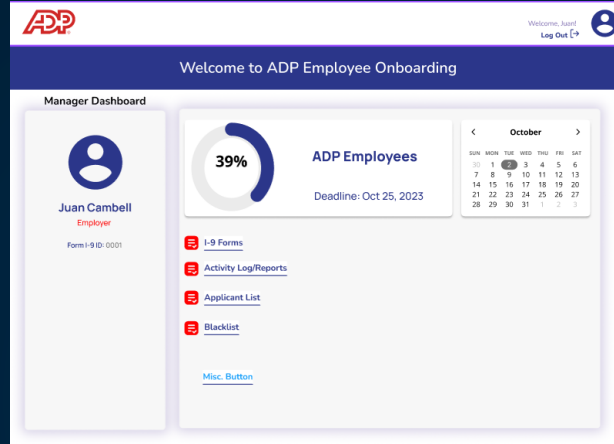
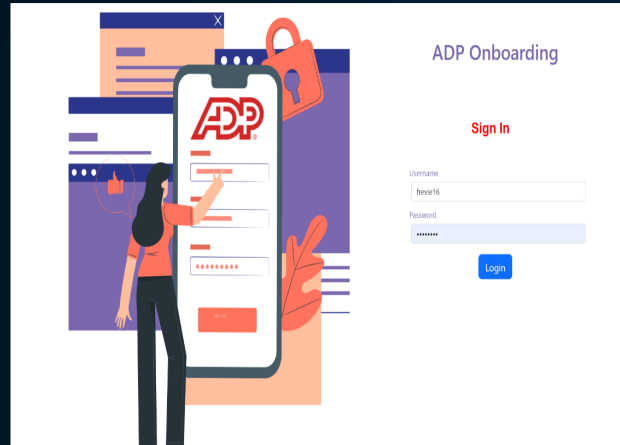
Agree that you, James O'neal, and I understand this is a legal representation of my signature.

Check

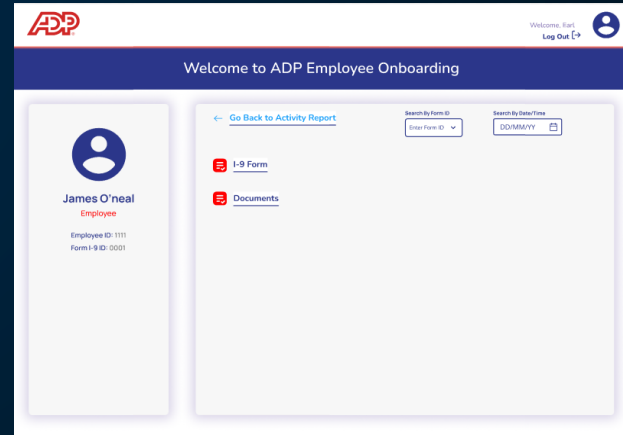
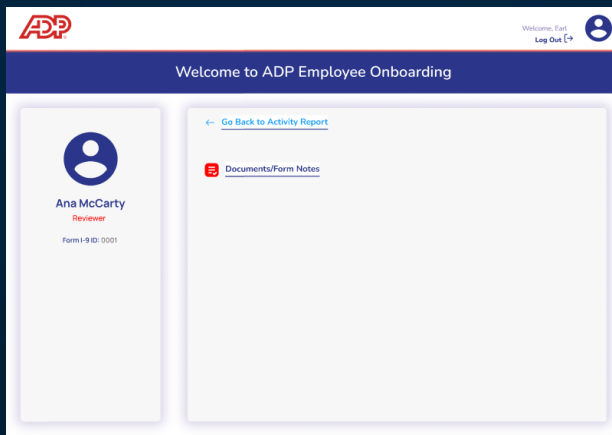
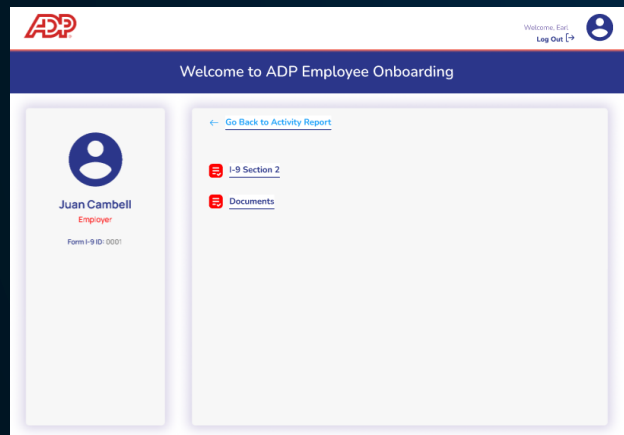
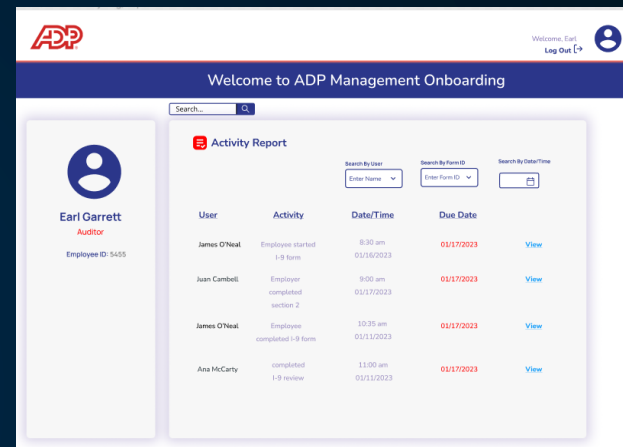
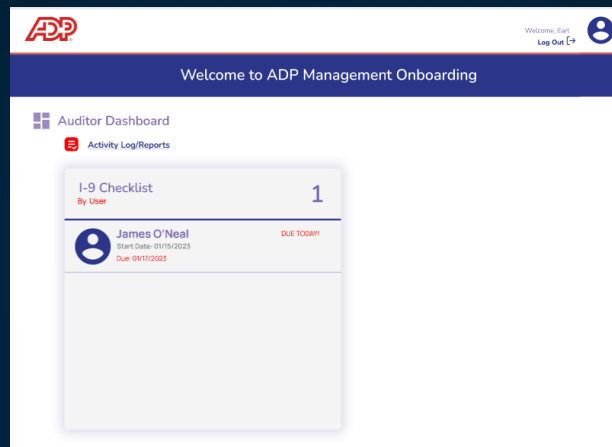
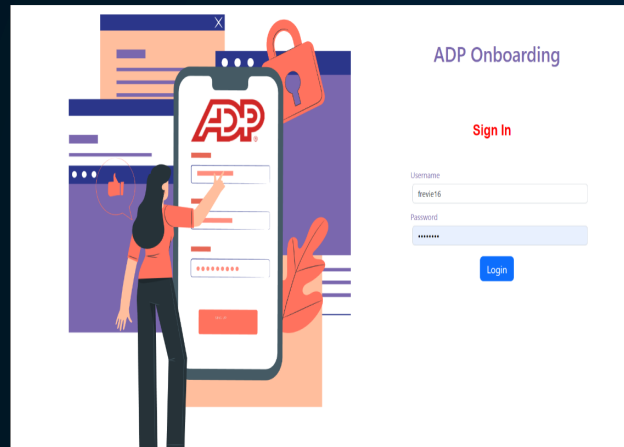
Submit & Sign

Go Back

EMPLOYER WEB LAYOUT

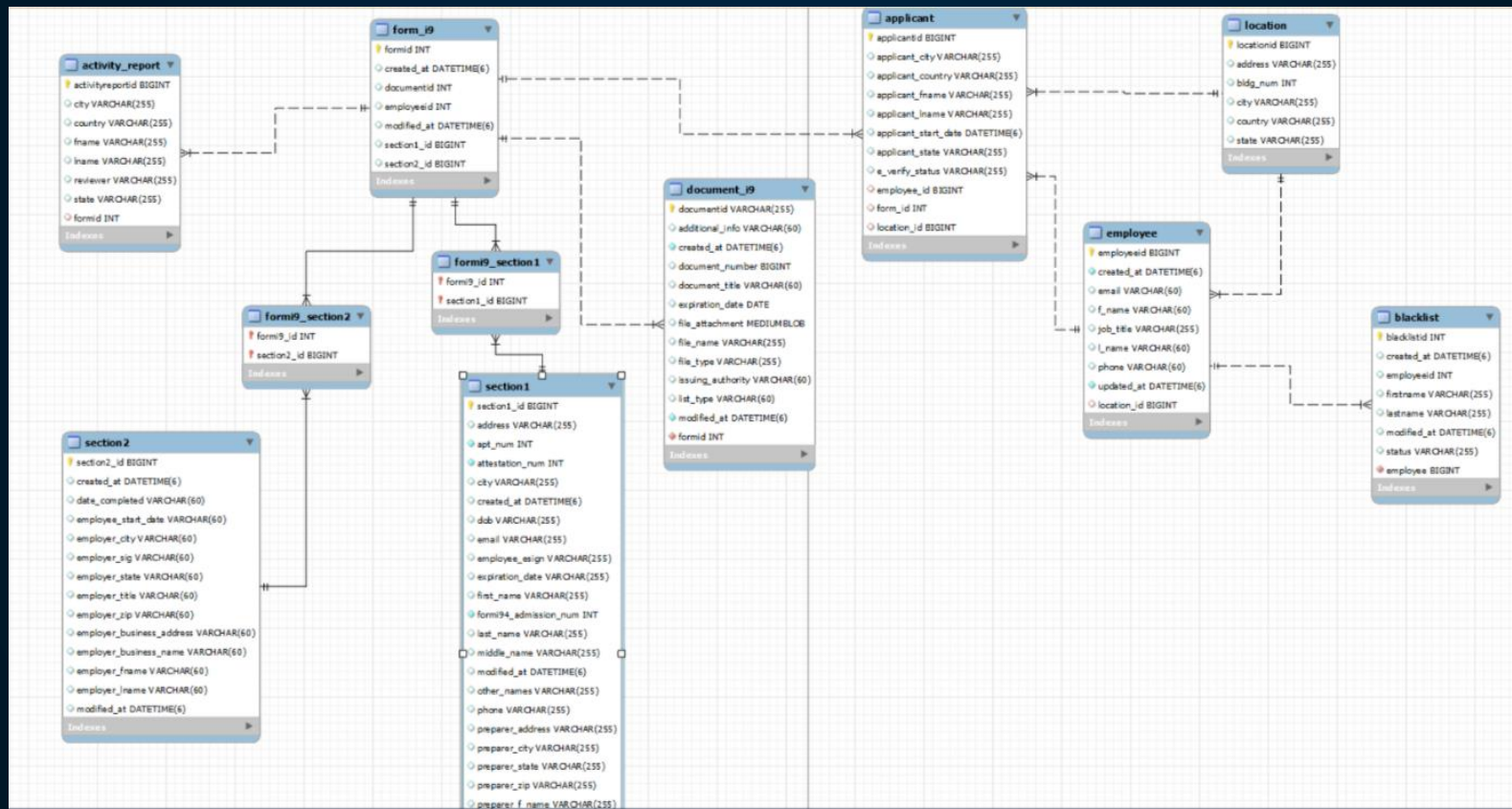


AUDITOR WEB LAYOUT



THE RELATIONSHIP

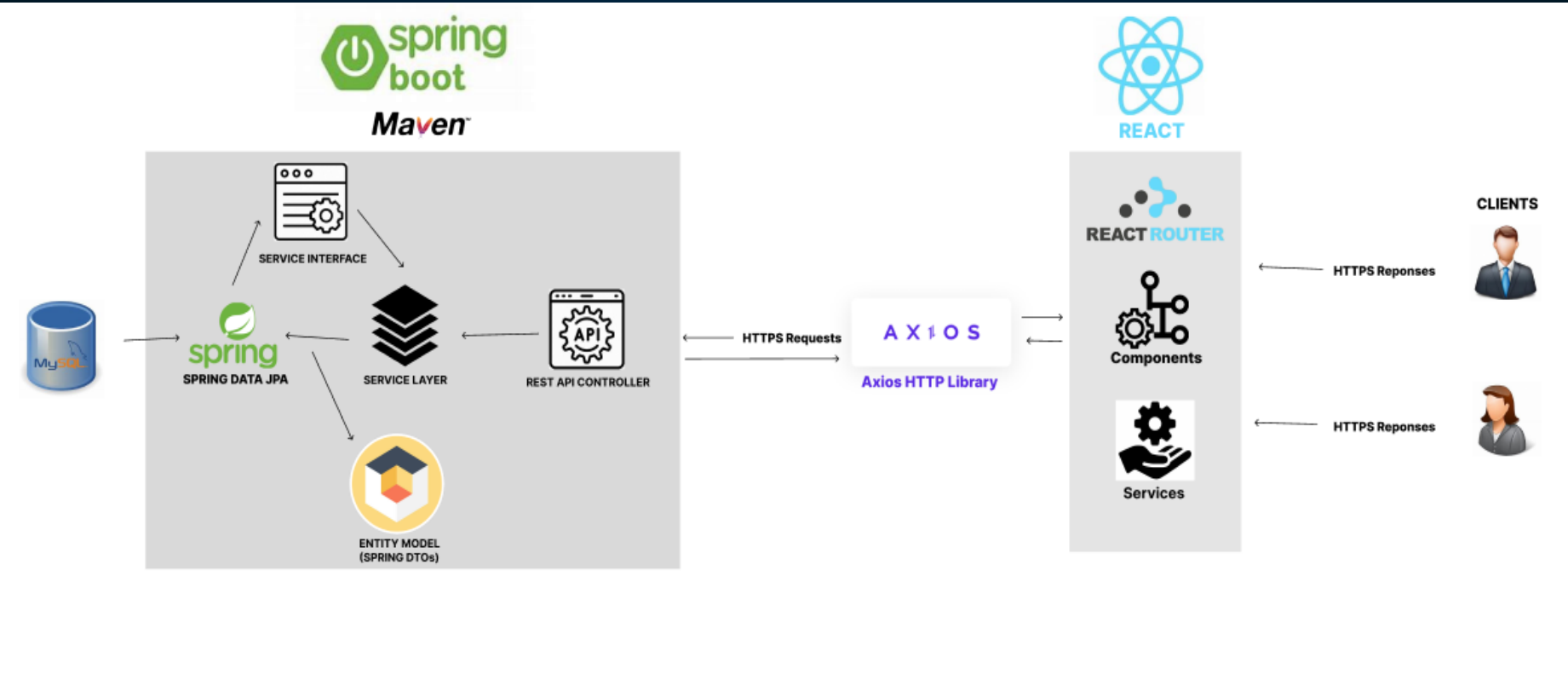
An enhanced entity relationship diagram (EER) that illustrates how the tables in our model relate to each other within the I-9 onboarding web system



TECH TOOLS

Technical Tools

Design Model MVC



TECH TOOLS

MySQL

Used for ADP's database management

Spring Boot

Used on the back-end, the server side to support the development of web services used to build and deploy ADP's I-9 dynamic web system.

React

Used on the front-end, the client side to handle the view layouts of all the personas on the I-9 web.

DEMO

A demonstration of the I-9 process flow for the four personas

Employee

Reviewer

Employer

Auditor

DEMO

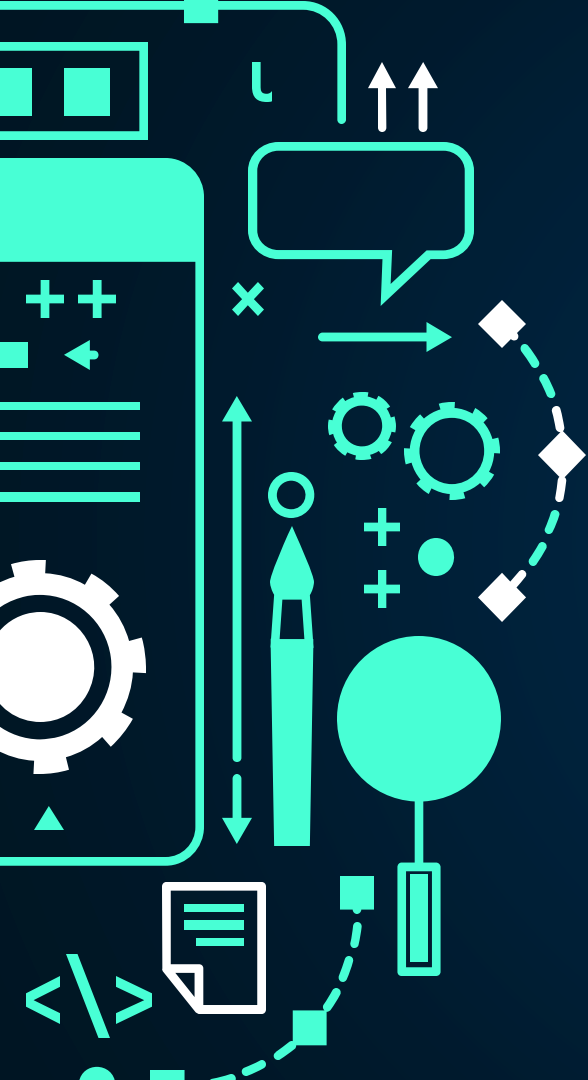




SUMMARY

We presented our solutions to your Form I-9 paper-based processing frustrations by;

- Creating a client user interface to handle the view layouts for all the personas interaction
- Building a web server to support the development of web services used to build and deploy ADP'S I-9 onboarding web system
- Including a database that allows ADP to manage ADP's data.



THANK YOU!

Stack Pack Empire

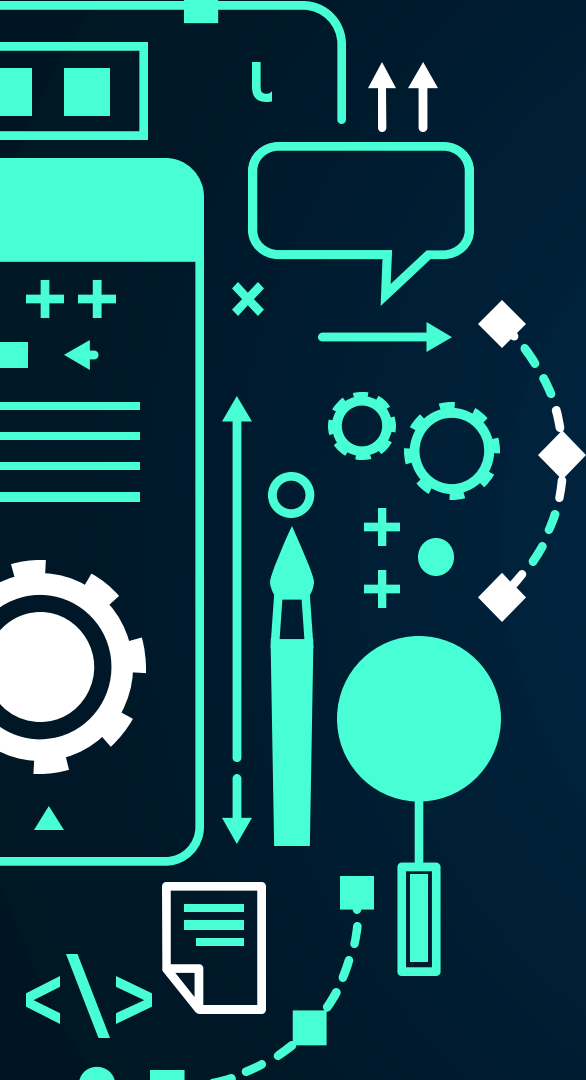
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QUESTIONS?