ADP WEB-BASED FORM I-9 APPLICATION

By Stack Pack Empire

Diamond Brown

Vicente Moran

Jonathan Ilevbare

Sirdarius Patrick

Yechenu Aladi Ojile

02/06/2023

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Using fax machines, photocopies, and phone calls to get I-9 paper forms done is outdated.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

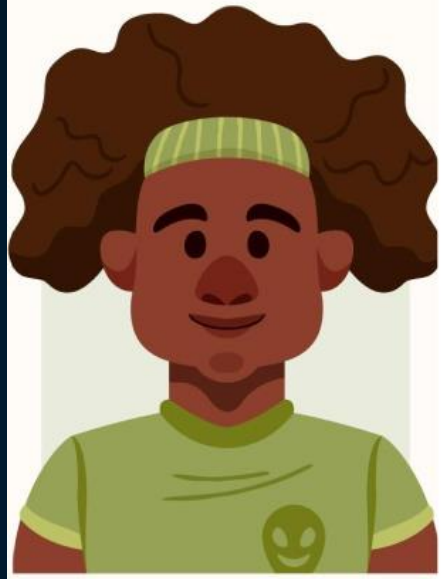
Employees

Reviewers

Employers

Auditors

THE EMPLOYEE



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.

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.

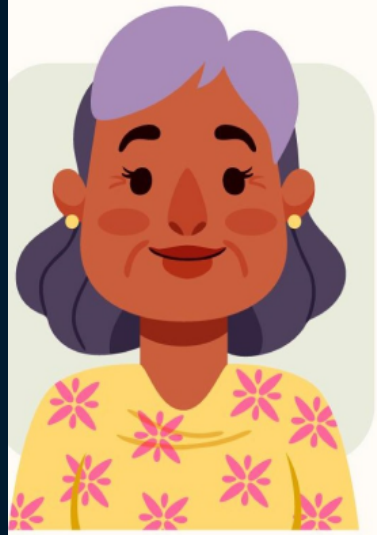
Goals

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

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

THE REVIEWER



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.

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.

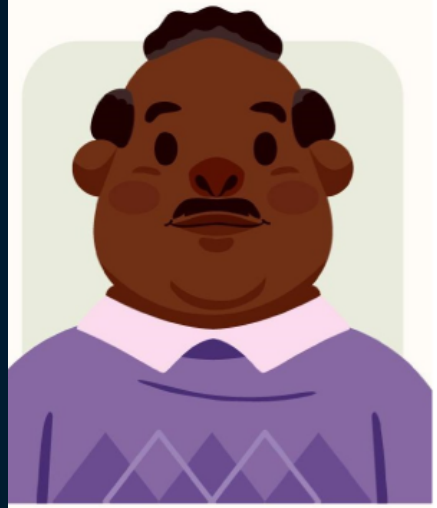
Goals

- 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

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.

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 .

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.

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.

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.

Goals

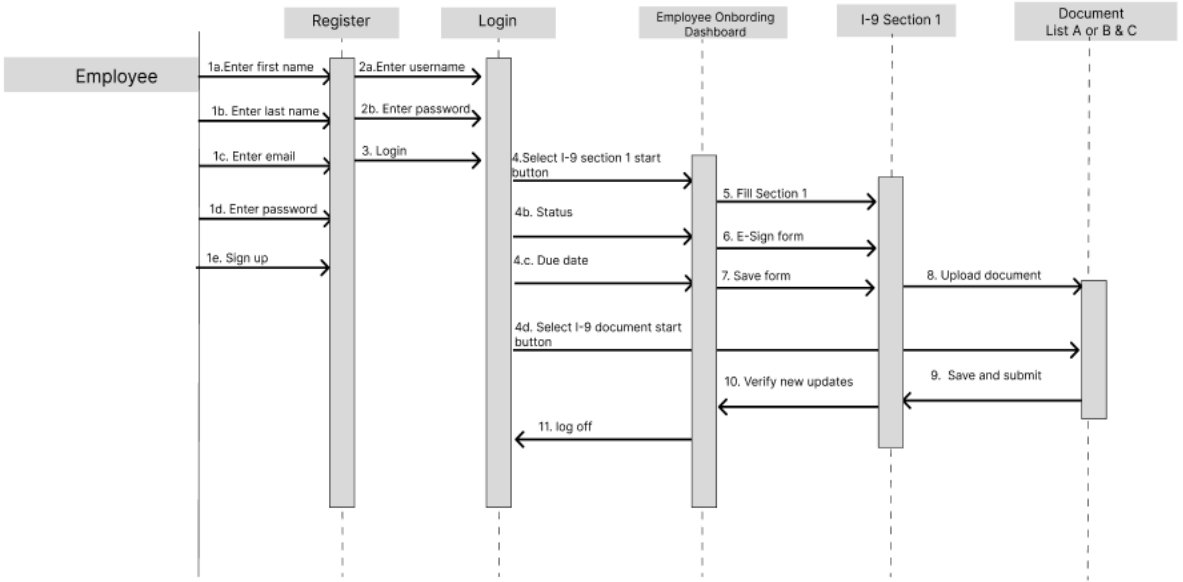
- Ability to view all I-9 activity logs for the company.
- Verify all legal standards being met.
- View output of E-Verify System.
- Notify Company of compliancy status

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



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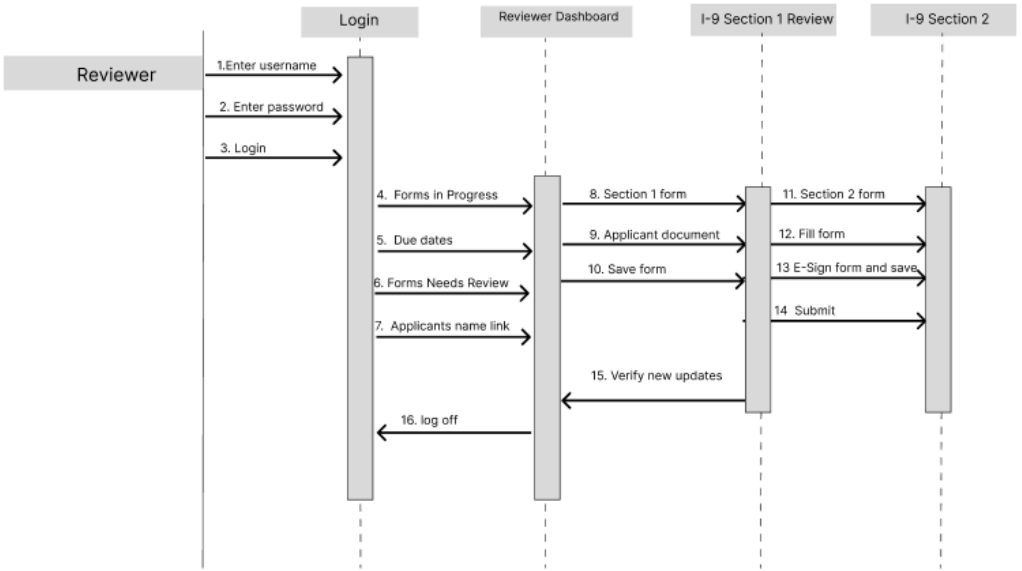

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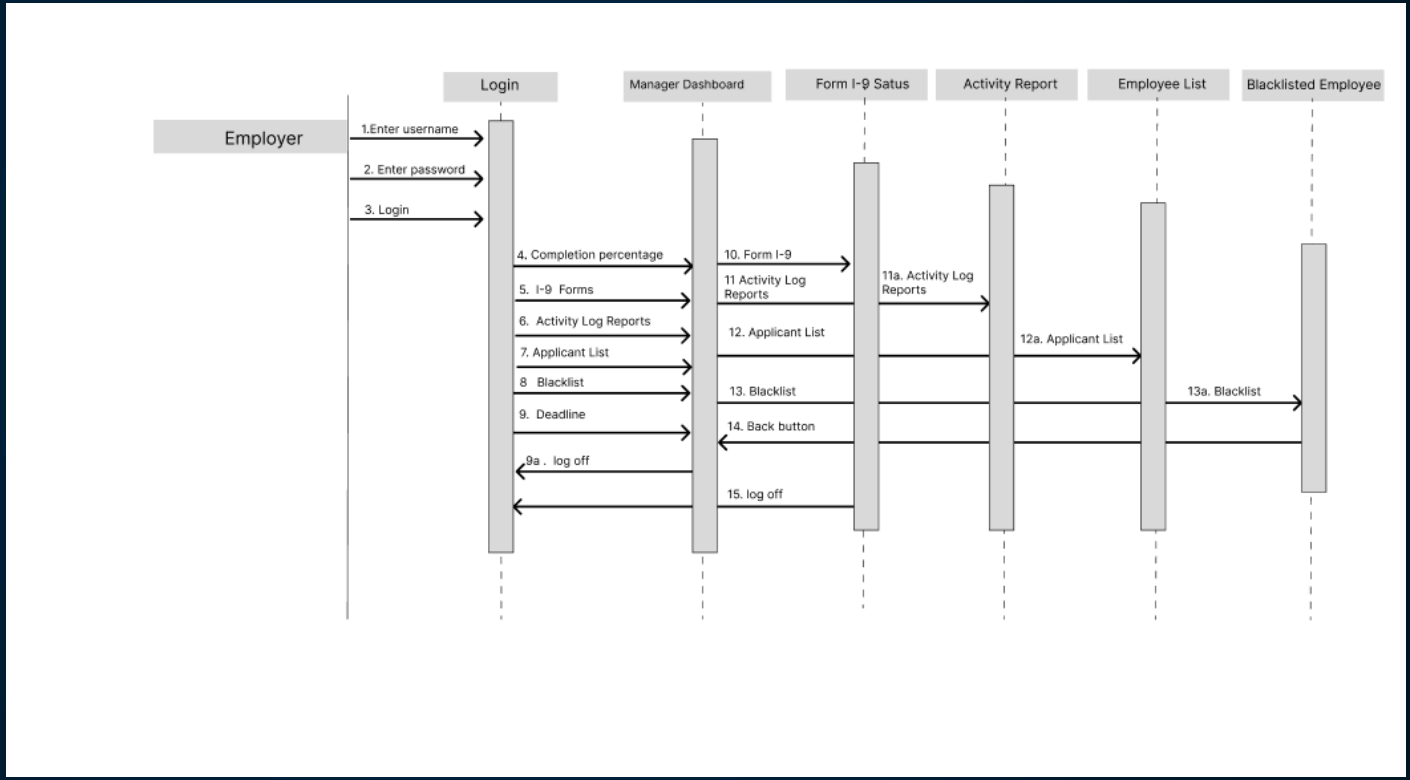

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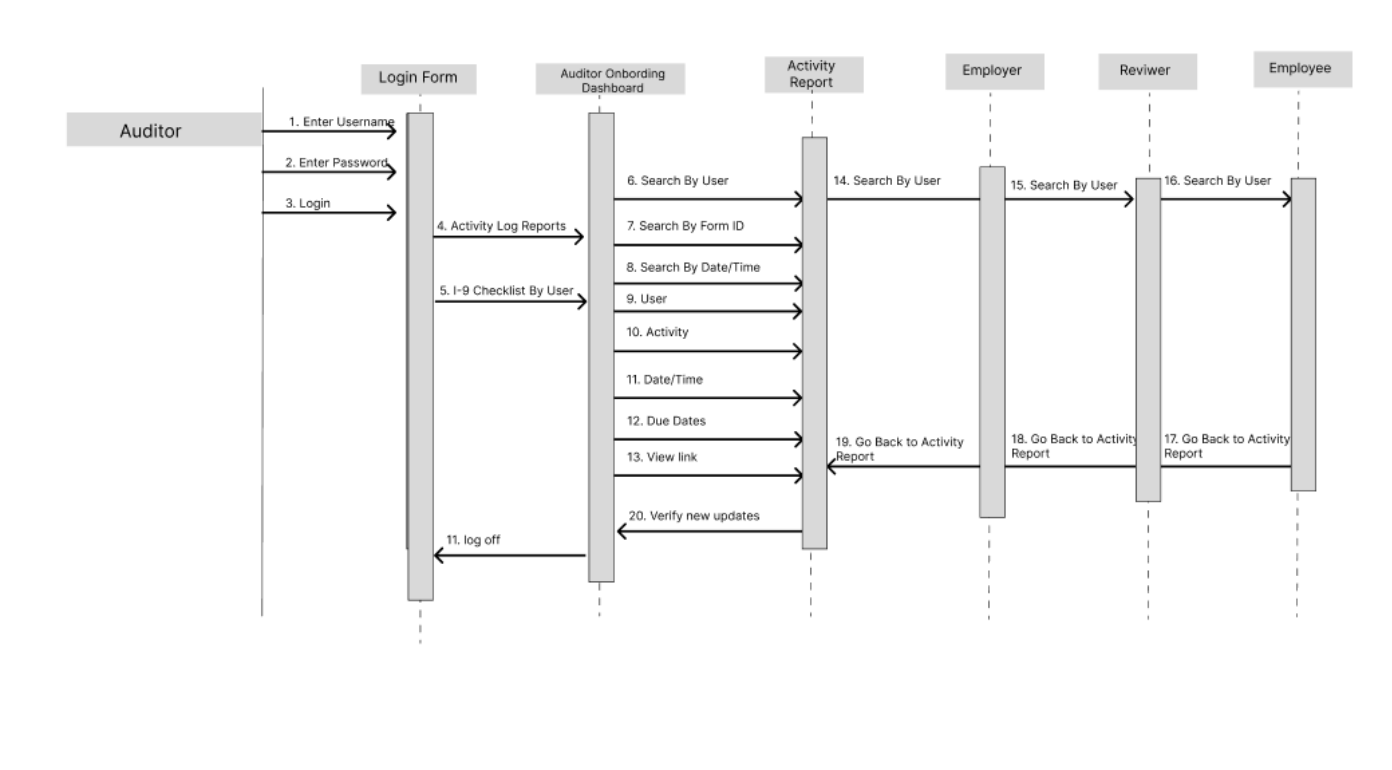
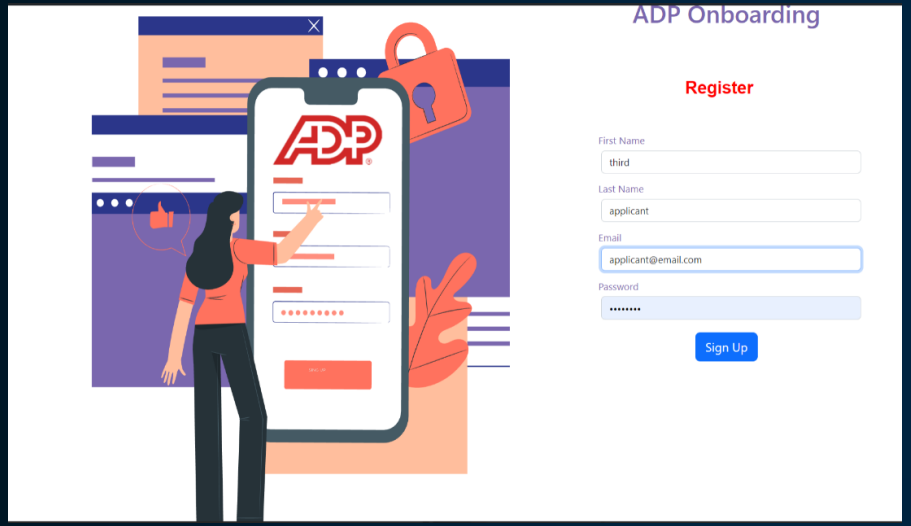
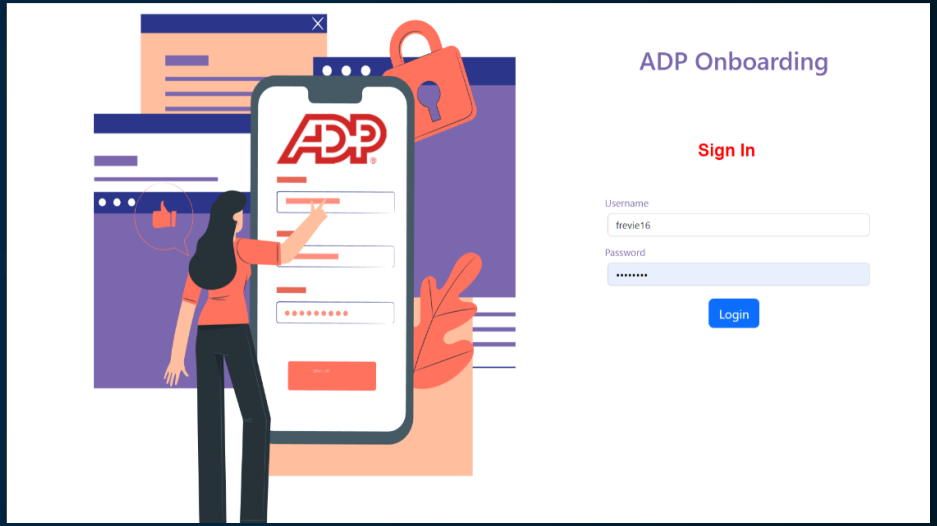


EMPLOYEE WEB LAYOUT





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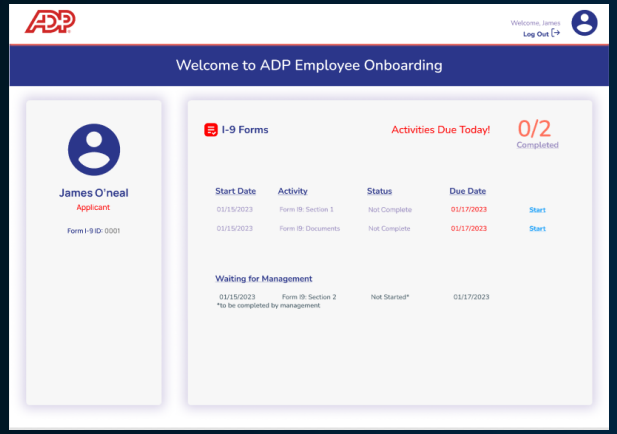
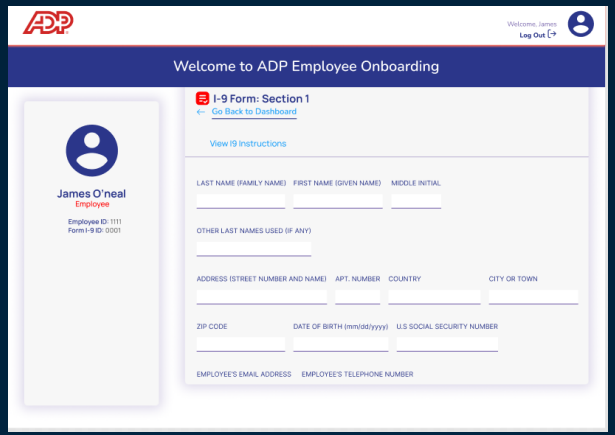
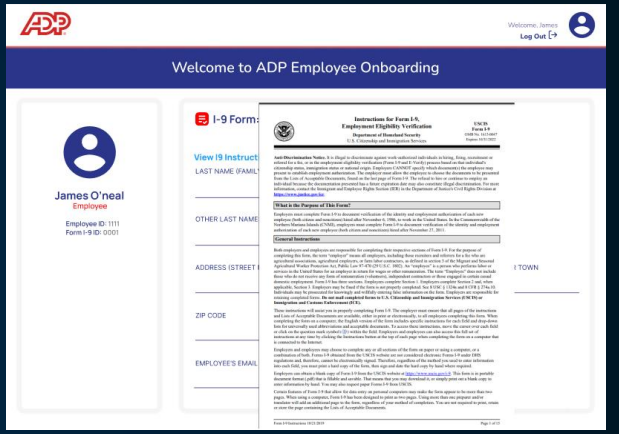
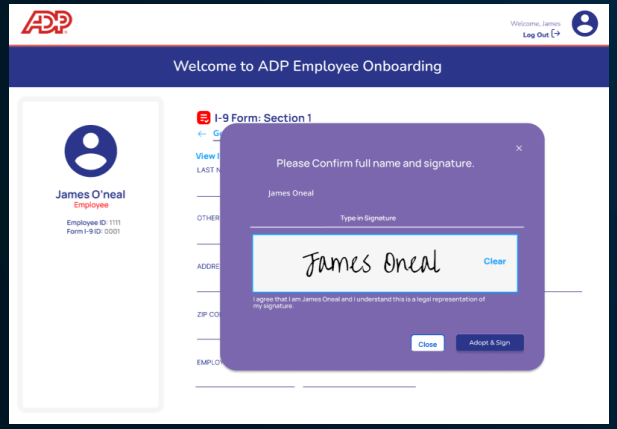
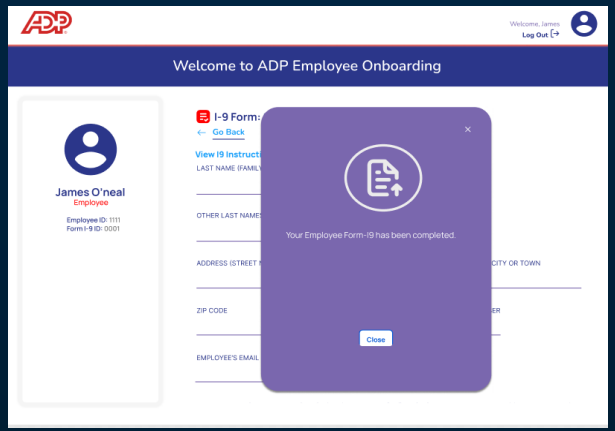
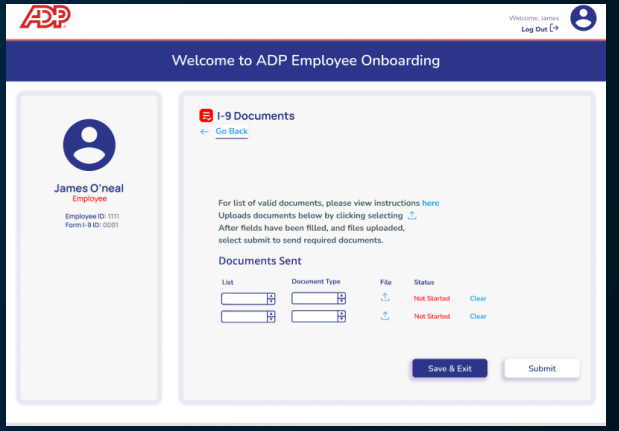




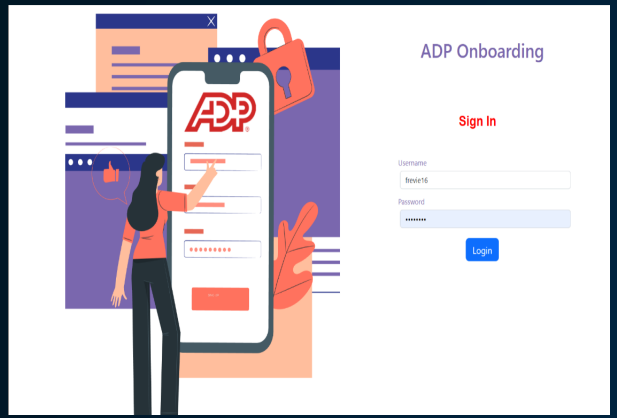


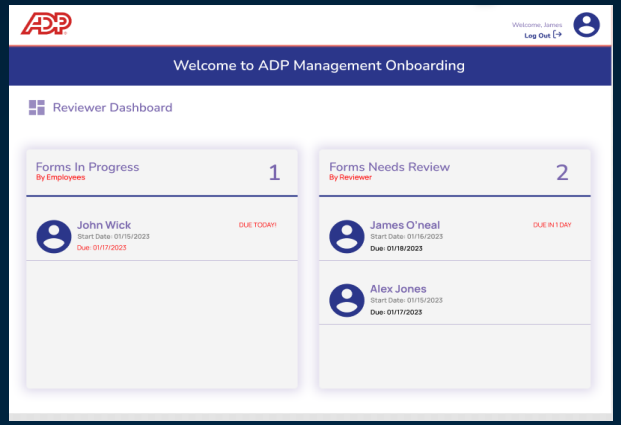


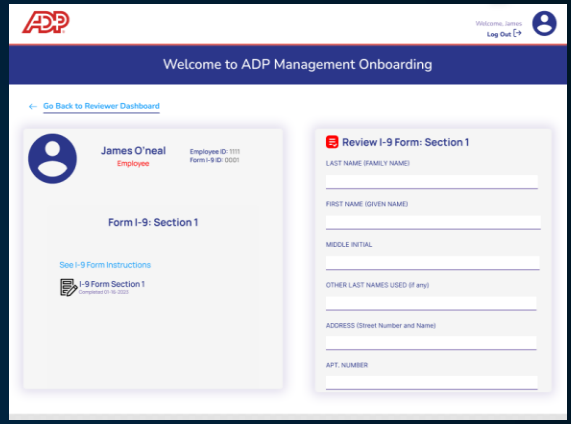


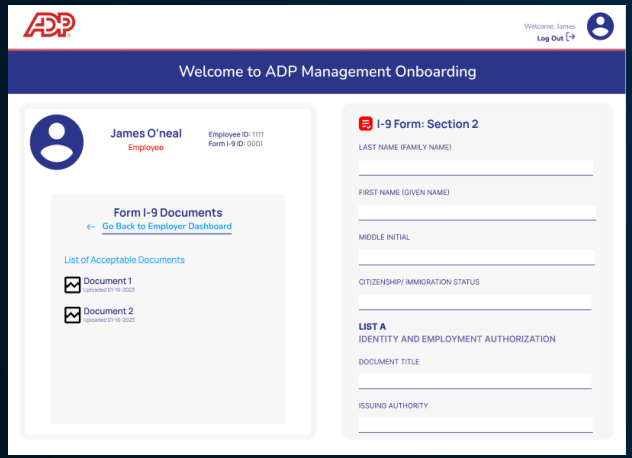


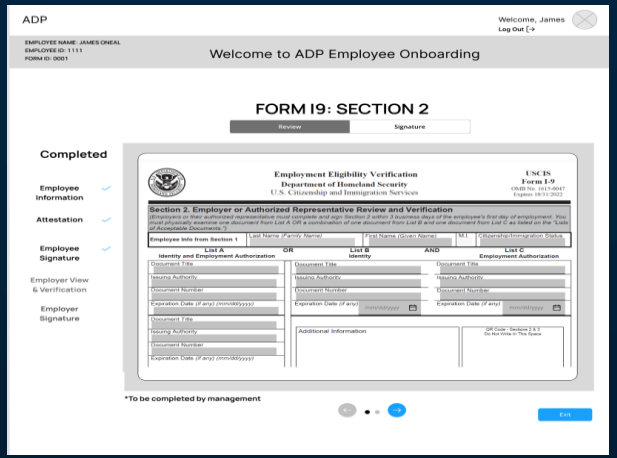
REVIEWER WEB LAYOUT

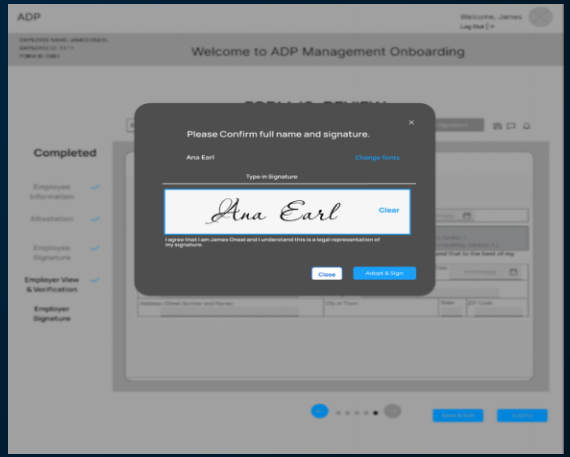




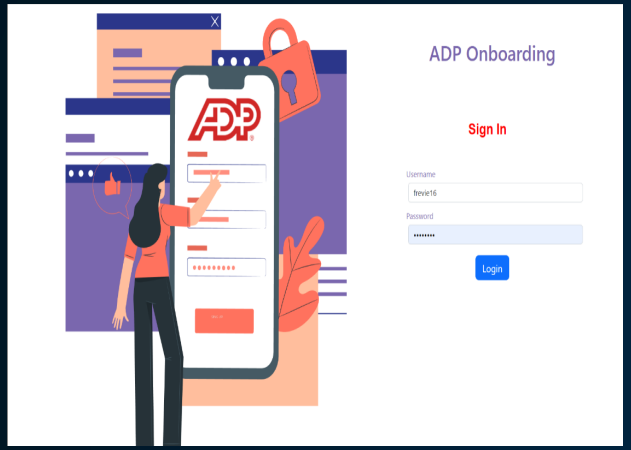


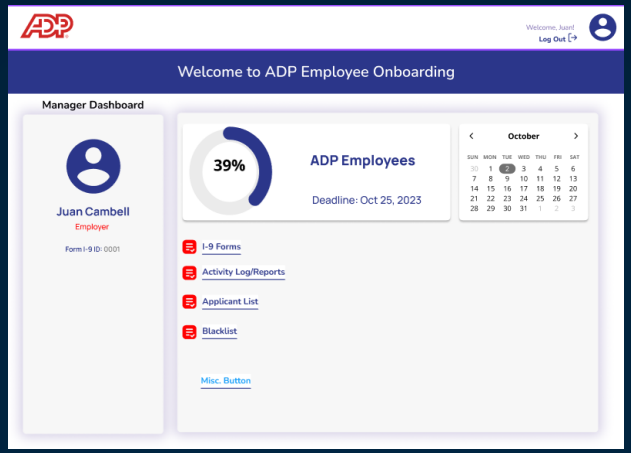


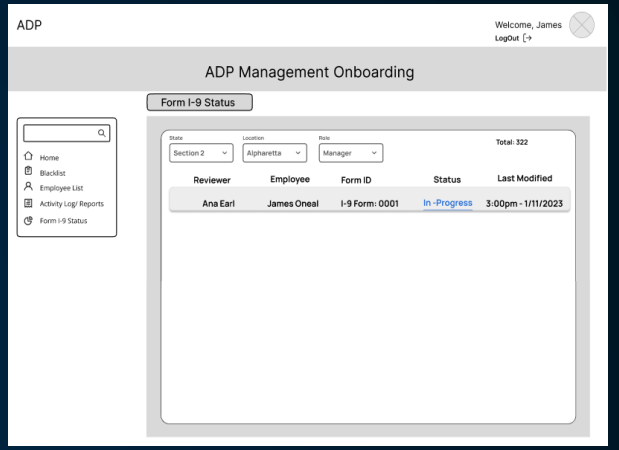


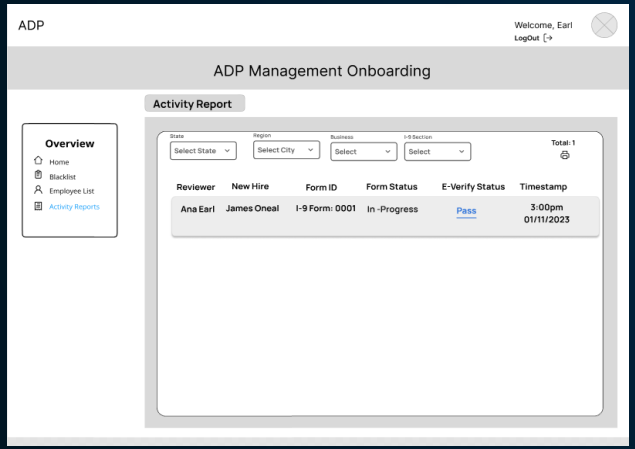


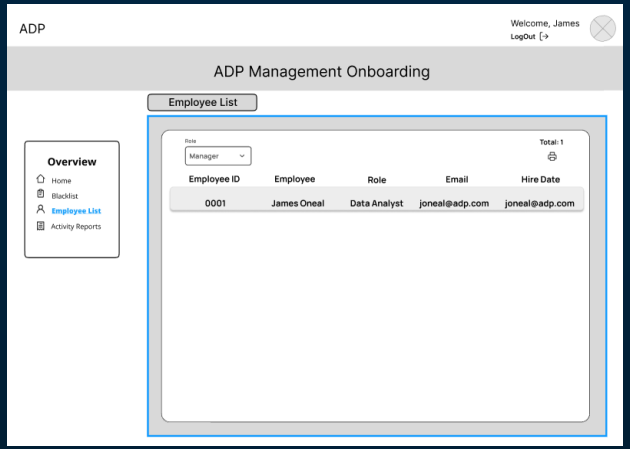
EMPLOYER WEB LAYOUT

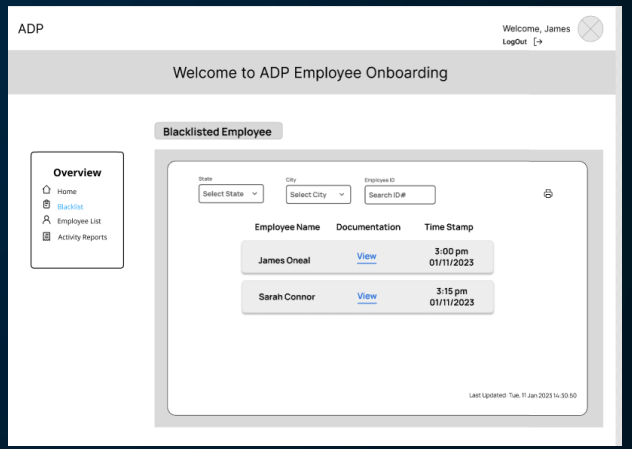




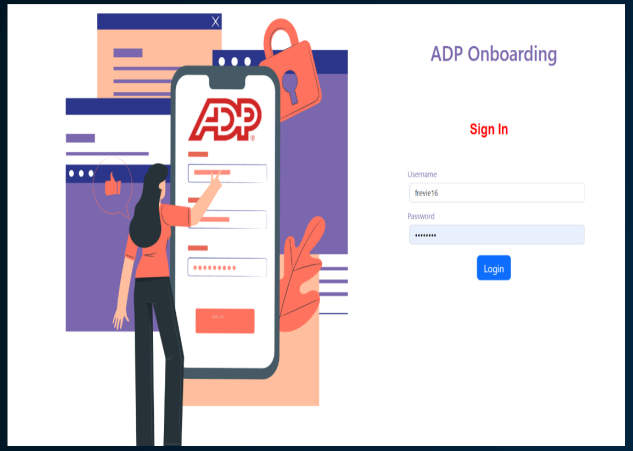


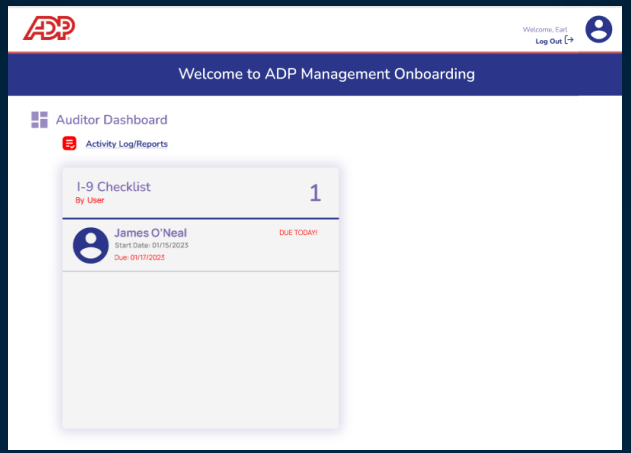


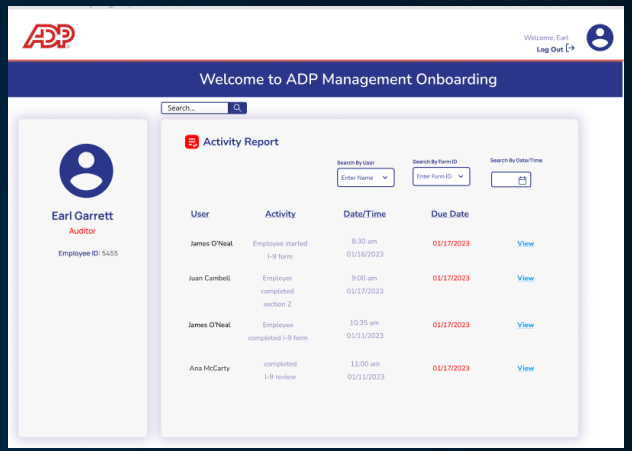


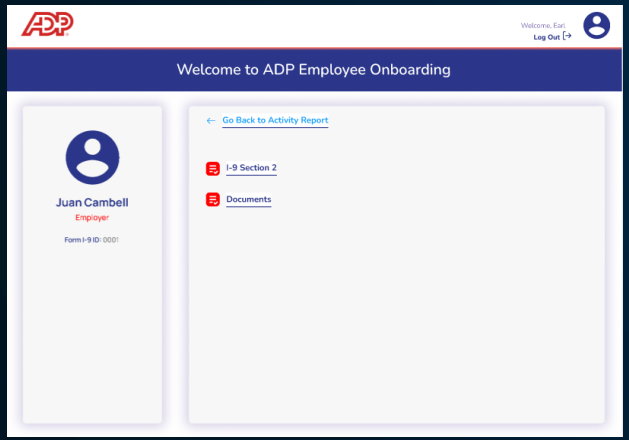


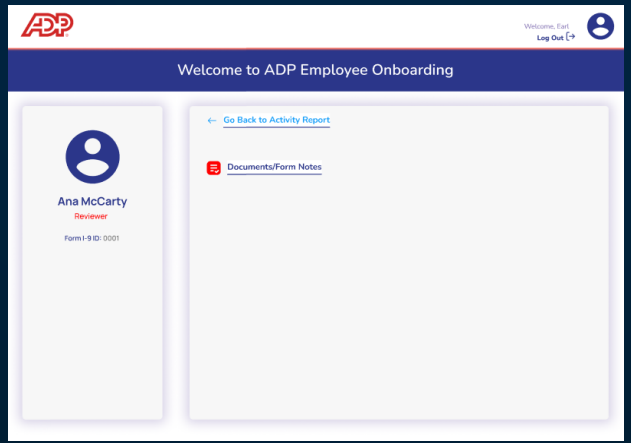
AUDITOR WEB LAYOUT

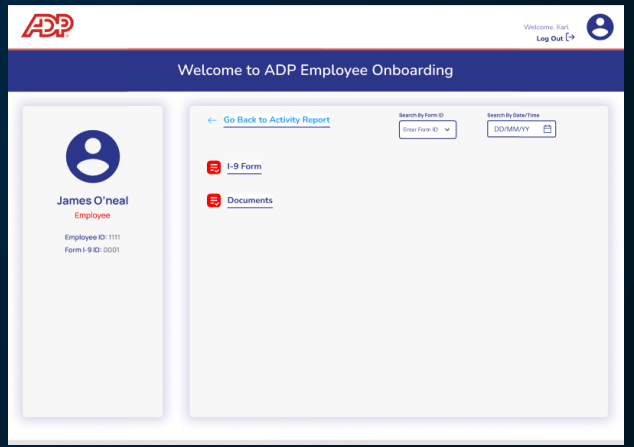






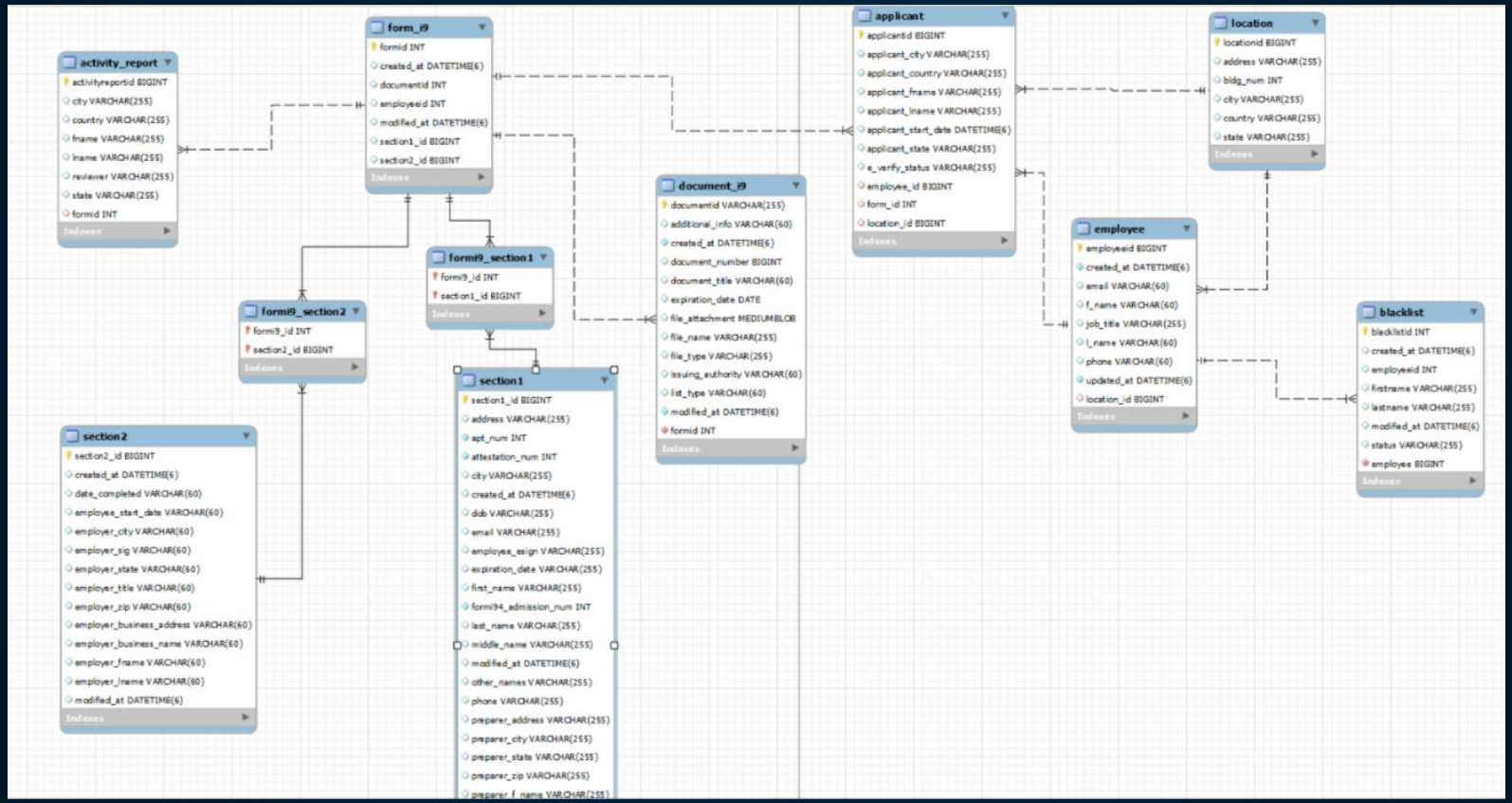






THE RELATIONSHIP

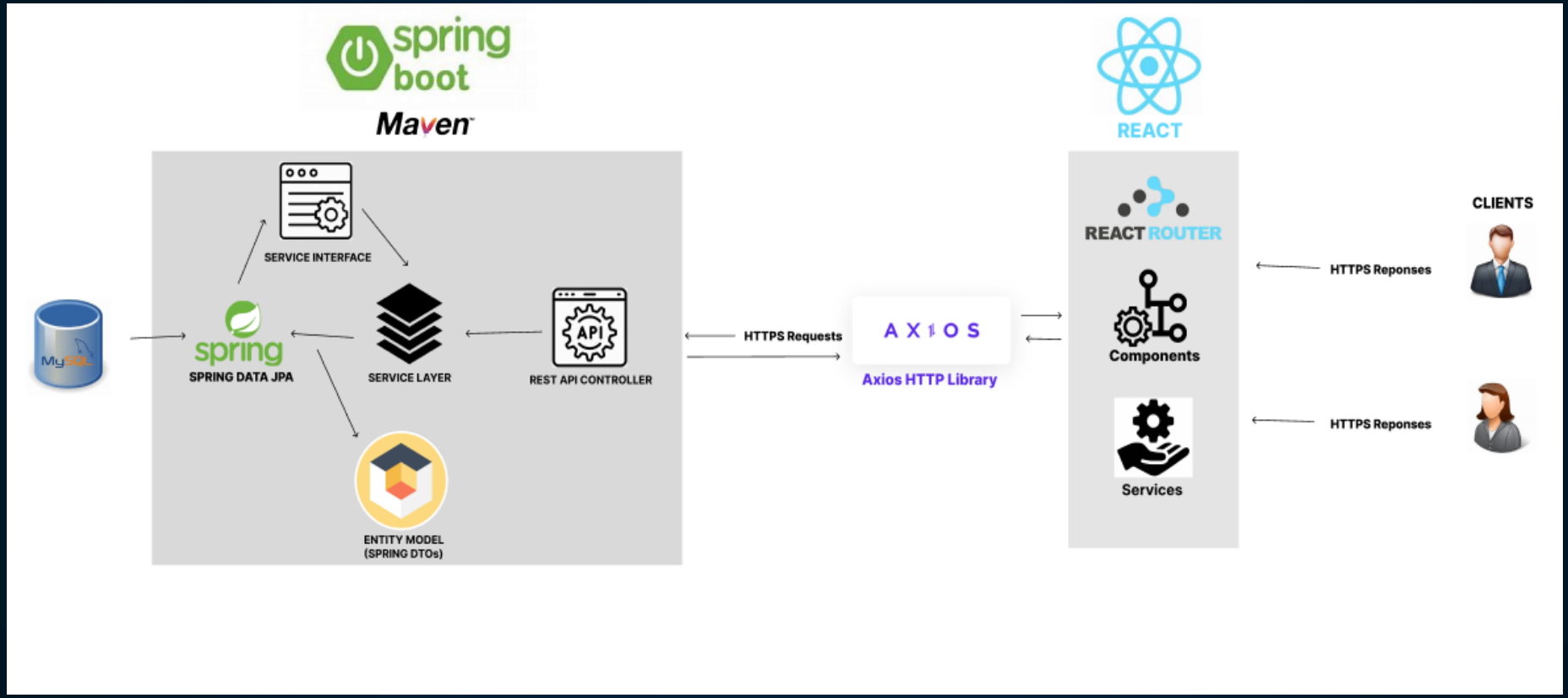
An enhanced entity relationship diagram (EER) that illustrates how the tables in our model relate to each other within the I-9 onboarding web system



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

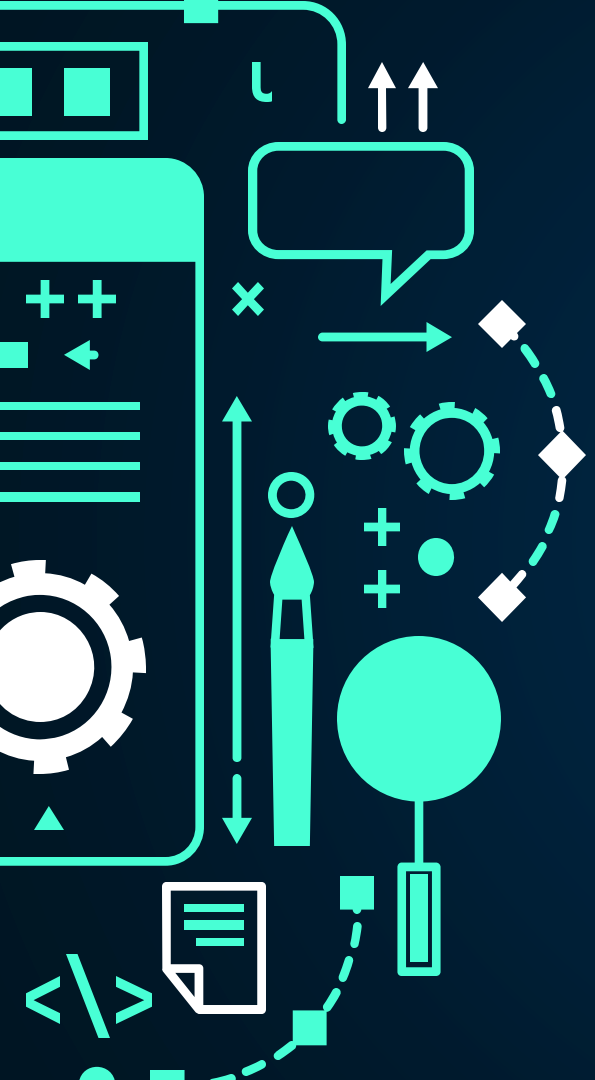
- **Employee**
- **Reviewer**
- **Employer**
- **Auditor**

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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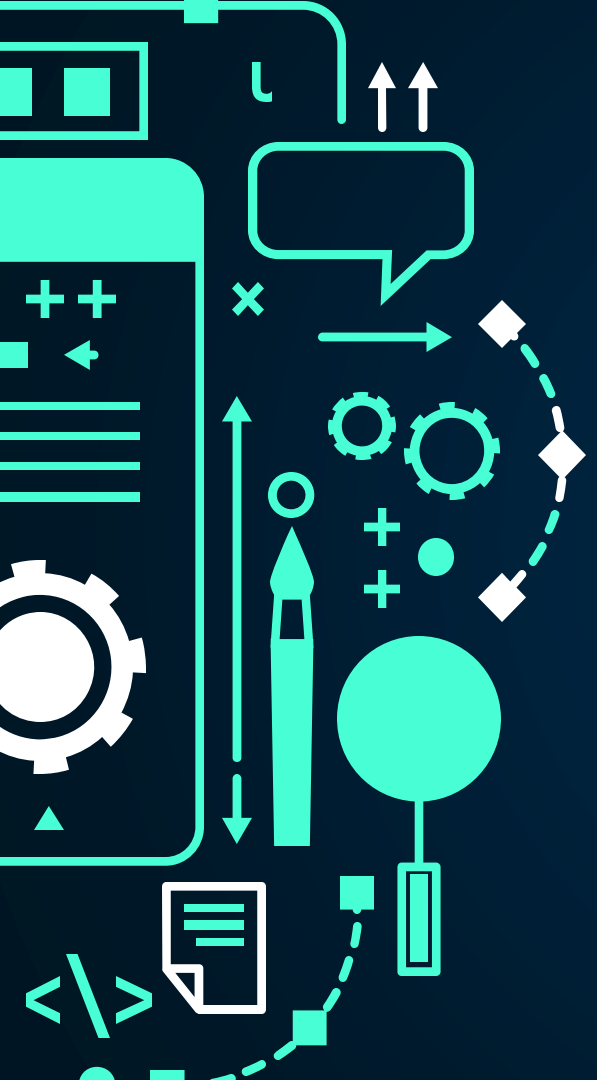

QUESTIONS?