Report Name: HR Executive Dashboard: I-9 Timing

RRC's proportional share of all University late I-9s (I-9's late by the University standard of completion on the first day of employment). This visualization does not take into account the volume of new I-9s processed within each RRC.

Audience: University of Minnesota Unit Leadership and HR Leads
Security/Access: HR Executive Dashboard Requested Access

Report Purpose

The purpose of the I-9 Timing dashboard is to monitor the timeliness of the completion of the form I-9 Employment Eligibility Verification against the University Day1 completion of I-9 Timing standard. HR Leads should review the I-9 Timing dashboard each month to assess timeliness trends and to take remediation action as needed.

Business Rules

- Report is based on data in the PeopleSoft system the week of the 2nd Monday of the month
- UMN Timing Standard: complete I-9 before or on employee hire date

Calculation

- **Proportion of Late I-9s by UMN Standard**
    - Calculated by dividing the number of late I-9s to UMN timing standard by the total new I-9s completed during the time period from the first day to the last day of the month

Prompts

- **Date (graphs and table)**
    - Selection determines the data included in the report
    - Zero to multiple months can be selected causing the report to include data from the selected months
    - Date field default will be set to the most recent month available
- **RRC (table only)**
    - Selection determines the RRCs included in the table

Default Sort Order

- Proportion of Late I-9s by UMN Standard graph displays RRCs with the highest proportion of late I-9s first, secondary sort order is by RRC
- UMN I-9 Timing Analysis table sort order is by RRC

Data Refresh

The data for this report comes directly from PeopleSoft and is created the week of the second Monday of the month. Data gathered to create the I-9 Timing dashboard is static and will not be updated. As a result, data that is updated in PeopleSoft after the data is extracted will not be reflected on the I-9 Timing dashboard.

Questions and Answers:

How should HR review the Late Detail table?

Answer: HR should use the three date columns in the I-9 Late Detail table to analyze how process caused each late I-9:

- The employee's HRMS hire date
- The I-9 Section 1 signing date

- The I-9 Section 2 signing date

I submitted a correction to the hire date for this employee to WFDM. Why is there lateness showing against the previous (before correction keying) hire date?

Answer: The monthly reporting represents I-9 compliance data at a point in time. The data is pulled on the second Monday of every month to capture retroactive entries for the previous month. The report will not show retroactive updates for the previous month made after the second Monday of the current month.

Why does the **UMN I-9 Timing Late Detail Report** show 1/1/2000 as the Section 1 Sign Date for most Hire Dates prior to October 1, 2018?

Answer: The Section 1 Sign Date will display "1/1/2000" as a default date for all I-9s received before we had the capability to track the Section 1 Sign Date dates in PeopleSoft. However, if you look at the Days Exceeds Section 1 Federal Requirements column, there is no lateness measured for these "1/1/2000" dates. This is simply a placeholder to overcome a limitation in Tableau for including an empty date field.