



BrassRing ATS and BrassRing Onboard Release Notes October 2019

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Chapter 1. BrassRing ATS and BrassRing Onboard Release Notes, October 2019

This is a common Release Notes document for BrassRing ATS and BrassRing Onboard. .

Training and Enablement Sessions:

To access training and enablement sessions for SIGNAL LABS Talent Management Solutions products (which includes BrassRing ATS and BrassRing Onboard), refer to [Training and Enablement Sessions](#).

eLearning and User Documentation:

To access eLearning and user documentation for SIGNAL LABS Talent Management Solutions products (which includes BrassRing ATS and BrassRing Onboard), refer to the [Knowledge Center](#).

Browser and Language Support:

- BrassRing ATS and BrassRing Lead Manager [Supported Browsers and Languages](#).
- BrassRing Onboard [Supported Browsers and Languages](#).

Badge and Training Courses:

- BrassRing ATS and Workbench [Badge Courses](#).
- BrassRing ATS Addon [Training Courses](#).
- BrassRing Onboard [Training and Badges](#).
- BrassRing Lead Manager [Training and Badges](#).

Downloadable Release Notes:

- BrassRing ATS and BrassRing Lead Manager [Downloadable PDF Release Notes](#).
- BrassRing Onboard browser [Downloadable PDF Release Notes](#).

BrassRing ATS

BrassRing ATS release features are added to this document at **US Production**.

Refer to the [BrassRing ATS Welcome page](#) on the SIGNAL LABS Knowledge Center for a **Pre-Release** version of the BrassRing ATS Release Notes.

BrassRing Onboard

Client Reminders

The current BrassRing Onboard release includes the following client reminders. Client reminders remind clients of recently distributed important notices and links to comprehensive documentation and training for the special features recently introduced.

This document presents changes for the **October 2019 release of BrassRing Onboard** :

- Staging - October 10, 2019
- US Production - October 19, 2019

Dark Launch Features

The current BrassRing Onboard release includes the following Dark Launch features. Such features are released to **Staging environment - Only** and are NOT released to Production environment for a considerable amount

of time. This process gives an opportunity and enough time to test these features thoroughly before they are available in the production environment.

Third-Party Approval - Overview

This is a **dark launch feature**. The Third-Party Approval enhancement allows people other than the BrassRing Onboard manager or new hire to approve I-9 Section 2.

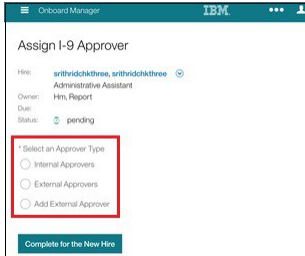
USE IN BRASSRING ONBOARD NEW HIRE

When this feature is enabled, the new hire will no longer need to enter third-party approver details for I-9 Section 2. These fields will be removed from the interface.

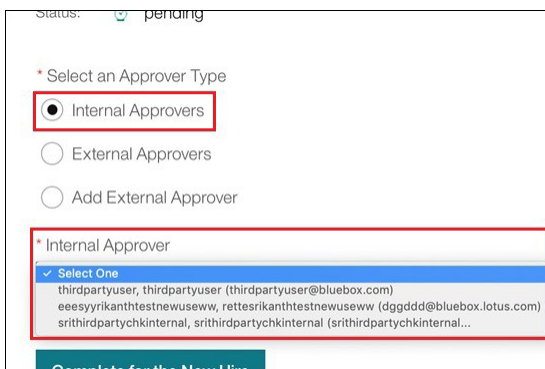
USE IN BRASSRING ONBOARD MANAGER

BrassRing Onboarding managers are assigned an **Assign I-9 Approver** task where they can select the approver type (internal/external) for the I-9, and also add external approvers. (Note: During the dark launch, Assign I-9 Approver activity is inactive and read-only by default. Clients who need it can make it active through a maintenance ticket using DB script.)

- **Internal Approvers.** This is a prepopulated list of internal third-party approvers. Note: Administrators must use the user import feature in the Admin application to do a one-time sync to give all their necessary Talent Suite users access to BrassRing Onboard and assign them to the third party approvers user group.
- **External Approvers.** This is a prepopulated list of external third-party approvers. They are not employees, but need to approve I-9 Section 2 (for example, external legal counsel). Note: All existing third-party approvers who were previously created from I-9 Section 1 are shown as External Approvers. If clients want to move any of the approvers from External to Internal, they must create a maintenance ticket that contains the list of users who will be assigned as internal approvers.
- **Add External Approvers.** This allows users to add external approvers on the fly. Users cannot use this option to add existing employees who do not have access to BrassRing Onboard.



Select an Approver Type: Internal Approvers:



Select an Approver Type: External Approvers: Note: When an BrassRing Onboarding manager selects an External Approver, that person receives an email with a link to access and complete Form I-9. The approver can copy the URL into their browser and complete the form. If approvers have not used BrassRing Onboard, they receive a separate email with login credentials.

* Select an Approver Type

☐ Internal Approvers

☒ External Approvers

☐ Add External Approver

* External Approver

Select One

Add External Approver:

Onboard Manager

* Select an Approver Type

☐ Internal Approvers

☐ External Approvers

☒ Add External Approver

* Third Party Approver First Name

* Third Party Approver Last Name

* Third Party Approver E-mail Address

Third Party Approver Phone Number

Third Party Approver Location

Complete for the New Hire

Reopen Assign I-9 Approver:

I-9 is already in progress for this new hire.

Re-Open Assign I-9 Approver

Please provide additional information for re-opening this task. This additional information will also be included in the email sent to the task owner.

Additional Information

Test Reopen after I-9 test completion

Job Application: Active Jobs | Task Status: All | Due date range: All

Task Title	Task Owner	Due Date	Status	Job Application
I-9 Section 2	User, BWSHiringManager		pending	Software Engineer
Onboard New Hire Step	McMahon, Alexandra		not started	Software Engineer
Onboard End	User, BWSHiringManager		not started	Software Engineer
Onboard Start	User, BWSHiringManager		completed	Software Engineer
Assign I-9 Approver	User, BWSHiringManager		completed	Software Engineer
I-9 Section 2	McMahon, Alexandra		completed	Software Engineer

Re-Open Assign I-9 Approver

Cancel

View Task

Reopen Task

PROCESS AND CONFIGURATION

1. Transfer the responsibility of assigning a third-party approver from the new hire to the employer. This means new hires will no longer need to enter the third-party approver details in the I-9. These fields will be removed.
2. Split existing third-party approver into two new approver types: internal approvers (actual employees and existing users) and external approvers (for example, external legal counsel).
 - All existing third-party approvers that were previously created from I-9 Section 1 are shown as External Approvers.
 - If clients want to move any of the approvers from External to Internal, they must create a maintenance ticket that contains the list of users who will be assigned as internal approvers.

3. On the **Manage Activity Fields** screen, there is a new activity called **Assign I-9 Approver**. It is a standard activity like I-9 Section 1 and BrassRing Onboarding US W4, so is already created and cannot be duplicated. It allows clients to configure who the third-party approver for the respective new hire should be.

Manage Activity Fields

System Configuration | Users | Job Settings | Utilities | Career Centers | Personal Settings | Multiple New Hire Portals

Activity Fields

Activity Name and Fields

Activity: Assign I-9 Approver

Activity Settings

Activity Name: Assign I-9 Approver

Template Type: Onboard I-9 Third Party Approver

Field Properties

S.No.	Field Name	Label	Required	Type	Dictionary	View Only	Enabled	Field Validation	Display Format	Co
1	ApproverType	Select an Approver Type	Y	SELECT	SL_APPROVERTYPE				None	
2	InternalApprover	Internal Approver	Y	COLLE	NA				None	
3	ExternalApprover	External Approver	Y	COLLE	NA				None	
4	APPROVER_FIRST	Third Party Approver First	Y	STRING	NA			Max Length	None	
5	APPROVER_LAST	Third Party Approver Last	Y	STRING	NA			Max Length	None	
6	APPROVER_EMAIL	Third Party Approver Email	Y	STRING	NA			Max Length	None	
7	APPROVER_PHONE	Third Party Approver Phone	Y	STRING	NA			Max Length	None	

4. On the **Manage Job Workflow** screen, add a new workflow activity called **Assign I-9 Approver** into the workflow. This activity allows clients to configure who the third-party approver for the respective new hire should be.
- During the dark launch, the Assign I-9 Approver activity is **inactive and read-only** by default. Clients who need it can make it active through a maintenance ticket using DB script.
 - The default task owner for this activity is: **Hiring Manager**.
 - The **Allow Third Party I-9 Section 2 Approver** check box must be deselected to avoid the new hire entering third-party details again.
 - The **Assign I-9 Approver workflow must precede the I-9 Section 1 workflow**. It should never be after the I-9 Section 1 workflow, but can be moved to an earlier place in the process.

Validation Failed: Invalid configuration: Please configure an activity with a Template Type of I-9 Section 2 Approval before an activity with a Template Type of I-9 Section 1 Approval

New ThirdParty_Events

Assign I-9 Approver should be before I-9 sect 1

Workflow Diagram:

- I-9 Section 1: User Responsible New Hire
- Assign I-9 Approver: User Responsible Primary Hiring Manager
- I-9 Section 2: Status Verification

- e. The **activity has three sections**:
- Assign Internal Approvers:** This is a prepopulated list of users who are assigned to the third-party user group. Responsible users can select a user and select Submit to assign Section 2 to that user for approval. Note: Administrators must use the user import feature in the Admin application to do a one-time sync to give all their necessary Talent Suite users access to BrassRing Onboard and assign them to the **third party approvers** user group.
 - Assign External Approvers:** This is a prepopulated list of external people who are not employees but need to approve I-9 Section 2 (for example, external legal counsel).
 - Add External Approvers:** This allows users to add external approvers on the fly. Users cannot use this option to add existing employees who do not have access to BrassRing Onboard.
5. Allow approvers to be assigned for a new hire from BrassRing ATS. Clients must pass the user name of the approver as part of the job application entity in the B-O integration. Within the XSL mapping:

```
<JobApplicationEntity>
<thirdPartyApproverName>
<xsl:value-of select="$BrassRing Onboard/*:Candidate/*:UserArea/
*:Id[@idOwner='ThirdPartyApproverName']/*:IdValue" />
</thirdPartyApproverName>
```

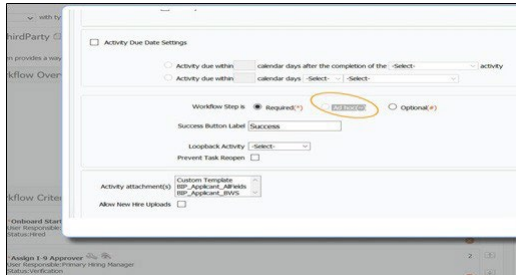
- The user must already have access to BrassRing Onboard as a third-party user. Otherwise, this user is not assigned, and an error message will display during the B-O integration.

- b. Approvers can also be assigned via the V2 services.
 - c. The user is assigned as an internal approver and the details are autopopulated in the approval activity. The responsible user type must review and complete the activity.
6. Add two new markers to the third-party approval communication template:
- `<%=due.date%>`. Displays due date for I-9 section 2 approval activity to be completed.
 - `<%=new hire.startdate%>`. Displays the start date of the new hire.

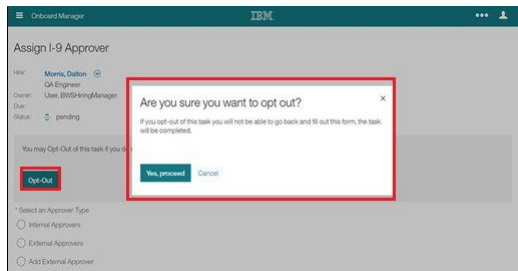
Third-Party Approval - August Enhancements

There are enhancements to Third-Party Approval.

- For **Assign I-9 Approver** task:
 - The **Adhoc** workflow step option is disabled for the Assign I-9 Approver task.



- The **Allow Third Party Approver** option is disabled if the Assign I-9 Approver is added into the workflow.
- The **reopen of Assign I-9 Approver** task is not allowed if I-9 Section 2 is completed with receipts.
- On the Assign I-9 Approver page, there is an **Opt Out** button for a third-party task. If a task is opted out, the following message displays: *If you opt-out of this task you will not be able to go back and fill out this form; the task will be completed.*



Assign I-9 Approver Task - Status: Opted Out:

Task Title	Task Owner	Due Date	Status	Job Application
I-9 Section 1	Morris, Dalton		pending	QA Engineer
I-9 Section 2	User, BWSHiringManager		not started	QA Engineer
TS Everify Custom	User, BWSHiringManager		not started	QA Engineer
Onboard New Hire Step	Morris, Dalton		not started	QA Engineer
Onboard End	User, BWSHiringManager		not started	QA Engineer
Onboard Start	User, BWSHiringManager		completed	QA Engineer
Assign I-9 Approver	User, BWSHiringManager		Opted Out	QA Engineer

- Change **Completed By** for a third-party task.

Third-Party Approval - Reassign Approver When I-9 Section 2 Is Open

A user can **reassign/update the I-9 Section 2 approver** (either internal or external) while I-9 Section 2 is open (draft, in progress, or overdue). This is useful in scenarios where the initial approver is not able to approve or is unavailable.

Two validations were added:

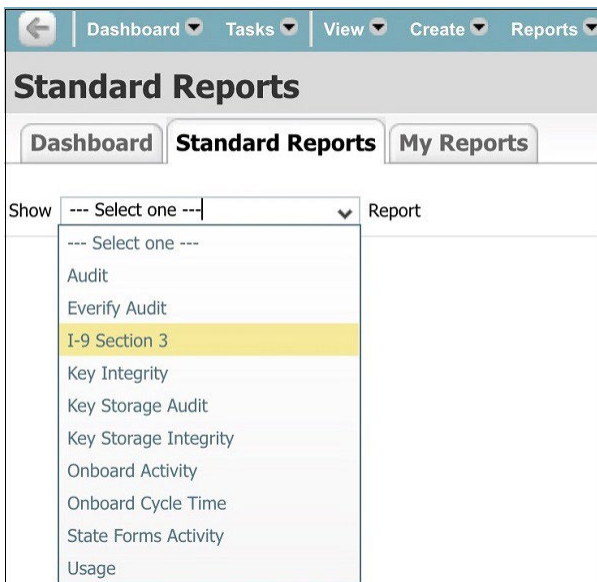
- When the approval activity is reopened, the link for active/in-progress I-9 Section 2 activity in the **My Tasks** page is disabled. Once the approval activity is completed, the link is again enabled.
- When the user tries to complete I-9 Section 2, the system checks the **status** of the approval activity:
 - If approval activity exists (in the workflow) and is complete, then I-9 Section 2 is marked as complete.
 - If the approval activity exists and is not complete, then the following error message displays: *The current activity cannot be completed as a preceding I-9 approval activity has been reopened. Please contact the hiring manager and have them close the earlier activity.*

Visible Changes

The current BrassRing Onboard release includes the following visible changes.

I-9: Section 3 Standard Report

There is a **new standard report for I-9 Section 3 data** in **Standard Reports** in the **Reports** tab of the **BrassRing Onboard Configuration** application. I-9 Section 3 Standard



Report:

The I-9 Section 3 standard report contains:

- New Hire First Name - First Name (Applicant)
- New Hire Last Name - Last Name (Applicant)
- New Hire Middle Initial - Middle Name (Applicant)
- New Hire New Name (in case of name change) - Employee New Firstname (Reverification)
- Candidate Start Date - Candidate Start Date (Job Application)
- Rehire/Reverification - ReverificationType (Reverification)
- Date of Rehire - Date of Rehire (Reverification)
- Type A-1 Document title - Review Document Title (ReviewDocument)
- Type A-1 Document number - Review Document Number (ReviewDocument)

- Type A-2 Document title
- Type A-2 Document number
- Type A-2 Expiration date
- Type A-3 Document title
- Type A-3 Document number
- Type A-3 Expiration date
- Type C Document title
- Type C Document number
- Type C Expiration date
- Activity Completed date - Date Completed (Activity)
- Receipt flag - Receipt (ReviewDocument)
- Duration of Status flag (if applicable)
- Default date range: 1 year

The following are the new combinations that are supported to pull the I-9 Section 3 data:

- #I9, #Reverification
- #Applicant, #GenericActivityEntity, #JOBAPPLICATION, #JOBREQUISITION, #I9, #Reverification
- #Applicant, #GenericActivityEntity, #JOBAPPLICATION, #JOBREQUISITION, #I9, #Reverification, #ReviewDocument, #EmployerReview

The screenshot shows the 'I-9 Section 3 Report' interface. It includes a 'Filter' section with dropdowns for 'Select one' and 'Select one'. Below this is a 'Report Details' section with a 'Summary' tab selected. The main table displays document information with columns: Location, Date Range, First Name, Last Name, Middle Name, Date of Birth, Social Security Number, Document Type, Document Number, Document Expiration Date, Document Status, Date Completed, and Receipt. The table contains several rows of data, including entries for 'October 01, 2019' and 'October 02, 2019'.

I-9: Section 3 Permanent Resident Card Added

Permanent Resident Card (Form I-551) has been added to the I-9 Section 3 list A documents.

The screenshot shows the 'Onboard Manager' form. It includes a 'Middle Initial' field, a question 'Has the employee's name changed from I-9: Section 1?' with 'Yes' and 'No' radio buttons, and a 'Reverification Document' section. Under 'Document Title', there is a list of document types: 'Foreign Passport', 'Temporary I-551 (Stamp/MRIV)', 'Alien Res. Receipt Card (Form I-551)', 'Perm. Resident Card (Form I-551)', 'Employment Authorization by Homeland Security', 'Native American Tribal Document', 'Unrestricted Social Security Card', 'I-94 receipt', 'Arrival or Departure for I-951', and 'Arrival or Departure for I-776'. The 'Perm. Resident Card (Form I-551)' is highlighted.

I-9: Continue Use of Current Form for Employment Eligibility Verification

Until further notice, employers should **continue using the Form I-9 currently available on I-9 Central**, even after the **expiration date of August 31** has passed. The BrassRing Onboard team will provide updated information about the new version of the Form I-9 as it becomes available.

Updates to State and Federal Forms

There are updates to maintained forms.

Form Updates

Illinois (IL-W-4) update:

- Exempt check box precedes the three allowance fields.
- Exempt check box has instructional text.

Illinois (IL-W-4) Exempt Check Box instructional text:

Check the box if you are exempt from federal and Illinois Income Tax withholding. Do not complete Lines 1 through 3 if you are claiming exempt status from Illinois withholding.

1. The total number of basic allowances that you are claiming (refer to form for more information).
2. The total number of additional allowances that you are claiming (refer to form for more information).
3. The additional amount you want withheld (deducted) from each pay.

E-Verify: V30 Modernization Enhancements

There are enhancements to E-Verify V30.

E-Verify: Duplicate Case Check for the New Hire

A **duplicate case check** is performed before E-Verify case creation for the new hire on the basis of Social Security Number (SSN).

Once I-9 Section 2 is completed, a duplicate case check is performed.

- DHS has enhanced the duplicate check process and will display a list of existing E-Verify cases (if they exist) for a new hire before an E-Verify case can be created. This is done by sending the SSN of the new hire to DHS.
- When there are duplicate cases existing for the new hire, when the BrassRing Onboarding manager selects the E-Verify task, the link named Hide Existing E-Verify Cases with the Same SSN displays. This list provides the Case Number, Created On Date and Status of the E-Verify cases.

Hide Existing E-Verify Cases with the Same SSN:

Hide Existing E-Verify Cases with the same SSN		
Case Number	Created on	Status
2019263085238LH	September 20, 2019 12:00:00 AM EDT	CLOSED
2019263091917AD	September 20, 2019 12:00:00 AM EDT	UNCONFIRMED_DATA
2019263092320AJ	September 20, 2019 12:00:00 AM EDT	CLOSED
2019263121717GH	September 20, 2019 12:00:00 AM EDT	DRAFT
2019263121735HD	September 20, 2019 12:00:00 AM EDT	CLOSED
2019264093330LL	September 21, 2019 12:00:00 AM EDT	CLOSED
2019266091547LE	September 23, 2019 12:00:00 AM EDT	CLOSED
2019262041531CF	September 19, 2019 12:00:00 AM EDT	CLOSED

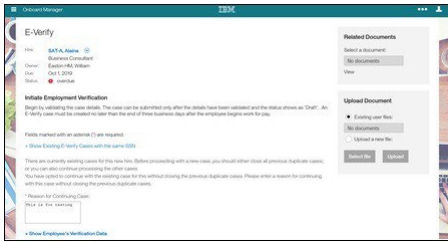
When there are duplicate cases existing for the new hire, when the BrassRing Onboarding manager selects Validate I-9, a text field displays that allows you to enter a reason to continue with case creation. Enter a reason before selecting Create Draft.

- The text entered into the text field is sent to DHS for any case creation where a duplicate case already exists.
- The text field allows a maximum of 255 characters.
- If more than the maximum number of characters are entered, then the following message displays: *Invalid value for "duplicate_continue_reason", the character length must be smaller than or equal to 255.*
- If no duplicate reason text is provided, then the following message displays: *Invalid value for "duplicate_continue_reason", a reason is required.*

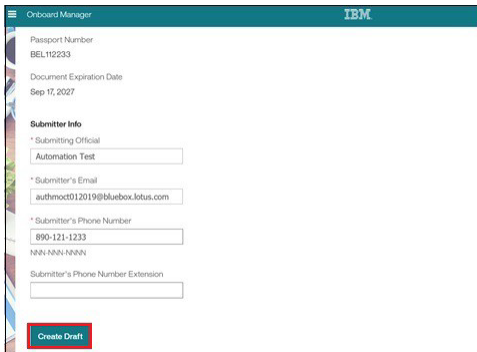
E-Verify: Draft Case Creation

The process of case submission has now been split into case creation and case submission. This was done to help minimize human error as well as reduce the amount of prematurely submitted or abandoned cases.

E-Verify: Initiate Employment Verification:



As a first step, BrassRing Onboarding managers create a case by selecting **Create Draft**. This assigns a case number and returns a Draft case status. This signifies the case was created, but not submitted. BrassRing Onboarding managers can submit the case or reopen the case to make any updates then submit the case.



Note: A case can only be submitted if there are no errors and the case status is Draft.

Initially, BrassRing Onboarding managers only see a **Create Draft** option, but later they have other options: **Submit E-Verify**, **Re-open I-9**, and **Close Case**

When BrassRing Onboarding managers select **Create Draft**, the following message displays: *Begin by validating the case details. The case can be submitted only after the details have been validated and the status shows as Draft. An E-Verify case must be created no later than the end of three business days after the employee begins work for pay.*



The **Draft Case** service call validates the I-9 details and generates a case number. A response is received from DHS: *I-9 details validated. In case of errors, please re-open I-9 to make the necessary updates; or click 'Submit E-Verify' to submit the case details to DHS.*

If the **I-9 is validated successfully**, then the following message displays: *Case has been validated successfully. Case can now be submitted. An E-Verify case must be created no later than the end of three business days after the employee begins work for pay.*

If the **I-9** is **not validated successfully** (there is unconfirmed data), then the following message displays: *The following list of fields that must be confirmed for SSA/DHS in order to continue processing the case. In case of discrepancies, re-open I-9 and update the necessary fields; Else, go ahead and submit the e-verify case.*

When BrassRing Onboarding managers select **Re-open I-9** after a case number is generated, then the **Edit Case** service call updates the I-9 details.

Task Title	Task Owner	Due Date	Status	Job Application	Job Application Status	Registration Number
Onboarding End	Estuon MA William		not started	Business Consultant	Active	19709095
Onboarding Start	Estuon MA William		completed	Business Consultant	Active	19709095
I-9 Section 1	Saba, Tim	Oct 1, 2019	in progress	Business Consultant	Active	19709095

Once a case number is generated, then the **Submit E-Verify**, **Re-open I-9**, and **Close Case** options display.

BrassRing Onboarding managers can **close the case while in Draft status** by providing the case closure reasons. OVERVIEW

Create Case:

Onboard Manager IBM

TS Everify Custom

File: Thompson, Leroy

Business Consultant

Owner: HM, Sunil

Due: pending

Initiate Employment Verification

Begin by validating the case details. The case can be submitted only after the details have been validated and the status shows as "Draft". An E-Verify case must be submitted within three business days after the employee begins work for pay.

Fields marked with an asterisk (*) are required.

Hide Employee's Verification Data

Driver's license issued by state/territory *

Driver License/State ID Card State

Mississippi

Driver License/State ID Card Number

123456788

Document Expiration Date

Dec 03, 2027

List C document Name

Employment authorization document issued by Department of Homeland Security

Submitter Info

* Submitting Official

Sunil HM

* Submitter's Email

testv30@mailinator.com

* Submitter's Phone Number

122-222-2222

NNN-NNN-NNNN

Submitter's Phone Number Extension

Create Draft

Validate and Submit Case:

TS Everify Custom

File: Thompson, Leroy

Business Consultant

Owner: HM, Sunil

Due: pending

Validate 1-9 Results

Case has been validated successfully. Case can now be submitted. An E-Verify case must be created no later than the end of three business days after the employee begins work for pay.

Fields marked with an asterisk (*) are required.

Case Number

2019288114910AB

Case Action

Create Case

Case Status

Case Incomplete

Show case history

Show Employee's Verification Data

Submit E-Verify

Close Case

Complete Task:

File: Thompson, Leroy

Business Consultant

Owner: HM, Sunil

Due: pending

Case Closed

The case has been successfully closed. Please take next actions based on case status - Click on Complete if case is closed, else click on Create New Case to resubmit a new case.

Fields marked with an asterisk (*) are required.

Submit Everify Case Results

Case Number

2019288114910AB

Case Action

Submit Everify Case

Case Status

Closed

Case Eligibility

Employment Authorized

Show case history

Show Employee's Verification Data

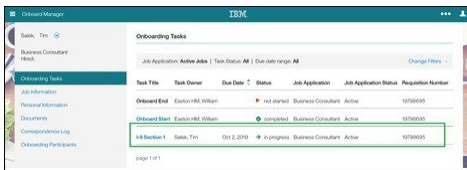
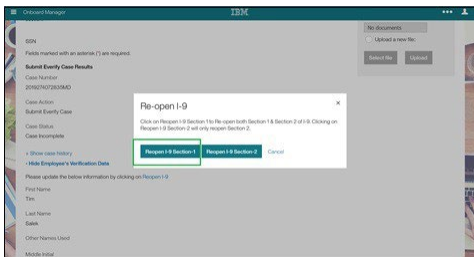
Complete

E-Verify: Status Returns as Unconfirmed

There is a new E-Verify status: **Unconfirmed Data**, where users must confirm and/or update I-9 data.

Along with the status, a list of fields displays on the screen, which must be confirmed for SSA and DHS in order to continue processing the case. BrassRing Onboarding managers must review the I-9 information for the fields displayed and, if necessary, make changes.

If there are no changes, the BrassRing Onboarding manager can select **Confirm** or **re-open the relevant I-9 sections** and update the required fields. Note: For Section 1, the new hire updates it.



Task Title	Task Owner	Due Date	Status	Job Application	Job Application Status	Acquisition Number
Onboard New Hire	Easton HRM, William	Oct 15, 2019	Completed	Business Consultant	Active	201902891341029M

E-Verify: New Photo Match Option

In the E-Verify process, there is a new photo matching option.

Previously, there were two photo options: **Not Matching** and **Matching**.

Now, there is a third option: **No Photo Displayed**.

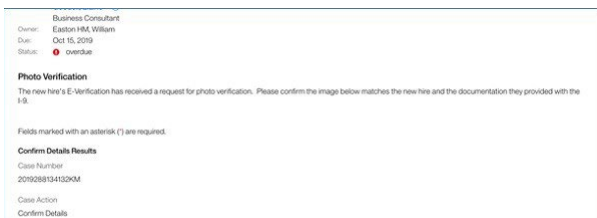
This new option can be selected when E-Verify either displays no photo or it displays an image of something other than a photo of a person (for example, an image of the back of a passport).

Additionally, when the Scan and Upload portion of the case creation is reached, the user must upload both a front and back picture in two separate fields.

A photo can be uploaded:

- Acceptable formats are jpg, pdf, and png.
- File size should not be more than 5MB.

Photo Verification - Confirm Detail Results:



Not Matching:

Document Explanation Label
Apr 05, 2027

Does this photo match the photo in the U.S. Passport, Foreign Born, Permanent Resident Card (Form I-688) or an Employment Authorization Document (Form I-204) provided by the employee?

Photo

☐ Not a match

☐ Matching

☒ Not including

☐ No photo displayed

Submit

Scan and Upload:

Onboard Manager IBM

E-Verify

Hi: Goodell, Elaine
Business Consultant

Owner: Easton HM, William

Due: Oct 15, 2019

Status: overdue

Scan and upload

Because there was no photo found, submit a valid photo by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.

Fields marked with an asterisk (*) are required.

not-matching Results

Case Number
20192881341329KM

Select File and Upload:

Apr 05, 2027

Please upload the front page of the List A or List C document that was provided in the I-9 form.

Front photo:

Select file Upload

Please upload the back page of the List A or List C document that was provided in the I-9 form (in case of Passport, please upload the Passport Barcode page)

Back photo:

Select file Upload

Upload to USCIS

E-Verify: Dual TNC/Simultaneous Verification

Both DHS and SSA are now verified together.

Previously, SSA TNCs were handled first, followed by DHS TNCs.

Now, with the V30 modernization, both **DHS and SSA are queried simultaneously** for their information, and the information from both sources is combined to create a case eligibility.

Additionally, there is **only one TNC phase**, where either (or both) DHS and SSA TNCs are handled. Employees have a combined total of eight days to contact the appropriate agency, regardless of whether it is a single or dual TNC.

Onboard Manager IBM

Open Referral

Case Number: 20192881341329KM

Case Action: Scan and Upload

Case Status: Tentative Nonconfirmation (DHS and SSA)

TNC Documents

Department of Homeland Security Further Action Notice

Social Security Administration Further Action Notice

TNC:

Onboard Manager IBM

DHS or SSA Referral

The new hire's E-Verification has received a Tentative Non Confirmation from the Department of Homeland Security/Social Security Administration. Review and share the Further Action Notice with the new hire privately. Make sure that the new hire fully understands the Further Action Notice. This document will explain why they received this result, and what to do next - either to take action to resolve this case or not to take action to resolve this case. Please note that choosing the not to take action option will give a final result that indicates USCIS was unable to confirm employment authorization.

Fields marked with an asterisk (*) are required.

Scan and Upload Results

Case Number
20192881341329KM

Case Action
Scan and Upload

Case Status
Tentative Nonconfirmation (DHS and SSA)

TNC Documents

Department of Homeland Security Further Action Notice

Social Security Administration Further Action Notice

E-Verify
Further Action Notice
Tentative Nonconfirmation (TNC)
(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

For SSA Field Office Staff: use EV STAR and see POMS RM 10245.005H

Case Number	769-78-9798
Employee's Last Name, First Name	Employee's Social Security Number
A74854548	121079
Employee's A-Number	Employee's Month/Year of Birth
10912019	2010274042140EA

Reason for this Notice: SSN is invalid. The Social Security number entered in E-Verify is not valid according to Social Security Administration records. DHS TNC. The information entered for this employee did not match DHS records.

Case Verification Number: 2010274042140EA

Your employer, International Business, participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

Why you received this notice:

E-Verify: Consolidated FAN Letter

There is now only one FAN letter.

Previously, there could be **multiple FANs per TNC type**.

Now, there is only **one FAN per TNC type**, with some dynamically generated fields in the letter for employee instructions based on the type of TNC received.

E-Verify: Auto Close

There are changes to auto close. All Employment Authorized case statuses are automatically closed by DHS.

- Any case that receives an **Employment Authorization** case result during any step of the verification process is **automatically closed with standard closure reasons**. This means that a case status of EMPLOYMENT_AUTHORIZED will not be returned. Instead, that case is closed, a status of CLOSED is returned, and the user will not need to manually close the case.
- The E-Verify task is not automatically closed in this case. This is intentional, and allows the user to review the case status.
- In any other situation where a case does not receive Employment Authorized, manual closure is still required.

Case Closed
Your case has been automatically closed. Please take next actions based on case status. Click on Complete Process to review what else you can do on this case. Click on Create New Case to start a new case.

Related E-Verify Case Results

Case Number	2010274042140EA
Case Status	Substantive Case
Case Reason	Employment Authorized

1. Review case history
2. Show Employee's Verification Date

Complete

Configurable Changes

The current BrassRing Onboard release does not include configurable changes. Configurable features must be configured or enabled to be visible and available to users.

Fixed Defects

In the current SIGNAL LABS BrassRing Onboard release, the following defects were addressed.

RTC Jazz Number	Defect Description
222362	TS002552044 - Required field when View Only is not honored as Required. Note: Any read-only field that is configured as required will also be validated – meaning if an activity cannot be completed if a read-only field that is configured as required is blank.
222665	TS002517207 - Need to add Permanent Resident Card option to I-9 Section 3 document list.

RTC Jazz Number	Defect Description
223605	TS002624493 - Talent Suite user imports errors - need OB/IKE engineering.
224248	TS002664555 - New Hire Packet - Target cannot be loaded.
224277	TS002663155 - Invalid Case State for this Operation Error - cases not in sync between E-Verify and BrassRing Onboard.
224401	TS002667602 - I-9 Section 2 List A enforcement follow-up not working.
225675	TS002725463 - Illinois IL-W-4 - Exempt issue.
227294	When selecting the Close button, an error immediately displays saying: The requested operation has encountered the following errors. Select a reason for closing this case. Value is required.
22701	In Resubmit Case: After selecting Create New Case, by Initiate Employment Verification screen, the reason for continuing the case and submitter information is prepopulated.