

## MSEC I-9 AUDITS - FACT SHEET

### *Mountain States Employers Council, Inc.*

Mountain States Employers Council, Inc. has a rich history that has mirrored the changing face of human resource management for over 60 years. Today, MSEC is the premier membership employer association in the nation. The MSEC mission is clear: to be the professional, cost-effective resource for employers in all areas of employment law, human resource consulting, training and surveys. Founded in 1939 to serve the business community, MSEC provides 2,500 employers of all industries and sizes with the resources needed to maintain effective, profitable organizations. Our 30 attorneys and 60 human resource, training and survey professionals provide hands-on services to help members deal successfully with the managerial challenges of operating a business.

### *I-9 Audit Objectives*

There are three objectives for a comprehensive I-9 audit. The first objective is to complete a compliance audit of all, or a randomly selected number of, Form I-9 documentation for an organization's current and former employees. The second objective is to identify and assess issues with overall I-9 practices, procedures and policies. The third task is to generate a report with specific recommendations for improving the organization's I-9 processes. This report would be generated by an MSEC immigration attorney and would be confidential attorney work product. These objectives are detailed below.

#### *TASK 1- Review of Individual I-9s*

The first objective is to complete a comprehensive compliance audit of Form I-9 documentation for current and former employees. The audit may be conducted by reviewing all of the organization's I-9s or by randomly selecting a number of I-9s. The audit will review the I-9s, identify any problems with individual I-9s and make specific recommendations for corrections to the I-9. This task would be accomplished with a team of MSEC interim HR flex staff members. One lead flex staff member would be responsible for overseeing the audit.

#### *TASK 2- Assessment of Current I-9 Trends and Issues*

The second objective is to identify and assess overall issues with the organization's I-9 practices, procedures and policies. The information garnered from the individual I-9 audit would be tracked and any inappropriate trends would be identified. This task would be accomplished by the lead MSEC interim HR flex staff.

#### *TASK 3- Legal Conclusions and Recommendations for Improvement*

The third objective is to summarize the audit findings and make legal recommendations to the organization for improvement of their overall I-9 processes. These recommendations would be based on issues and problems

identified by MSEC interim HR flex staff during Tasks 1 and 2 and will be summarized by an MSEC immigration attorney.

### *Cost of Audit*

Task 1 of this assignment is the individual assessment the I-9 forms. This task will be billed at \$60.00 per hour for time worked. This is based on an average review rate of approximately forty-five I-9s per hour. The overall cost of the individual audit is dictated by the number of I-9s reviewed.

Task 2 of this proposal will be the assessment and identification of overall I-9 trends within the organization. This task will be billed at \$80.00 an hour. It is expected that time spent in this phase would be based on the number of I-9s reviewed at the individual level. It is anticipated that for every 15 hours of individual review, MSEC interim HR flex staff would spend one hour in the trend assessment and identification portion of the audit.

Task 3 of this proposal will be the generation of a report and recommendations by an MSEC immigration attorney. This task will billed at an hourly rate of \$125.00 per hour. Upon the organization's receipt of the report, the MSEC immigration attorney will be available to discuss the recommendations and strategize implementation at no further cost. The report would be generated within a week of the completion of the assessment and identification portion of the audit.

As a benefit of MSEC membership, no contractual obligation is involved. Ongoing communication with the Flex Staff lead consultant and the MSEC Flex Staff manager will ensure that objectives are obtained at the lowest cost.

### *Our Experience*

Our Flex Staff of seasoned HR professionals are MSEC employees who have the full resources of the Council at their fingertips. MSEC Flex Staff work in both large and small organizations doing both ongoing HR management and specialized project work. Flex Staff often team with other MSEC professional staff on multidisciplinary projects, thus providing a highly efficient way of delivering services. For I-9 audits, Flex Staff team with the MSEC Immigration Service attorneys. The MSEC Immigration Service is a team of dedicated immigration attorneys and a paralegal. They specialize in employment-based immigration issues, including I-9 and related matters.

MSEC I-9 Audits require no cumbersome, restrictive contracts. Because the service is billed on an hourly basis, you pay only for what you need and avoid unnecessary overhead costs to your business. We will also work closely with you to make sure we match the most appropriate person with your organization's culture and specific professional needs.