

Instructions to Locate Form I-9

To access an employee's Form I-9, please follow the instructions below:

1. Log into PrestigePRO.
2. Navigate to "Employee Details".
3. Select "Documents" in the action bar. The list of onboarding documents the employee completed will be shown, including their Form I-9.
4. Download the Form I-9

HR / Change / Employee Details

Company: (00105) Demo Cyberdyne Systems

Jessica Test Test

Employee: X47374

Onboarding in progress - Payroll support

Name & Contact

Last Name: Test
First Name: Jessica
Middle Name: Test
Nickname: test

Work Phone:
Work Email:
EP Username: test123

Employment

Employment Status: ACTIVE
Status Date: 08/09/2021
Employment Type: Full Time
Type Date: 08/09/2021
Position: Compliance
Position EEO Code: ADMIN
FLSA Exempt: ☐
W/C Class: NY.8810 CLERICAL

Employer: Demo Company
Employer Start Date: 08/09/2021
Last Hire Date: 08/09/2021
Original Hire Date: 08/09/2021

Buttons: Save, Cancel, Close

Dropdown Menu:

- Benefit Overview
- Documents
- Employee Events
- Employee Flexible Spending Accounts Inquiry
- Employee Notes
- Loans
- PTO Register
- Pay History
- Payroll Summary
- Payroll Vouchers
- Position History
- Reprint Form W-2
- Scheduled Deductions
- Scheduled Payments
- Status Type History
- Remove From Favorites
- Display Data Mapping

HR / Change / Employee Documents

Company: (00105) Demo Cyberdyne Systems

Employee Documents

Document Name	Notes	Date Attached	ESS
I-9 00105 X47374 Test.pdf	I-9 document test	04/19/2022	<input checked="" type="checkbox"/>
Paycheck & W2 Review Acknowledgment 00105 X47374 test_it_2021080912329.pdf	Paycheck & W2 Review Acknowledgment	08/09/2021	<input type="checkbox"/>
NYC Sexual Harassment Act Notice 00105 X47374 test_it_2021080916151.pdf	NYC Sexual Harassment Act Notice	08/09/2021	<input type="checkbox"/>
Employee Rights Paid Leave and Expanded FMLA Under FFCRAx2 00105 X47374 test_it_2021080916151.pdf	Employee Rights Paid Leave and Expanded FMLA Under FFCRAx2	08/09/2021	<input type="checkbox"/>
New York-IT-2104 00105 X47374 test_it_2021080916151.pdf	New York-New York-IT-2104	08/09/2021	<input type="checkbox"/>
Agreement for Wage Deductions 00105 X47374 test_it_2021080911541.pdf	Agreement for Wage Deductions	08/09/2021	<input type="checkbox"/>
Payroll Deduction Authorization 00105 X47374 test_it_20210809161944.pdf	Payroll Deduction Authorization	08/09/2021	<input type="checkbox"/>
L. Powell Acquisition Corp. - Confidentiality Agreement 00105 X47374 test_it_2021080911508.pdf	L. Powell Acquisition Corp. - Confidentiality Agreement	08/09/2021	<input type="checkbox"/>
NYC Pregnancy Poster 00105 X47374 test_it_20210809161509.pdf	NYC Pregnancy Poster	08/09/2021	<input type="checkbox"/>
HIPAA notice of Privacy Practices 00105 X47374 test_it_2021080912329.pdf	HIPAA notice of Privacy Practices	08/09/2021	<input type="checkbox"/>
EmployeeInformation 00105 X47374 test_it_2021080912329.pdf	EmployeeInformation	08/09/2021	<input type="checkbox"/>
NYSWageTheft L556 00105 X47374 test_it_2021080911137.pdf	NYSWageTheft L556	08/09/2021	<input type="checkbox"/>
New York State - Sexual Harassment Prevention 00105 X47374 test_it_2021080912318.pdf	New York State - Sexual Harassment Prevention	08/09/2021	<input type="checkbox"/>
DirectDeposit 00105 X47374 test_it_2021080912318.pdf	DirectDeposit	08/09/2021	<input type="checkbox"/>
Federal W-4 00105 X47374 test_it_2021080916119.pdf	Federal-Federal W-4	08/09/2021	<input type="checkbox"/>
NYC Paid Sick Leave 00105 X47374 test_it_20210809161505.pdf	NYC Paid Sick Leave	08/09/2021	<input type="checkbox"/>
Demo Cyberdyne Employee Handbook 00105 X47374 test_it_2021080911659.pdf	Demo Cyberdyne Employee Handbook	08/09/2021	<input type="checkbox"/>

Load a Document

Buttons: Close

*Once Form I-9 is updated, please send the entire completed form to I9updates@prestigepeo.com with the employee's full name and client name.