



Team work = Success!

We strive to streamline processes and partner with all stakeholders. We are dedicated to strong customer service and compliance with federal and state regulations.



I-9 Compliance

http://dwd.wisconsin.gov/dvr/service_providers/internship/sample_I9_form.pdf

a) Page one

- i. Ensure dates are in correct format (MM/DD/YYYY)
- ii. On Section One: Any space left blank, fill with **N/A** (most common below)
 1. Other Names Used
 2. E-mail Address
 3. Phone Number

b) Page two

- i. Top of page, individuals name to be inputted (Last, First, MI)
- ii. Any unused space, fill with **N/A**
 1. Example - Expiration date for SS card
- iii. Employee's first day filled in and certification filled in completely
- iv. Do NOT forward photocopies ID's for our records.**
- v. Expired ID's will not be accepted. It is considered expired if the date is prior to the first day worked.



What is E-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility to work.



E-Verify Compliance

We Must:

- E-Verify by the third day after the employee started work for pay.

We Must NOT:

- E-Verify even one day BEFORE the employee started work for pay. This would be considered a discriminatory practice. Possible \$1,100 fine for each.



E-Verify Compliance

We Ask **you** to:

- Provide accurate start dates on paperwork submitted. The purchase order will overrule all other documents.
- Provide immediate notification if an employee does not start as scheduled.
- Do not start any prior to start date or without confirmation paperwork has been received.



How are timesheets submitted?

Submit to: dvrpayroll@oppinc.com

or

via fax at 920.563.7443

or

Secure Web Portal (coming soon)



When should we submit timesheets?

***These forms must be submitted by
5:00 PM on the Mondays for the
previous week worked.***

The pay period is Monday to Sunday each week and payroll is issued each Friday following the week worked.