



ERP-2788 Report Request (Req 123) : I9 E-Verification Analysis

Please see the [SAP Analytics Approach](#) document, section 'Documentation' for more information about the context of this document.

Status	Approved
Functional Specification Owner	BILLING-ext, Anoop
Stakeholders	Matilde Zardini
Jira Request ID	<div style="border: 1px solid orange; padding: 5px;"> ERP-2569 - Jira project doesn't exist or you don't have permission to view it.</div>
Jira Development (Build) ID	<div style="border: 1px solid orange; padding: 5px;"> ERP-2788 - Jira project doesn't exist or you don't have permission to view it.</div>
Lean IX App Link	
Business Process Reference (L4)	11.11.01.02. Create & Distribute Custom Reports

High-Level Specification

Parameter	Value
Application System (Delivery Tool)	SuccessFactors – Story Report Module: Onboarding (ONB)

Functional Overview

Business Need

This report is required to support **regulatory and compliance analysis related to I9 EVerification** as part of the **Onboarding process in the United States**.

It enables operational and compliance stakeholders to monitor Form I9 and EVerify status directly from SuccessFactors without relying on manual tracking or external systems.

Business Questions Answered

- What is the current **I9 and EVerify status** of new hires?
- Are there compliance gaps related to **US I9 / EVerify requirements**?
- Which onboarding cases require attention for compliance or audit purposes?

Importance to Business

The report supports **legal, regulatory, and audit requirements** in the United States and reduces regulatory risk by providing a **standard, auditable source of truth** within SuccessFactors.

Scope

- **Application:** SAP SuccessFactors Onboarding (ONB)
- **Report Type:** SAP Standard Story Report
- **Country Scope:** United States
- **Legal Requirement:** Yes
- **Custom Development:** None (standard SAP report usage only)

Solution Overview

Content ownership: [BILLING-ext, Anoop](#)
Input from: Matilde Zardini

The solution consists of **deploying and configuring the SAP standard Story Report “I9 EVerification Analysis”** in SuccessFactors Onboarding. No custom story development is required.

Story Definition

Overview Page

Standard SAP Story overview page displaying highlevel charts related to I9 and EVerification compliance.

Story Page 1 – I9 EVerification Overview

Page Objective

Provide analytical visibility into **I9 and EVerify completion and compliance status** for new hires.

Page Filters

Report Field Name	Mandatory / Optional	Prompt Type	Default Value / Restrictions
Country	Mandatory	Selection	United States
Other filters	As per SAP standard	SAP standard	SAP standard template

PageLevel Input Controls

Page filters and input controls follow the **SAP standard I9 EVerification Analysis Story template**. No custom controls defined.

Calculations

None specified. Calculations are delivered as part of the SAP standard story.

Layout

Dashboards / Charts

- Charts provided by SAP standard story, focusing on:
 - Number of new hires under electronic I9 compliance
 - I9 and EVerify status distribution

Tables

- Second page of the story displays **detailed Form I9 and EVerify information for new hires**.

Story Filters (Global)

Report Field Name	Mandatory / Optional	Prompt Type	Default Value / Restrictions
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Country	Mandatory	Selection	United States
Other standard filters	Optional	SAP standard	SAP standard

Data Models

Data Model Technical Name	Data Model Description	Jira Development ID	Link to Data Model Functional Spec
SAP SuccessFactors ONB – Standard	Onboarding I9 and EVerify data	ERP2569	SAP Standard

Business Roles

- Onboarding Admin
- TA Specialist / TA Lead
- Site HR (USA & Canada)

Design Rationale

- SAP already provides a **standard I9 EVerification Analysis Story**
- Custom development is not required
- Leveraging standard SAP content ensures **compliance, auditability, and maintainability**

Assumptions

- SAP standard story is available in the tenant
- Data is populated through standard Onboarding processes
- Users have appropriate Onboarding permissions

Dependencies

- SuccessFactors Onboarding configuration
- US I9 and EVerify processes enabled
- User access via standard rolebased permissions

Special Requirements

- United States legal and regulatory compliance
- No custom extensions
- SAP standard filtering and layouts only

Frequency of Analysis / Report Run

Adhoc / Ondemand

Testing Considerations / Dependencies

- Validate report accessibility for intended roles
- Validate data visibility for US population only
- Validate standard charts and tables load correctly

Test Conditions and Expected Results

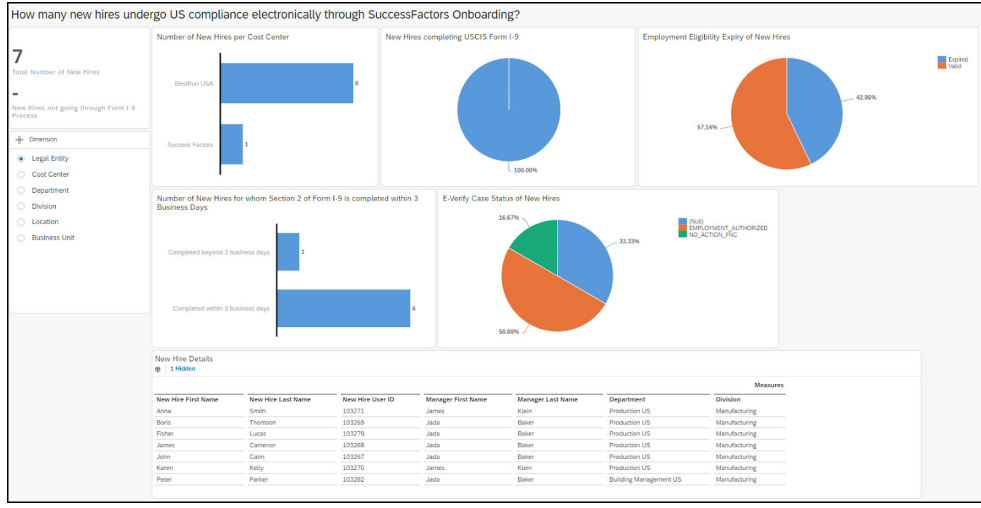
ID	Condition	Expected Result
TC01	Onboarding Admin access	Full I9 and EVerify data visible
TC02	TA Specialist access	Compliance monitoring view available
TC03	NonUS population	No data displayed

Other Requirements

None specified.

Screenshots

New Hire Fir...	New Hire Last N...	User Id	Department	Location	Hire Date	Hire Status	Target Date	Form I-9 Co...	Reason for...	Citizenship T...	Social Security Num...	Remote	Employer...	Employment Eligibl...	I9 Employment ...	Case Number	Case Eligibility Statem...	Final ...	Case
Anna	Smith	103271	Production US	San Francisco		Ready To Re...	Jul 7, 2021	Completed		US_NATION...	847-51-8654	0		Dec 31, 9999	Valid				
Anna	Smith	103271	Production US	San Francisco		Ready To Re...	Jul 7, 2021	Completed		US_NATION...	847-51-8654	0		Dec 31, 9999	Valid				
Boris	Thomson	103269	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		US_NATION...	434-32-2332	0		Dec 31, 9999	Valid	2107120732351TB	EMPLOYMENT_AUTH...	CLOS...	
Boris	Thomson	103269	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		US_NATION...	434-32-2332	0		Dec 31, 9999	Valid	2107120732351TB	EMPLOYMENT_AUTH...	CLOS...	
Boris	Thomson	103269	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		US_NATION...	434-32-2332	1		Dec 31, 9999	Valid	2107120732351TB	EMPLOYMENT_AUTH...	CLOS...	
Boris	Thomson	103269	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		US_NATION...	434-32-2332	1		Dec 31, 9999	Valid	2107120732351TB	EMPLOYMENT_AUTH...	CLOS...	
Boris	Thomson	103269	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		US_NATION...	434-32-2332	1		Dec 31, 9999	Valid	2107120732351TB	EMPLOYMENT_AUTH...	CLOS...	
Fisher	Lucas	103279	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		LAWFUL_PE...	844-51-8654	0		Dec 31, 9999	Valid	2107280534325LF		PHOT...	
Fisher	Lucas	103279	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		LAWFUL_PE...	844-51-8654	0		Dec 31, 9999	Valid	2107280534325LF		PHOT...	
Fisher	Lucas	103279	Production US	Boston		Ready To Re...	Jul 31, 2021	Completed		LAWFUL_PE...	844-51-8654	0	OHio	Dec 31, 9999	Valid	2107280534325LF		PHOT...	
James	Cameron	103268	Production US	Boston	Jul 26, 2021	Recruited	Jul 30, 2021	Completed		LAWFUL_PE...	453-54-3543	0		Dec 3, 2021	Expired	210790943356CJ	EMPLOYMENT_AUTH...	CLOS...	
James	Cameron	103268	Production US	Boston	Jul 26, 2021	Recruited	Jul 30, 2021	Completed		LAWFUL_PE...	453-54-3543	0		Dec 3, 2021	Expired	210790943356CJ	EMPLOYMENT_AUTH...	CLOS...	
James	Cameron	103268	Production US	Boston	Jul 26, 2021	Recruited	Jul 30, 2021	Completed		LAWFUL_PE...	453-54-3543	0		Dec 31, 9999	Valid	210790943356CJ	EMPLOYMENT_AUTH...	CLOS...	
James	Cameron	103268	Production US	Boston	Jul 26, 2021	Recruited	Jul 30, 2021	Completed		LAWFUL_PE...	453-54-3543	0		Dec 31, 9999	Valid	210790943356CJ	EMPLOYMENT_AUTH...	CLOS...	
John	Calm	103267	Production US	Boston		Ready To Re...	Jul 30, 2021	Completed		LAWFUL_PE...	211-31-3131	0		Dec 31, 9999	Valid				
John	Calm	103267	Production US	Boston		Ready To Re...	Jul 30, 2021	Completed		LAWFUL_PE...	211-31-3131	0		Dec 31, 9999	Valid				
John	Calm	103267	Production US	Boston		Ready To Re...	Jul 30, 2021	Completed		LAWFUL_PE...	211-31-3131	0		Dec 31, 9999	Valid				
John	Calm	103267	Production US	Boston		Ready To Re...	Jul 30, 2021	Completed		LAWFUL_PE...	211-31-3131	0		Dec 31, 9999	Valid				
Karen	Kelly	103270	Production US	San Francisco	Jan 8, 2024	Recruited	Jul 7, 2021	Completed	Technical	ALIEN_AUT...	454-56-5454	1		Dec 31, 9999	Valid	21071412364820XK	EMPLOYMENT_AUTH...	CLOS...	
Karen	Kelly	103270	Production US	San Francisco	Jan 8, 2024	Recruited	Jul 7, 2021	Completed		ALIEN_AUT...	454-56-5454	0		Dec 31, 9999	Valid	21071412364820XK	EMPLOYMENT_AUTH...	CLOS...	
Karen	Kelly	103270	Production US	San Francisco	Jan 8, 2024	Recruited	Jul 7, 2021	Completed		ALIEN_AUT...	454-56-5454	0		Dec 31, 9999	Valid	21071412364820XK	EMPLOYMENT_AUTH...	CLOS...	
Karen	Kelly	103270	Production US	San Francisco	Jan 8, 2024	Recruited	Jul 7, 2021	Completed		ALIEN_AUT...	454-56-5454	1		Oct 21, 2021	Expired	21071412364820XK	EMPLOYMENT_AUTH...	CLOS...	
Karen	Kelly	103270	Production US	San Francisco	Jan 8, 2024	Recruited	Jul 7, 2021	Completed		ALIEN_AUT...	454-56-5454	1		Oct 21, 2021	Expired	21071412364820XK	EMPLOYMENT_AUTH...	CLOS...	
Karen	Kelly	103270	Production US	San Francisco	Jan 8, 2024	Recruited	Jul 7, 2021	Completed		ALIEN_AUT...	454-56-5454	1		Dec 31, 9999	Valid	21071412364820XK	EMPLOYMENT_AUTH...	CLOS...	
Peter	Pariker	103282	Building Ma...	San Francisco		Ready To Re...	Jul 31, 2021	Completed		LAWFUL_PE...	111-10-0014	0		Dec 31, 9999	Valid	2107270636420PP	NO_ACTION_FNC	CLOS...	
Peter	Pariker	103282	Building Ma...	San Francisco		Ready To Re...	Jul 31, 2021	Completed		LAWFUL_PE...	111-10-0014	0		Dec 31, 9999	Valid	2107270636420PP	NO_ACTION_FNC	CLOS...	
Peter	Pariker	103282	Building Ma...	San Francisco		Ready To Re...	Jul 31, 2021	Completed		LAWFUL_PE...	111-10-0014	0		Dec 31, 9999	Valid	2107270636420PP	NO_ACTION_FNC	CLOS...	



See also

File Modified







No files shared here yet.

Change log

Version	Published	Changed By	Comment
CURRENT (v. 3)	Apr 13, 2026 08:59	SKIKDAOUI-ext, Myriam	Jira links
v. 2	Apr 09, 2026 14:43	SKIKDAOUI-ext, Myriam	
v. 1	Apr 09, 2026 14:34	SKIKDAOUI-ext, Myriam	

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 07, 2026	Actor	Type	Activity	Version
Approved	 GARNIER-ext, Marion	State	changed state to Approved at 8:31 pm	v3
Lead Approval	 GARNIER-ext, Marion	State	gave <i>POD Lead Review</i> approval at 8:31 pm	
May 05, 2026				
	 SKIKDAOUI-ext, Myriam	State	assigned approval <i>POD Lead Review</i> to  GARNIER-ext, Marion at 8:23 am	
	 BILLING-ext, Anoop	State	changed expiry date to '12 May, 2026 08:07 am' at 8:07 am	
		State	changed state to Lead Approval at 8:07 am	v3
Tech Review	 BILLING-ext, Anoop	State	changed expiry date to '10 May, 2026 08:07 am' at 8:07 am	
		State	gave <i>Tech Review</i> approval at 8:07 am	
		State	changed state to Tech Review at 8:07 am	v3