The Dashboard Home Page displays an overview of action items, and offers links to the most used features and reports.

The following widgets appear on the Dashboard:

<table>
<thead>
<tr>
<th>Widget Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form I-9 Task Summary</strong></td>
</tr>
<tr>
<td>Displays the I-9 records for which the I-9 Manager has access to view/modify with next actions due.</td>
</tr>
<tr>
<td>- <strong>Start Date Missing</strong>: Counts I-9 records that need the I-9 Manager to enter a start date in order to calculate the next actions and due dates.</td>
</tr>
<tr>
<td>- <strong>Form I-9 Section 1 Due</strong>: Counts I-9 records that have Sign Section 1 as the next action.</td>
</tr>
<tr>
<td>- <strong>Form I-9 Section 2 Due</strong>: Counts I-9 records that have Sign Section 2 as the next action.</td>
</tr>
<tr>
<td>- <strong>E-Verify Due or Pending</strong>: Counts E-Verify cases that have E-Verify as the next action.</td>
</tr>
<tr>
<td>- <strong>Employee Reverification Due</strong>: Counts I-9 records that have Reverify as the next action.</td>
</tr>
</tbody>
</table>

Red = Critical (Due today or overdue)
Yellow = Warning (Due in next 7 days)
Green = Not Yet Urgent (Due > 7 days)
Audit Risk Exposure
Displays key statistics related to I-9 compliance; stats in top half are related to I-9 records that the user has access to view and fix.

- **I-9s with Curable Errors**: I-9 records with errors that will need to be addressed before Section 1 and Section 2 can be signed on time and with compliance.
- **I-9s that are Overdue**: I-9 records that are overdue and should be handled promptly, possibly with the addition of internal notes.
- **E-Verify Cases Needing Attention**: E-Verify cases that require attention either to submit, resubmit, refer, or resolve.
- **I-9s with Incurable Errors**: Take corrective action, where applicable; add notes demonstrating a good faith effort to maintain and improve compliance.

The gauge displays information pertinent to the entire University.

### Top 10 Start Date Missing
Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where start date was left blank.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.

### Top 10 Section 1 Due
Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where Section 1 has not been completed and signed.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.

### Top 10 Section 2 Due
Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where Section 2 has not been completed and signed.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.

### Top 10 Reverify Due
Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where the employee requires reverification of work authorization.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.