

# How to prepare for a compliance audit

Preparing for a compliance audit can feel overwhelming, but with the right preparation and employee training, it can be managed smoothly and efficiently.

The Immigration and Customs Enforcement (ICE) is the largest investigative agency of the U.S. Department of Homeland Security, and they can initiate an audit called a Notice of Inspection (NOI) Audit. This formal review examines an employer's Form I-9 records to ensure compliance with the Immigration Reform and Control Act (IRCA) and confirm that employees are authorized to work in the U.S.

## Here are a few things to keep in mind to prepare for a potential review:

COMPLIANCE TRAINING & DOCUMENTATION	YES	NO
Do you have compliance training in place for your team?	<input type="checkbox"/>	<input type="checkbox"/>
Have they completed the training?	<input type="checkbox"/>	<input type="checkbox"/>
RECORD-KEEPING & ORGANIZATION	YES	NO
Do your employees know where the Form I-9s are stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are Form I-9s stored securely and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Do you conduct proactive, internal reviews to identify and correct any errors, omissions, or compliance risks	<input type="checkbox"/>	<input type="checkbox"/>
Have you confirmed documentation for completeness and accuracy including identifying missing signatures, incorrect dates or invalid documents?	<input type="checkbox"/>	<input type="checkbox"/>
Are payroll records, employee rosters and other documents easily located in the event of an audit?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" to any of these questions, you may increase your risk of fines and penalties in the event of an audit. Consider working with a trusted compliance partner to refine your process, strengthen your internal reviews and reduce potential risks.

Every year, thousands of businesses trust PeopleReady to help them navigate complex immigration and worker documentation requirements. Don't leave your staffing practices at risk – partner with PeopleReady today and get access to a compliant and documented W-2 workforce.

## Interested in learning more about our compliant staffing solutions?

Get in touch with our team at [peopleready.com/workforce-compliance](https://peopleready.com/workforce-compliance).