



Last Mile

Kaagzaat Audit Preparation

24 February 2021 | jtchrist@



User Interface Mockups

Submitting i-9s

User Interface Mockups

Audits

Overview

Audit history

Documents



Upcoming audit

Due by Mar 1, 2021

⚠️ Your audit submission is due in less than a week.

Documentation is requested for the these employees:

- 1. [Bruce Wayne](#) AJL2A5DW84PSAQ
- 2. [Clark Kent](#) ABN72YKBFUDH8J
- 3. [Diana Prince](#) A3K4DNUUYWS7TL
- 4. [Barry Allen](#) AEX9EN3LNCCSFC
- 5. [J'onnn J'onzz](#) AK8UJ98VTWGWTG

[Begin audit submission](#)

Make sure to have these documents handy for each employee:

- i-9 Form
- Signed Driver's License
- 15 Panel Drug Test/Screen
- Background Check
- Most Recent Paystub

Auditor

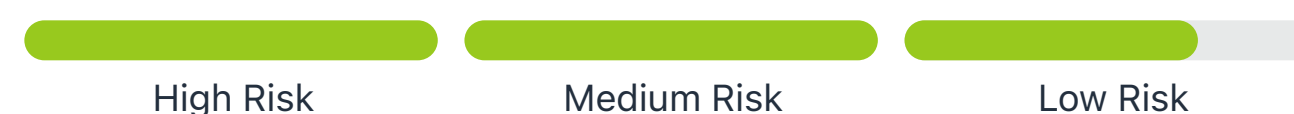
Barbara Gordon
misscommissioner@amazon.com
555-333-7891

Past audit

Submitted Sep 1, 2020

Score: 92.1%

Risk: Low



Recommendations based on your last audit:

- 1. [Driver Eligibility: Right to Work](#) ❌ Failed
- 2. [Driver Eligibility: Drug Testing/Screening](#) ⚠️ Partially Passed
- 3. [Wages and Benefits: Paid Time Off](#) ⚠️ Partially Passed
- 4. [Working Hours: Meals/Rest Breaks](#) ⚠️ Partially Passed
- 5. [Working Hours: DA Start/End Times](#) ⚠️ Partially Passed

This report is intended solely for information and use of your management, and is not intended to be, and should not be, used by anyone other than the specified parties. This is not legal advice from Amazon or its counsel to you.

[Download report](#)

Auditor

James Gordon
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555-222-3456

Audit Submission

[Administration](#) > [Audits](#) > Audit Submission

Due by Mar 1, 2021

Get started

Gather documents: i-9s

Driver's licenses

Drug tests

Background checks

Most recent paystubs

Review

Submit

Submit with guidance

We're going to help you gather and submit the documents for your audit before March 1, 2021.

This process will take about 30 minutes to complete. You can pause and save your progress at any time.

[Submit with guidance](#)

Submit on your own

If you're pretty familiar with the audit submission, you can skip the guidance and begin uploading the requested forms.

This process will take about 15 minutes to complete. You can pause and save your progress at any time.

[Submit on your own](#)

Audit Submission

Administration > Audits > Audit Submission

Due by Mar 1, 2021

✔ Get started

● Gather documents: i-9s

Driver's licenses

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Background checks

Most recent paystubs

Review

Submit

Gather documents: i-9s

Upload the i-9 for each employee listed below.
You can view this [Sample i-9](#) to make sure yours are filled out correctly.



1. Bruce Wayne
[Select i-9 to Upload](#)
2. Clark Kent
[Select i-9 to Upload](#)
3. Diana Prince
[Select i-9 to Upload](#)
4. Barry Allen
[Select i-9 to Upload](#)
5. J'onnn J'onzz
[Select i-9 to Upload](#)

Check documents for errors

Save progress

Next

Audit Submission

Administration > Audits > Audit Submission

Due by Mar 1, 2021

✓ Get started

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Driver's licenses

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Most recent paystubs

Review

Submit

Gather documents: i-9s



Upload the i-9 for each employee listed below.

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1. Bruce Wayne

[Replace uploaded file](#)

BWayne-i9 2020.pdf

2. Clark Kent

[Replace uploaded file](#)

CKent-i9 2020.pdf

3. Diana Prince

[Replace uploaded file](#)

DPrince-i9 2020.pdf

4. Barry Allen

[Replace uploaded file](#)

BAllen-i9 2020.pdf

5. J'onnn J'onzz

[Replace uploaded file](#)

JJonzz-i9 2020.pdf

Check documents for errors

Save progress

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[Replace uploaded file](#)

✔ DPrince-i9 2020.pdf

4. Barry Allen

[Replace uploaded file](#)

! BAllen-i9 2020.pdf

5. J'onnn J'onzz

[Replace uploaded file](#)

✔ JJonzz-i9 2020.pdf

One or more of the i-9s uploaded has an unfilled or incomplete Section 1.

Follow [USCIS guidelines](#) when filling out i-9s for your employees.

Check documents for errors

Save progress

Next

Audit Submission

Administration > Audits > Audit Submission

Due by Mar 1, 2021

✓ Get started

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Driver's licenses

Drug tests

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[Replace uploaded file](#)

✓ BWayne-i9 2020.pdf

2. Clark Kent

[Replace uploaded file](#)

✓ CKent-i9 2020.pdf

3. Diana Prince

[Replace uploaded file](#)

✓ DPrince-i9 2020.pdf

4. Barry Allen

[Replace uploaded file](#)

ⓘ BAllen-i9 2020v2.pdf

5. J'onnn J'onzz

[Replace uploaded file](#)

✓ JJonzz-i9 2020.pdf

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Next

Audit Submission

Administration > Audits > Audit Submission

Due by Mar 1, 2021

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Gather documents: i-9s



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[Replace uploaded file](#)

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Check documents for errors

Save progress

Next



Audit Submission

Administration > Audits > Audit Submission

Due by Mar 1, 2021

- ✓ Get started
- ✓ Gather documents: i-9s
- ✓ Driver's licenses
- ✓ Drug tests
- ✓ Background checks
- ✓ Most recent paystubs

Review

Submit

Review before final submission

Make sure to check your documents before submitting. Once your documents have been successfully submitted, you will receive an email confirmation.

You can return to this portal at any time to check the status of your submission. If you have any questions or concerns, please reach out to your auditor.

Use the navigation on the left to jump back to any section and check your files. When finished, click Submit below and you're done!

Auditor

Barbara Gordon

misscommissioner@amazon.com

555-333-7891

Submit

Audit Submission

Administration > Audits > Audit Submission

Due by Mar 1, 2021

- ✓ Get started
- ✓ Gather documents: i-9s
- ✓ Driver's licenses
- ✓ Drug tests
- ✓ Background checks
- ✓ Most recent paystubs
- ✓ Review
- ✓ Submit



Submission successful!

All of your documents have been successfully submitted.

Auditor

Barbara Gordon

misscommissioner@amazon.com

555-333-7891

Done

Audits

Overview

Audit history

Documents



Submission received

Submitted Feb 24, 2021

Audit Status: In Review

Your documents for your audit submission are being reviewed. If there is a problem with one or more of your documents, your auditor will reach out with instructions on how to fix and resubmit.

This process takes two weeks to complete. You will receive a comprehensive score report by March 15, 2021.

Documentation has been accepted for these employees:

- | | |
|----------------------------------|----------------|
| 1. Bruce Wayne | AJL2A5DW84PSAQ |
| 2. Clark Kent | ABN72YKBFUDH8J |
| 3. Diana Prince | A3K4DNUUYWS7TL |
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Auditor

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