Client Training HQ

Guardian Notice of Inspection Audit Report

HR Audit Report Instructions

I-9 Audits

A Notice of Inspection (NOI) from the U.S. Immigration and Customs Enforcement Agency (ICE) compels the employer to produce the Forms I-9 and other related documents for inspection within **three (3) business days (or 72 hours).** U.S. employers may face challenges such as workforce disruptions, compliance audits, and potential legal or administrative penalties. Once an NOI is received, your organization should proactively take action on the steps outlined in this guide.

With Guardian, our Support Team is here to assist your organization with compiling the necessary documentation that the ICE agent will likely need or has requested in the NOI. **Please read through this page carefully to access and produce the information needed on the date of the inspection.**

Given the time-sensitive nature of the inspection request, we have included target timeframes from the issuance of the NOI to ensure your organization meets the ICE inspection deadline.

Step 1: Identify Employee Population

Most NOI letters will specify a segment of your overall employee population for an audit, often based on worksite. When working with your Support Team, it is important to define only those records subject to the audit in order to produce the needed information as quickly as possible. You must provide your Support Team only associated I-9 numbers (Step 2) to produce the NOI package. To properly identify your organization's employee population, access your Guardian portal and run a report (or multiple reports, if necessary) using the following steps:

Creating an I-9 report:

1. Click the **Reports** button in the left navigation menu.
2. In the new screen that appears, select **Interactive** in the top left corner. Scroll down to the **Reports: Interactive [Mine]** section, and click the **+New** button. The screen will refresh to show "**Settings**" for your new report on the right side of the page. Input the following:
   - **Report Name -** Type in an easy to identify name. (NOI Audit mm.dd.yy)
   - **Base Table -** Select I9 from the drop-down menu.
3. The screen will refresh to show more options. Click the **Columns** tab at the top of the screen.
4. Under **Select Table**, click **I-9**.
5. Under **Select Field**, double-click **I-9 Number** and ensure it appears under the **Build Fields in Report** column.

6. Select **Employee** under the **Tables** column.
7. Double-click on the following items under the second Field Name column:
    - First Name
    - Last Name
    - Date Hired
    - Date Terminated
    - Location
    - Business Unit (if applicable)
8. Click the **Update Settings** button at the bottom of the screen.
9. The screen will refresh to show the report preview. You now need to generate your full report. Select the **Settings** tab from the top navigation.
10. In the **Settings** tab, choose from the following items if applicable to your NOI:
    - If the notice is for a given **location**, select the specific site from the Location drop-down menu.
    - If the notice is for a given business unit or legal entity, select the appropriate value from the **Business Unit** drop-down.
    - If the notice is for only active employees, select **Status: Current** under the **Employee** drop-down.
    - If notice is for employees hired within a specific timeframe, select **Date Hired** under the **Date to Search** drop-down, then type in the applicable dates in the **From** and **To** fields under the drop-down.
    - If notice is for a group of employees segmented in another way (custom set group), then select the custom setting as it appears in this screen.
11. Click the **Update Settings** button to save these filters.
12. Click the **Run Report Now** button.

Step 2: Provide list of affected I-9s to Workforce Solutions within first 12 hours

It is important to let the Support Team know about your NOI as soon as possible, so that we can begin working on extracting the appropriate documents. After creating the reports from the above posted steps, simply provide each report name to your Support Team via an email submission, and we'll begin the process.

The NOI response package will include all of the I-9 records identified in the reports provided. Should you or your company need to download and modify the report further, please provide the list of I-9 numbers to be included in the package.

****Please reply to this email, without changing the subject line, and attach your list of I-9 numbers.****

More Training Available!

Review the **Notice of Inspection Guide** and make sure to check out additional training resources available on our site, Connections.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.