



Workforce Solutions Learning

Guardian Administration Guide (G1)

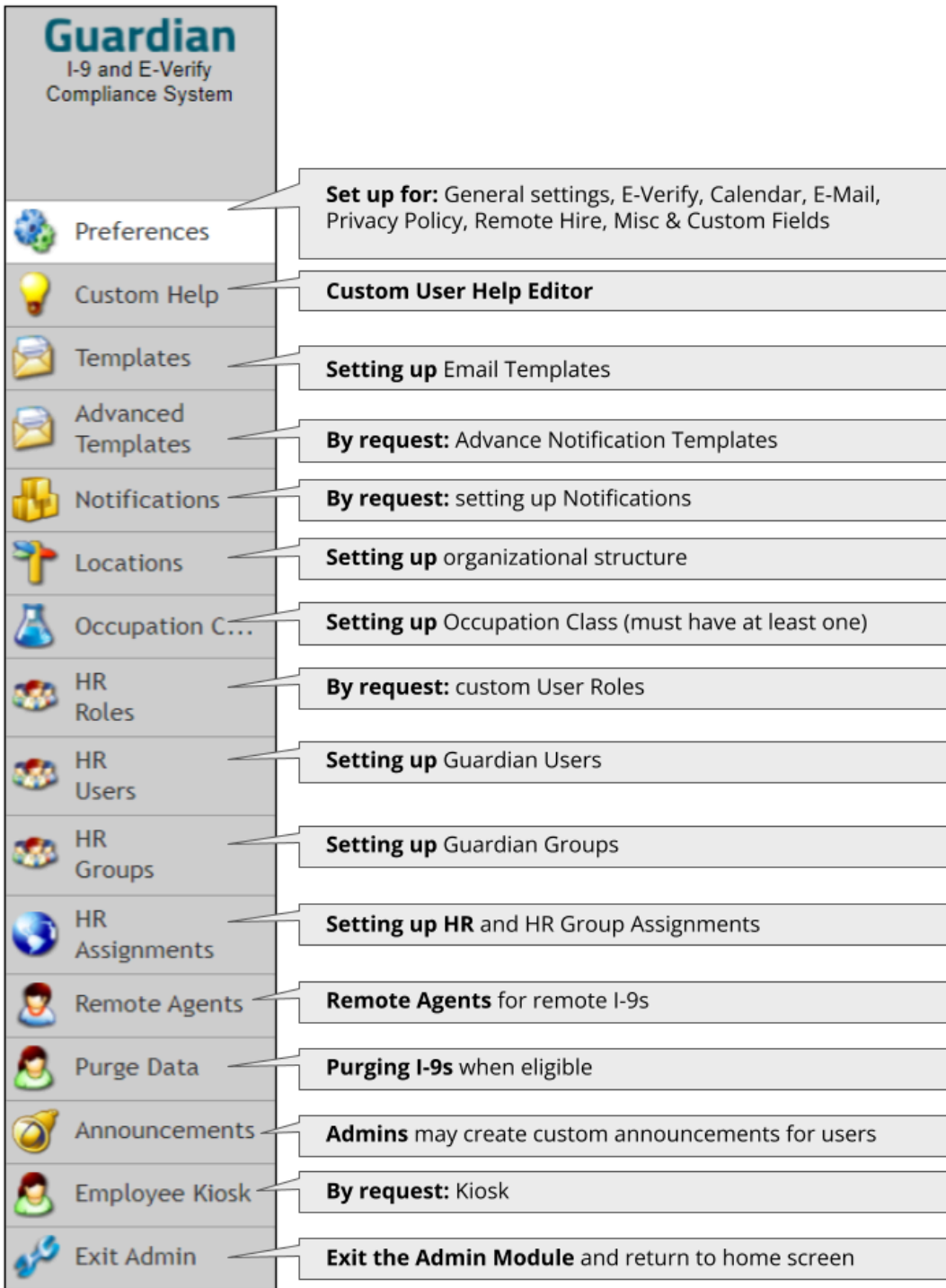
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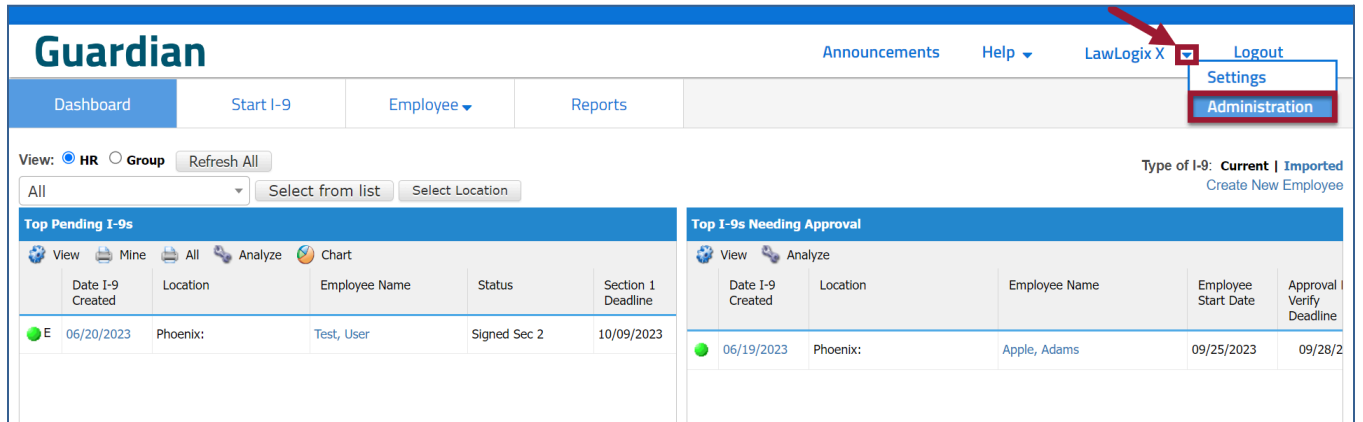
Guardian Administration Task Bar

Users with Administrator permissions can access the Administration Module. From the Guardian dashboard or home screen, click the caret symbol next to your name to reveal the menu options available.



Administration Module

Select and click on the **Administration** option that appears in the dropdown menu to access the Administration module.

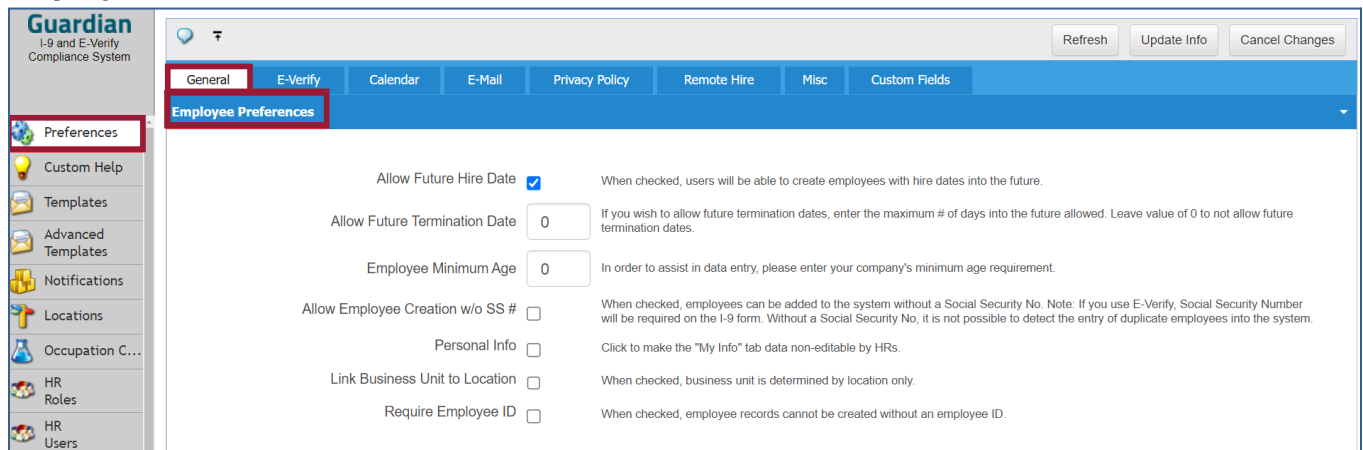


Preferences

This tab contains numerous settings that impact the overall I-9 experience within Guardian. While Guardian provides default settings, organizations may choose to make changes based on their internal policies and procedures relating to the Form I-9 and E-Verify process. This includes settings related to the management of **Employee and I-9 Preferences, E-Verify, Calendar, E-mail, Privacy Policy, Remote Hire** and storing employee information within **Custom Fields**, and other miscellaneous settings.

General Tab

Employee Preferences



- **Allow Future Hire Date:** When yes, users will be able to create employees with hire dates in the future.
- **Allow Future Termination Date:** If the organization allows future termination dates, enter the maximum number of days into the future allowed. Leave value of 0 (zero) to not allow future termination dates. If a termination date exists Guardian considers the employee to be terminated and removes them from any dashboards that would otherwise be applicable.

- **Employee Minimum Age:** *[Enter numeric value]* The date of birth entered in Section 1 will be compared to this policy; Section 1 cannot be completed if the employee is younger than the minimum age requirement.
- **Allow Employee Creation w/o SS#:** If the checkbox is selected, employees can be added to the system without a social security number. *Note:* if the organization is participating in E-Verify, a social security number will be required on the I-9 form. It is not possible to detect the entry of duplicate employees into the system without a social security number.
- **Personal Info:** If the checkbox is selected, the My Info tab prevents HRs from editing data.
- **Link Business Unit to Location:** If the checkbox is selected, the business unit is determined by location only. Multiple locations can be linked to one business unit, but only one business unit can be linked to a location.
- **Require Employee ID:** If the checkbox is selected, employee records can't be created without an employee ID.

I-9 Preferences

I-9 Preferences

The screenshot displays the 'I-9 Preferences' configuration page in the Guardian system. The page is organized into a table with two columns: the setting name and its description. The settings include:

- Rehires must complete a new I-9:** A checkbox that, when checked, requires all Re-Hires to complete a new I-9, preventing Supplement B completion.
- Incomplete I-9s can be Parked:** A checkbox that allows incomplete I-9s to be 'Parked' for 3 days before termination.
- Auto Task I-9 Review:** A checked checkbox that triggers an automatic task and notification when an I-9 is completed.
- Allow Current Archival Dates:** A checked checkbox that enables users to enter archival I-9s with start dates up to the current date.
- Allow deletion of non-current I-9s:** A checked checkbox that permits Admin HRs to delete non-current I-9s.
- Employee must approve Section 1 amendments:** A checked checkbox that restricts Section 1 amendments to the employee.
- HR cannot alter Section 1 data via Amendments:** An unchecked checkbox that prevents HRs from making any changes to Section 1 via amendments.
- Employee can enter amended values in Sec 1:** A checked checkbox that allows employees to edit proposed amendments for Section 1.
- H-1B Portability Days:** A numeric input field set to '0', defining the expiration period for H-1B I-9s.
- Track Visa Type and Work Eligibility:** An unchecked checkbox for capturing temporary work authorization information.
- Alert employee and prevent Section 1 completion when there is an SSN or DOB mismatch:** An unchecked checkbox that triggers an error and prevents electronic signatures.
- Restrict entry of data in the 'Additional Information' field during Section 2 completion:** An unchecked checkbox that restricts user input in the Section 2 field.
- Employee Electronic Signature Method:** A dropdown menu set to 'Question and answer', which is used for all employee signature actions.

- **Rehires must complete a new I-9:** If the checkbox is selected, all Re-Hires must complete a new I-9; completing a Supplement B for Rehires is not allowed.
- **Incomplete I-9s can be Parked:** If the checkbox is selected, an incomplete I-9 can be 'Parked' or saved in the incomplete state. Once Parked, it cannot be modified, amended, or used again. Use this option if employees cannot produce Section 2 documents within 3 days and end up being terminated. This provides a record of the incomplete I-9 for future reference.
- **Auto Task I-9 Review:** If the checkbox is selected, a task for the HR & Employee will be created automatically and a notification email sent when an employee completes an I-9. Leave unchecked to disallow this notification.

- **Allow Current Archival Dates:** If the checkbox is selected, users will be able to enter Archival I-9s with a start date up through the current date. *(not recommended, but appropriate for some companies)*
- **Allow deletion of non-current I-9s:** If the checkbox is selected, Admin HRs can delete I-9s that are not current. Left unchecked, I-9s cannot be deleted by an Admin HR.
- **Employee must approve Section 1 amendments:** If the checkbox is selected, only the Employee can approve Section 1 amendments. If unchecked, either Employee or HR can independently approve Section 1 amendments.
- **HR cannot alter Section 1 data via Amendments:** If the checkbox is selected, HR is prevented from making ANY Changes to Section 1 via amendments. HR can only mark a Section 1 item for amendment by the employee.
- **Employee can enter amended values in Sec 1:** If the checkbox is selected, the employee will be able to edit proposed amendments for Section 1 nominated by the HR. If unchecked, the employee will only be able to approve, not change or enter, section 1 amendments.
- **H-1B Portability Days:** When processing an H-1B I-9, the max number of days before the I-9 is considered expired. *(Waiting for the I-129 petition to be approved)* Reminders will be posted according to the rules below in the Task Reminders section. If not set, 30 days is the default.
- **Track Visa Type and Work Eligibility:** When checked, users can capture within the I-9 workflow class of admission and employment authorization category information for employees with temporary work authorization.
- **Alert employee and prevent Section 1 completion when there is an SSN or DOB mismatch:** This option applies when an external source is the system of record, and that record must be resolved prior to I-9 completion. If the checkbox is selected, an error will display during Section 1 processing and prevent electronic signature.
- **Restrict entry of data in the 'Additional Information' field during Section 2 completion:** If the checkbox is selected, users are unable to enter information into the Section 2 'Additional Information' field of an electronic I-9. System generated information will continue to populate.
- **Employee Electronic Signature Method:** The selected method will be utilized for all employee signature actions. The options on the pull-down menu include:
 - **An Employee Generated PIN** - The employee provides a custom personal identification number of their choosing, or
 - **A Question-and-Answer option** - This prompts the employee to answer one question from a set of system-generated questions.

Document Retention

The screenshot shows the 'Guardian I-9 and E-Verify Compliance System' interface. The left sidebar contains a 'Preferences' menu with options like Custom Help, Templates, Advanced Templates, Notifications, Locations, Occupation C..., HR Roles, HR Users, and HR Groups. The main content area is titled 'Employee Preferences' and 'I-9 Preferences'. It features two sections: 'Document Retention' and 'Document Retention Workflow'. In the 'Document Retention' section, 'Retain I-9 supporting documents in Guardian' is checked, and 'Allow Guardian to determine the document retention step is complete' is unchecked. In the 'Document Retention Workflow' section, 'Document verifier upload step placement' is set to 'Upload step occurs after Section 2 or 3 completion', 'Allow document verifier to defer document upload' is checked, and 'Allow employee to defer document upload' is checked.

- **Retain I-9 supporting documents in Guardian:** If checked, a document retention step is inserted to the I-9 workflow.
- **Allow Guardian to determine the document retention step is complete:** When checked, Guardian determines when document retention requirements have been met rather than the user manually confirming via checkbox.

Document Retention Workflow

- **Document verifier upload step placement:** Select the corresponding radio button to indicate whether the upload step of the Section 2 supporting document image occurs before Section 2 or Supplement B OR after Section 2 or Supplement B completion.
- **Allow document verifier to defer document upload:** When enabled, the user may choose not to upload supporting documents during the workflow step and upload the document images later.
- **Allow employees to defer document upload:** When enabled, the employee may opt not to upload supporting documents during the Section 1 workflow.

Employee Supporting Document Capture

The screenshot shows the 'Guardian I-9 and E-Verify Compliance System' interface. The left sidebar contains a 'Preferences' menu with options like Custom Help, Templates, Locations, Occupation C..., HR Users, HR Groups, HR Assignments, Remote Agents, Purge Data, and Announcements. The main content area is titled 'Employee Preferences' and 'I-9 Preferences'. It features two sections: 'Employee Supporting Document Capture' and 'Enable Alternative Procedure to Remotely Examine Documents'. In the 'Employee Supporting Document Capture' section, 'Do not allow employee capture' is selected. In the 'Enable Alternative Procedure to Remotely Examine Documents' section, 'Allowed' is selected.

Determine whether employees should be permitted to upload copies of I-9 documents as part of the Section 1 workflow.

- **Do not allow employee capture:** When selected, the employee is not prompted to upload their own document copies
- **Allow employee capture within designated workflows:** When selected, a document capture step is included in each employee workflow designated and the employee will be prompted to upload a copy of whichever document(s) they select.

Enable Alternative Procedure to Remotely Examine Documents

The screenshot shows the 'Locations' configuration page in the Guardian system. The 'General Information' section includes fields for Name (0001 Corp Houston), Location No. (4), Work Phone, Fax, and Business Unit (E-Verify Enabled). The 'E-Verify' and 'Alternative Procedure' options are both set to 'Allowed'. The 'Primary Location Address' section includes fields for Line 1 (7500 N. Joe St.), Line 2, City, State (Austin, TX), Zip, and Country (USA).

When enabled, E-Verify locations may be updated to allow the alternative document examination method for I-9s and reverifications.

Allowed: When selected, organization’s E-Verify locations may allow the alternative document examination method for I-9s and reverifications.

Not Allowed: When selected, organization’s E-Verify locations will not allow the alternative document examination method for I-9s and reverifications.

Note: If the ‘Allowed’ option is selected, ensure the following are indicated in the **Locations** module:

Task Reminders

The screenshot shows the 'Task Reminders' configuration page in the Guardian system. The 'Tasks Reminders' section is expanded, showing fields for Expiration Reminder Lead Days (0), Subsequent Reminder Lead Days, and Receipt Reminder Lead Days (0). The page also includes a navigation menu with options like General, E-Verify, Calendar, E-Mail, Privacy Policy, Remote Hire, Misc, and Custom Fields.

- **Expiration Reminder Lead Days:** [Enter numeric value] Enter the number of days prior to an I-9 expiring for an NIV Employee that the reminder comes due.

- **Subsequent Reminder Lead Days:** *[Enter numeric values separated by commas]* The number of days prior to the Reminder Expiration Date that subsequent reminders should be sent. For example, if "30,10,1" are entered in the field, the system will send a reminder at 30 days, 10 days, and one day prior to expiration.
- **Receipt Reminder Lead Days:** *[Enter numeric value]* Enter the number of days prior to an I-9 Receipt expiring that the reminder comes due.

Reports

Guardian I-9 and E-Verify Compliance System

Refresh Update Info Cancel Changes

General E-Verify Calendar E-Mail Privacy Policy Remote Hire Misc Custom Fields

Employee Preferences

I-9 Preferences

Tasks Reminders

Reports

Reports Module Create/Edit

- All HR Users
- HR Admin Users Only
- HR by HR (Permission applied to each HR in 'HR Users' module)

Interactive Reports Create/Edit

- All HR Users
- HR Admin Users Only
- HR by HR (Permission applied to each HR in 'HR Users' module)

- **Reports Module Create/Edit (Standard Reports):**
 - Choose **All HR Users**, **HR Admin Users Only** or **HR by HR** (Permission applied to each HR in 'HR Users' module)
- **Reports Module Create/Edit (Interactive Reports):**
 - Choose **All HR Users**, **HR Admin Users Only** or **HR by HR** (Permission applied to each HR in 'HR Users' module)

Security

Guardian I-9 and E-Verify Compliance System

Refresh Update Info Cancel Changes

General E-Verify Calendar E-Mail Privacy Policy Remote Hire Misc Custom Fields

Employee Preferences

I-9 Preferences

Tasks Reminders

Reports

Security

Use SureID Click to use SureID Secondary Security.

Require Strict Password When checked, password must contain: 1 Upper case letter, 1 lower case letter, 1 number, 1 special character, and must be at least 8 chars in length.

Disable Masking of PII in Reports When checked, PII (Personally Identifiable Information) information is not masked on reports.

Password Expire Days Require a password change after this many days.

Number of Passwords Remembered: New passwords cannot match any of these.

Security Banner

This short message will appear on user interfaces.

Security Details Link

Enter full link (optional) to full Security info page. Must start with 'http://' or 'https://'.

- **Use SureID:** Select to use SureID Secondary Security.
- **Require Strict Password:** When clicked, password must contain: 1 Upper case letter, 1 lower case letter, 1 number, 1 special character and must be at least 8 characters in length.
- **Disable Masking of PII in Reports:** If the checkbox is selected, PII (*Personally Identifiable Information*) information is not masked on reports.
- **Password Expire Days:** *[Enter numeric value]* Require a password change after this many days.
- **Number of Passwords Remembered:** *[Enter numeric value]* Passwords may not be used again based on the number of times entered. New passwords cannot match the number of previously used passwords, i.e., when a "5" is the value entered, then a new password cannot match any of the previous 5 passwords used by the employee.
- **Security Banner:** *[Enter text to be displayed]* Enter a short message into the field. This short message will appear on the HR User interface (*at the top of the screen*).
- **Security Details Link:** *[enter full link - must start with 'http://' or 'https://']* Enter the organization's full Security Info Page link if one exists.

Employee Access Settings

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The left sidebar contains a navigation menu with items like Preferences, Custom Help, Templates, Advanced Templates, Notifications, Locations, Occupation C..., HR Roles, HR Users, HR Groups, and HR Assignments. The main content area is titled "Employee Access Settings" and includes the following options:

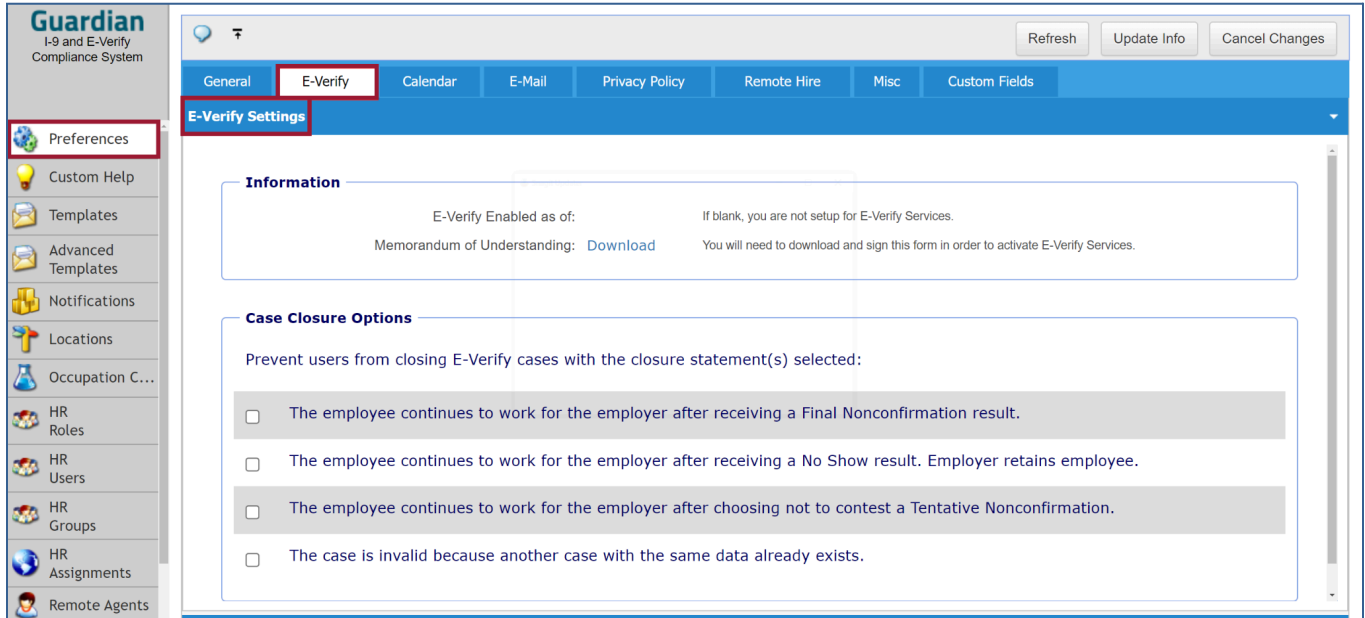
- Allow creation of permanent login (username and password) When selected, Guardian credentials can be created manually or via integration for use by the employee.
- Only use temporary access links When selected, employees gain access to Guardian via temporary links. Additional username and password is not required.
- Require secondary authentication When checked, the employee will be required to answer a challenge question based on information within his/her Guardian record, prior to accessing the system.
- Allow temporary access links to be used more than once within 30 days? When checked, the employee may use the provided link more than once to access Guardian and complete the assigned task.

Determine how employees gain access to Guardian when completing tasks independently by selecting one of the following options:

- **Allow creation of permanent login (username and password):** When selected, Guardian credentials can be created manually or via integration for use by the employee.
- **Only use temporary links:** When selected, employees gain access to Guardian via temporary links. Additional username and password are not required.
- **Require secondary authentication:** When checked the employee will be required to answer a challenge question based on information within his/her Guardian record, prior to accessing the system.
- **Allow temporary access links to be used more than once within 30 days?:** When checked, the employee may use the provided link more than once to access Guardian and complete the assigned task.

E-Verify Tab

E-Verify Settings



Information

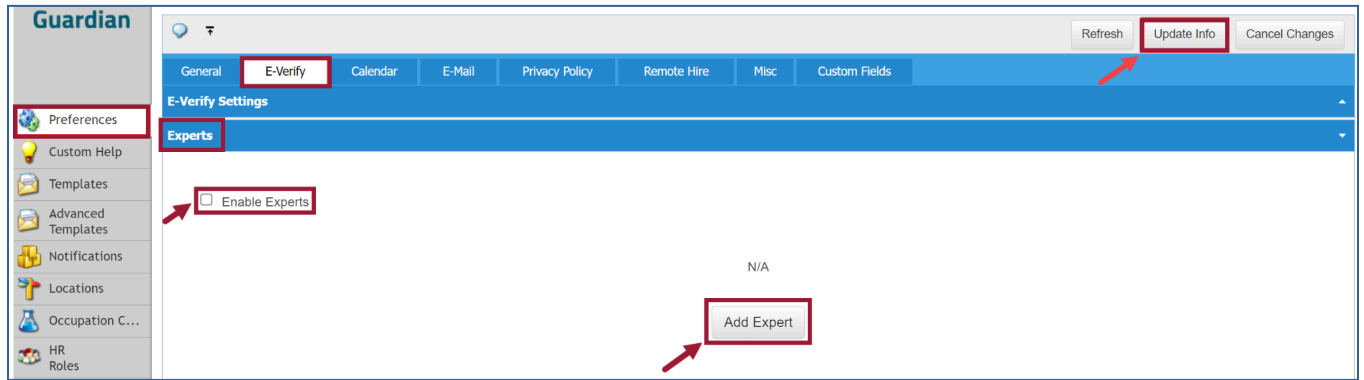
- **E-Verify Enabled as of** [date appears in field] If the **Date field** is left blank, the organization is not set up for E-Verify Services.
- **Memorandum of Understanding** ['Download' link visible]: A *Memorandum of Understanding* is required when participating in E-Verify services. Clicking the **Download** link in this area will open a **generic** copy of an MOU and is merely for your organization's information, and the link will not provide your organization with the E-Verify MOU that was signed when the E-Verify account was initiated. It is required that you work with your Implementation consultant or directly with the Guardian Support team to activate, E-Sign or obtain a copy of the **active E-Verify MOU** for your organization.

Case Closure Options

Prevent users from closing E-Verify cases with the closure statement(s) selected:

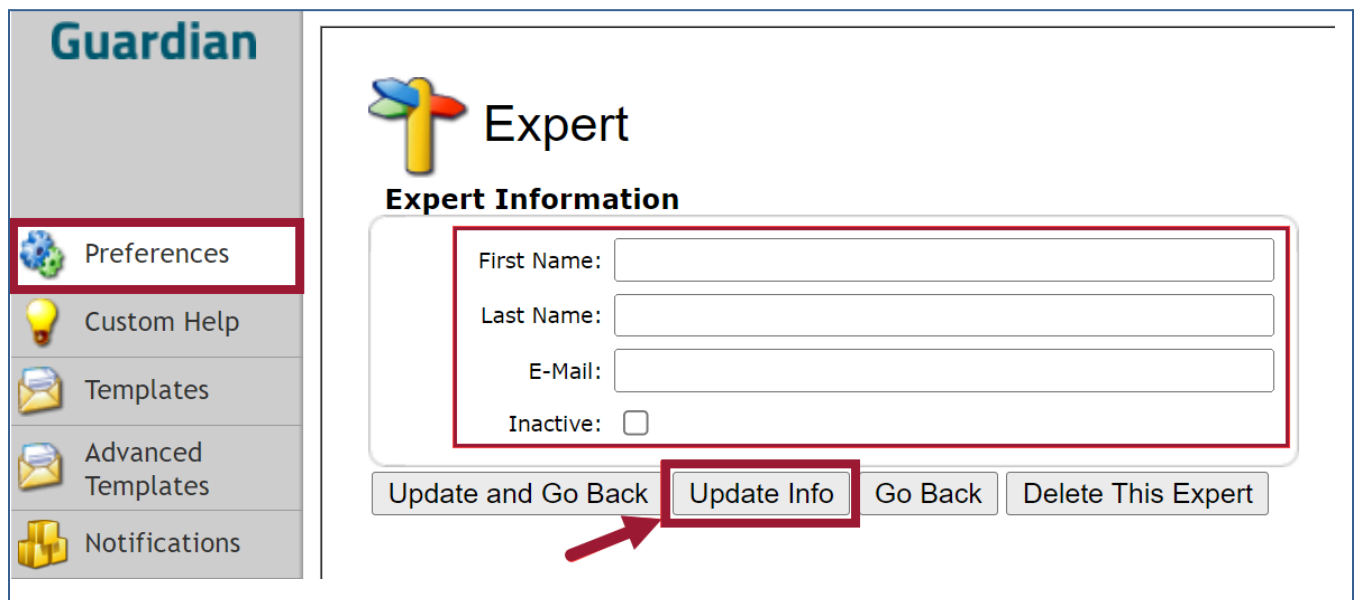
- The employee continues to work for the employer after receiving a Final Nonconfirmation result.
- The employee continues to work for the employer after a No Show result and the employer retains the employee.
- The employee continues to work for the employer after choosing not to contest a Tentative Nonconfirmation.
- The case is invalid because another case with the same data already exists.

Experts



Users can be designated as "Experts". This means other users may be instructed to reach out to these users before contacting Support for inquiries or support issues. Admins will click the checkbox to **Enable Experts**, from there, click the **Update Info** button.

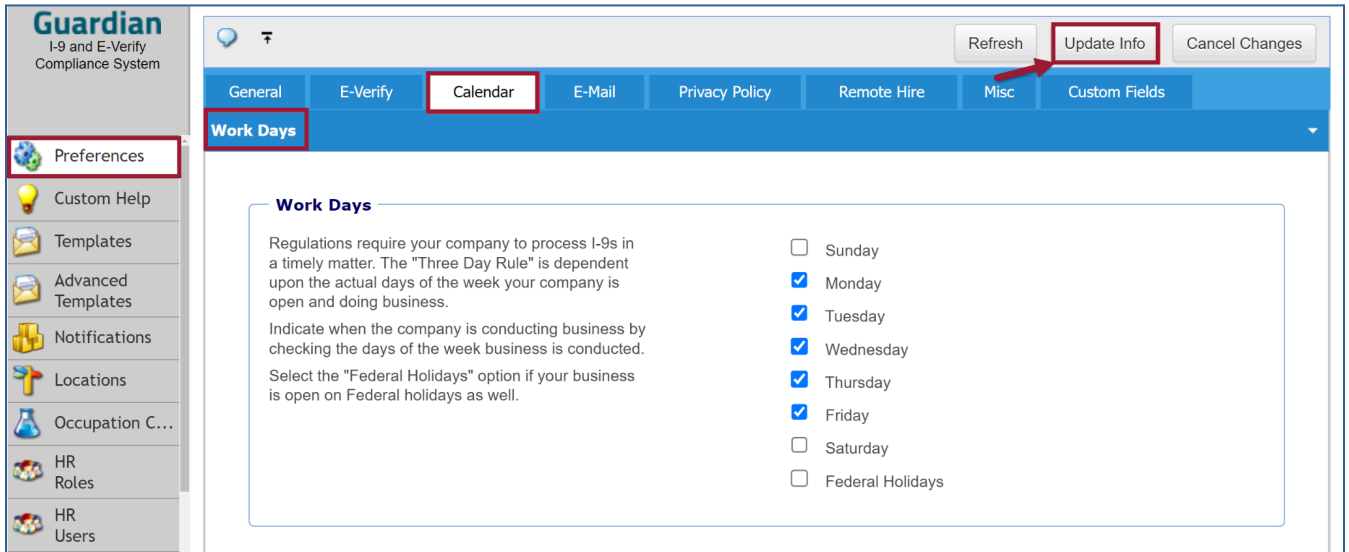
To add an expert, click the **Add Expert** button. The next screen will allow the Admin to type the user information in the fields to designate which users will be designated as Experts.



This action may also be accomplished by clicking the User Profile in **HR Users > Permissions** (see Section 10 in this guide). And, if **HR Roles** is used by your organization, go to **HR Roles > Role** (see section 9 in this guide).

Calendar Tab

Workdays

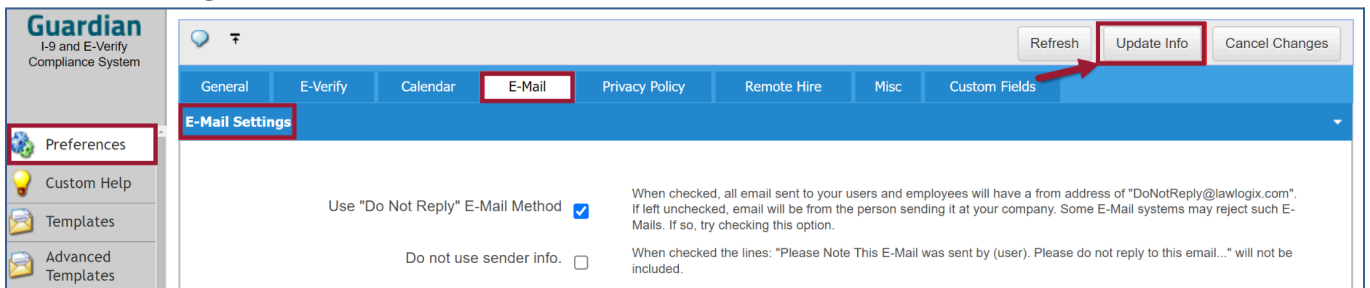


Workdays: [select the desired checkboxes] This setting is used to determine the Section 2 deadline. Regulations require organizations to process I-9s in a timely manner. The *Three Day Rule* is dependent upon the actual days of the week the organization is open, doing business.

The Admin user will indicate the company's standard business days by checking the days of the week business is conducted. Select Saturday, Sunday and/or the Federal Holidays options if the organization typically conducts business on those days. Once defining the organization's calendar days, click the **Update Info** button.

E-Mail Tab

E-Mail Settings

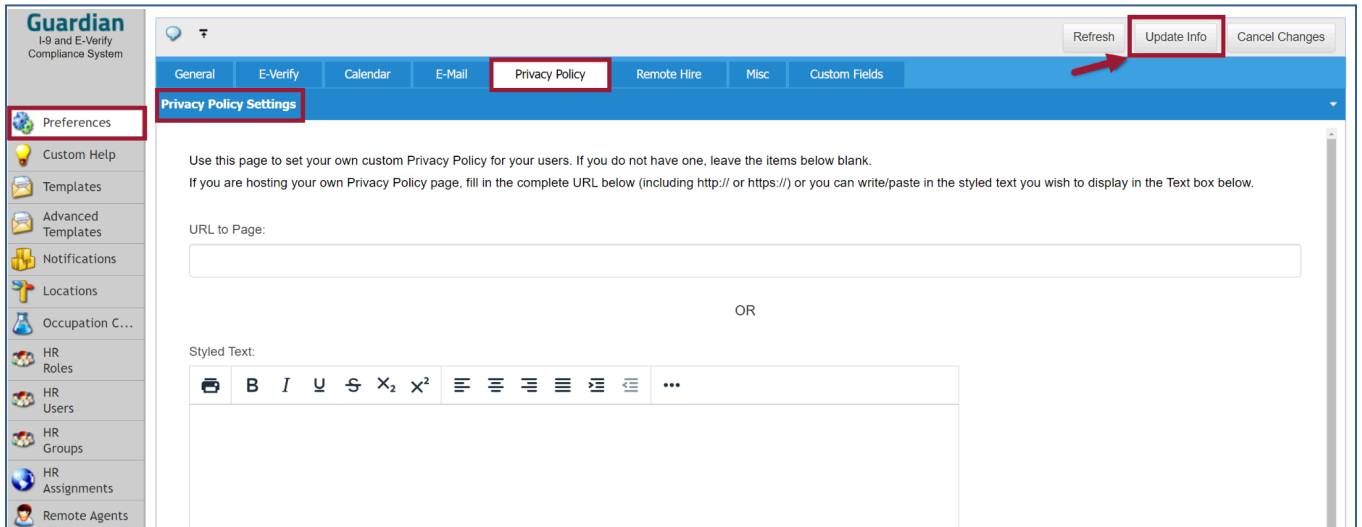


Use Do Not Reply E-Mail Method: when checked, all emails sent to your users and employees will have a 'From' email address of "DoNotReply@www.perfectcompliance.com". When mail continues to be blocked after whitelisting, the organization should enable the "Do Not Reply" feature so that all communication from Guardian includes "donotreply@perfectcompliance.com" as the sender (thus, originating from the same domain from which the email originates). If left unchecked, the email address will be the email address of the sender listed in the user profile in Guardian.

Do not use sender info: if the checkbox is selected, the lines: "Please note this E-Mail was sent by (user). Please do not reply to this email" ... will not be included. Once the setting is set, click the **Update Info** button.

Privacy Policy Tab

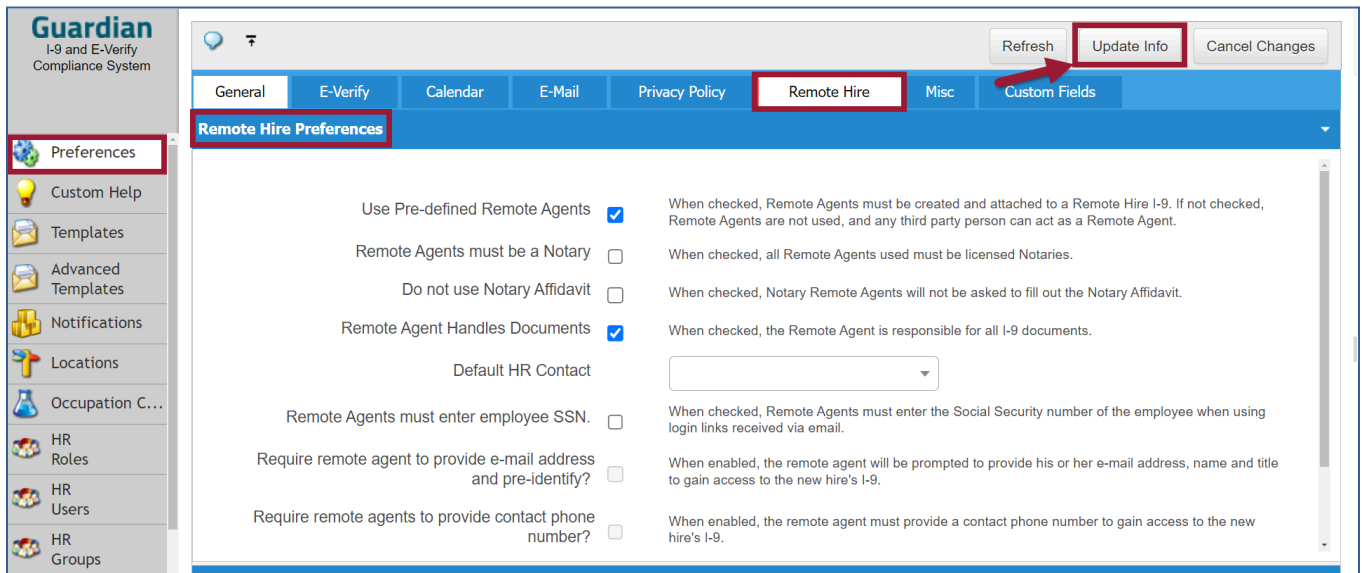
Privacy Policy Settings



Use this page to set a custom Privacy Policy for users. If a Privacy Policy page is hosted, enter the complete URL in the URL to Page field (including http:// or https://). Or users may write/paste the desired styled text in the Styled Text box. Leave the fields blank if one doesn't exist. Make the selection and click the **Update Info** button.

Remote Hire Tab

Remote Hire Preferences



Use this page to set predefined Remote I-9 specifications.

- **Use Predefined Remote Agents:** If the checkbox is selected, Remote Agents must be created and attached to a Remote Hire I-9. If not checked, Remote Agents aren't used, and any third party may act as Remote Agent.

- **Remote Agents must be a Notary:** If the checkbox is selected, all Remote Agents used must be licensed Notaries. (Note: there are certain restrictions for Notaries completing Section 2 of the Form I-9 in the states of California, Texas and possibly others. Please check the USCIS website for more info on using Notaries for I-9 completion at <https://www.uscis.gov/archive/completing-form-i-9-for-remote-hire>.)
- **Do not use Notary Affidavit:** If the checkbox is selected, Notary Remote Agents will not be asked to fill out the Notary Affidavit.
- **Remote Agent Handles Documents:** If the checkbox is selected, the Remote Agent is responsible for all I-9 documents.
- **Default HR Contact:** A specific user can be designated as the default HR contact for Remote Agents by name selection on the pull down menu.
- **Remote Agents must enter employee SSN:** When checked, Remote Agents must enter the Social Security number of the employee when using login links received via email.
- **Require Remote Agent to provide e-mail address and pre-identify?:** If the checkbox is selected, the remote agent will be prompted to provide their e-mail address, name and title to gain access to the new hire's I-9.
- **Require remote agents to provide contact phone number?:** If the checkbox is selected the remote agent must provide a contact phone number to gain access to the new hire's I-9.
- **Allow agent access link to be used more than once within 30 days:** When enabled, the agent may use the provided link more than once to access Guardian and complete the assigned task.

Documents

Remote Hire Templates

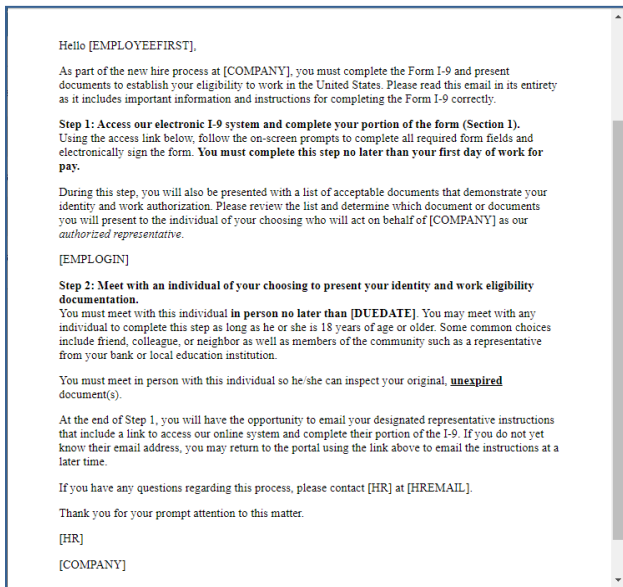
The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The 'Remote Hire' tab is selected in the top navigation bar. The 'Documents' section is expanded, showing 'Remote Hire Templates'. A table lists the following templates:

| Template Name | Description | View | Edit Template |
|-----------------------------------|--|------|---------------|
| Employee Instructions | Instructions to the employee for completing Section 1 of the I-9 form. | View | Edit Template |
| Remote Agent Instructions (Sec 2) | Instructions to the Remote Agent for completing Section 2 of the I-9 form. | View | Edit Template |
| Notary Affidavit | Affidavit for Notary Remote Agent. | View | Edit Template |
| Remote Agent Instructions (Sec 3) | Instructions to the Remote Agent for completing Section 3 of the I-9 form. | View | Edit Template |

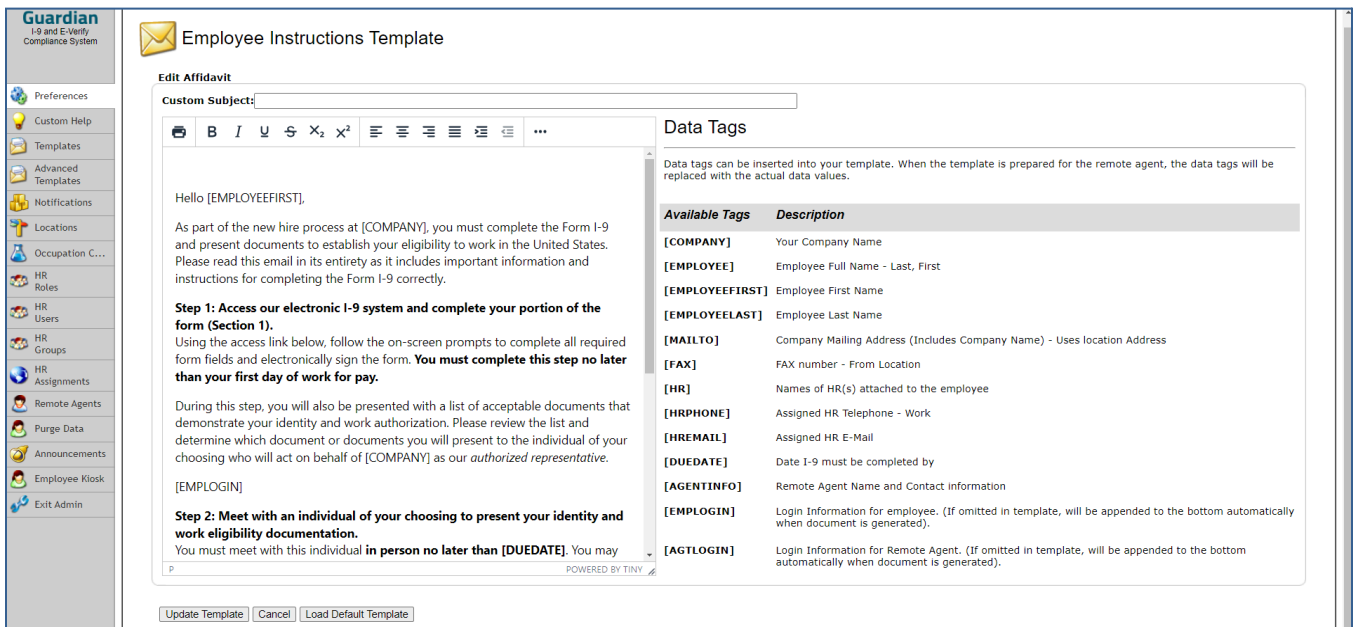
The Remote Hire process utilizes various documents to support the I-9 process. Admins will review and adapt the document templates to meet the organization's needs.

- **Employee Instructions:** instructions to the employee for completing Section 1 of the I-9.
- **Remote Agent Instructions (Sec 2):** instructions to the Remote Agent on Section 2 I-9 completion.
- **Notary Affidavit:** affidavit for Notary Remote Agent.
- **Remote Agent Instructions Supplement B (formerly Sec 3):** instructions to the Remote Agent for completing Supplement B of the I-9 form.

1 - Click **View** to review the default content of the email template.



2 - Click **Edit Template** to review and customize the email template verbiage.



Once the setting is set, click the **Update Info** button.

Employee Self Creation

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The top navigation bar includes tabs for General, E-Verify, Calendar, E-Mail, Privacy Policy, Remote Hire (highlighted), Misc, and Custom Fields. The left sidebar contains a list of menu items: Preferences (highlighted), Custom Help, Templates, Advanced Templates, Notifications, Locations, Occupation C..., HR Roles, and HR Users. The main content area is titled 'Remote Hire Preferences' and contains the 'Employee Self Creation' section. This section includes three settings:

- Default Occupation Class Only: When checked, all self created employees will use selected Occupation Class. (Dropdown menu: Please Select)
- Default Location Only: When checked, all self created employees will use select Occupation Class location. (Dropdown menu: All)
- All self created employees are new hires: When checked, if the new hire is eligible for E-Verify based on the kiosk default(s) then Guardian will require the employee provide his/her social security number in Section 1.

This section allows the Admin user to designate options for all self-created employees.

- **Default Occupation Class Only:** if the checkbox is selected, all self-created employees will use the selected Occupation Class.
- **Default Location Only:** if the checkbox is selected, all self-created employees will use Occupation Class location.
- **All self-created employees are new hires:** if the checkbox is selected, if the new hire is eligible for E-Verify based on the kiosk default(s) then Guardian will require the employee to provide his/her social security number in Section 1.

Misc tab

Miscellaneous Settings

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface with the 'Misc' tab selected. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Miscellaneous Settings' and contains two sections:

- Dashboard Preferences**
 - Section 2 Deadlines same as Section 1: When checked, Section 1 Completion Deadline will be used for completion deadline date in dashboard "Top Pending I-9s" and "Top I-9s needing expert advice".
 - Do Not show Announcements to Location Managers: When checked, the Announcements module will not be visible in the Location Manager interface.
 - Deadline to Inquire into issuance of new SSN: [Text Input Field]. The number of days after an I-9 is completed without a Social Security Number (SSN) by which to contact employee and inquire whether the SSN has been issued.
 - No I-9 hire date tracking threshold: [Text Input Field]. Employees with a hire date on or prior to the date specified will not appear on the **Top New Hires and Rehires without I-9 or Section 3** dashboard or Location Manager **To Do List**, and will not generate similar notifications.
- User Logout Preferences**
 - HR Logout URL: [Text Input Field]. Enter the URL the user should be re-directed to upon logout. Note: The URL must be complete, starting with http or https.

Dashboard Preferences

- **Section 2 Deadlines same as Section 1:** if the checkbox is selected, Section I Completion Deadline will be used for completion deadline date in dashboard "Top Pending I-9s" and "Top I-9s needing expert advice".
- **Do Not Show Announcements to Location Managers:** if the checkbox is selected, the Announcements module will not be visible in the Location Manager interface.
- **Deadline to Inquire into issuance of new SSN** [enter numeric value]: the value entered will determine the number of days after an I-9 is completed without a social security number by which to contact the employee and inquire whether the social security number has been issued.
- **No I-9 hire date tracking threshold** [enter date 00/00/0000]: employees with a hire date on or prior to the date entered in the field will not appear on the **Top New Hires and Rehires without I-9 or Supplement B** dashboard or the Location Manager **To Do List**, and will not generate similar notifications.

User Logout Preferences

- **HR Logout URL** [enter full link - must start with 'http://' or 'https://']: enter the URL the user should be redirected to upon logout.

Custom Fields tab

Custom Field Settings

Guardian
I-9 and E-Verify
Compliance System

Refresh Update Info Cancel Changes

General E-Verify Calendar E-Mail Privacy Policy Remote Hire Misc Custom Fields

Custom Field Settings

1 Hide Custom Fields When checked, custom fields are not displayed on Minute I-9 and New Employee pages.

Custom Fields for Employees

| No | Field Name | Required? | Values | Choices for Employee Status |
|----|-----------------|-------------------------------------|---------|---|
| 1 | Employee Status | <input checked="" type="checkbox"/> | Choices | Full time permanent Part time permanent Temporary |
| 2 | | <input type="checkbox"/> | Choices | |
| 3 | | <input type="checkbox"/> | Choices | |
| 4 | | <input type="checkbox"/> | Choices | |

Document Settings

Organizations often need to track and report on employee information that is not captured on the Form I-9 itself. The main purpose for creating a Custom Field is to report on items that are not normally tracked through the currently available data points. Guardian allows for the creation of up to 8 custom fields to store additional employee information, beyond what is typically captured

during the Form I-9 process. Information may be entered into a Custom Field when an Employee is first created, as well as any time afterwards from within the Employee Record.

1 - Hide Custom Fields: When this checkbox is selected, the fields defined below will not be shown on the Employee creation screen. This may be helpful if at some point the custom fields will not be used.

2 - Custom Fields for Employees: begin by entering the desired name for the Custom Field in one of the numbered fields. Remember that the chosen name will be listed in the Employee table in the Reports Module and if selected, this will be one of the columns allowing you to report on this particular custom field. To enable a custom field, provide a name in the Field Name area. Select the checkbox to mark the Custom Field a required field and must not be left blank during creation.

3 - Required? column: the field must be filled out consistently for each employee, and must not be left blank during employee creation. This means that the employee will not be created in Guardian unless the field is completed on the employee creation screen.

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The left sidebar contains a navigation menu with 'Preferences' highlighted. The main content area has tabs for 'General', 'E-Verify', 'Calendar', 'E-Mail', 'Privacy Policy', 'Remote Hire', 'Misc', and 'Custom Fields'. Below the tabs is a 'Custom Field Settings' section with a 'Hide Custom Fields' checkbox and a 'Custom Fields for Employees' table. The table has columns for 'No', 'Field Name', 'Required?', 'Values', and 'Choices for Employee Status'. The 'Values' column for the first row is highlighted with a red box and an arrow pointing to the 'Choices' link.

| No | Field Name | Required? | Values | Choices for Employee Status |
|----|----------------------|--------------------------|---------|-----------------------------|
| 1 | <input type="text"/> | <input type="checkbox"/> | Choices | |
| 2 | <input type="text"/> | <input type="checkbox"/> | Choices | |
| 3 | <input type="text"/> | <input type="checkbox"/> | Choices | |
| 4 | <input type="text"/> | <input type="checkbox"/> | Choices | |

Values Column: click the **Choices** link to allow entering a list of custom field types in the **Choice for Employee Status** field. . Enter the choice list values separated by carriage returns (clicking the Enter key after each entry).

Custom Fields for Employees

| No | Field Name | Required? | Values |
|----|------------------------|--------------------------|----------------|
| 1 | <u>Employee Status</u> | <input type="checkbox"/> | <u>Choices</u> |
| 2 | | <input type="checkbox"/> | Choices |
| 3 | | <input type="checkbox"/> | Choices |
| 4 | | <input type="checkbox"/> | Choices |
| 5 | | <input type="checkbox"/> | Choices |
| 6 | | <input type="checkbox"/> | Choices |
| 7 | | <input type="checkbox"/> | Choices |

Choices for Employee Status

Full time permanent
Part time permanent
Temporary

Enter choice list values above separated by Carriage Returns.

Choice List values will appear as drop-down options when manually creating the employee (in the order they are entered in the **Choices for Employee Status** box above). If an order change is desired, the values must be reentered in the field.

Guardian Announcements Help New User Logout

Dashboard **Start I-9** Employee E-Verify Reports

Start I-9

Social Security Number
(Exact Match)

Employee Details

Start Date (mm/dd/yyyy)

Employee ID

Location

Occupation Class

Language

I-9 Type

Employee Status

Full time permanent

Part time permanent

Temporary

Once the choice list values are entered, the **Employee Creation Screen drop-down will appear** (as shown above).

Document Settings

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. In the top right, there are buttons for 'Refresh', 'Update Info' (highlighted with a red box), and 'Cancel Changes'. Below these are navigation tabs: 'General', 'E-Verify', 'Calendar', 'E-Mail', 'Privacy Policy', 'Remote Hire', 'Misc', and 'Custom Fields' (highlighted with a red box). The left sidebar contains a menu with 'Preferences' (highlighted with a red box), 'Custom Help', 'Templates', 'Advanced Templates', 'Notifications', 'Locations', 'Occupation C...', 'HR Roles', and 'HR Users'. The main content area is titled 'Document Settings' and features a section for 'Supporting Document Types' with a yellow text input area containing 'Payroll Check' and 'Employee ID Card'. A red arrow points to the text area. Below the input area, there is a note: 'To add customized Document Type names for supporting documents uploaded into Employee OnDocs, please enter the Document Type names in the box above using one entry per line. These document titles will appear in addition to the system default list.'

Supporting Document Types

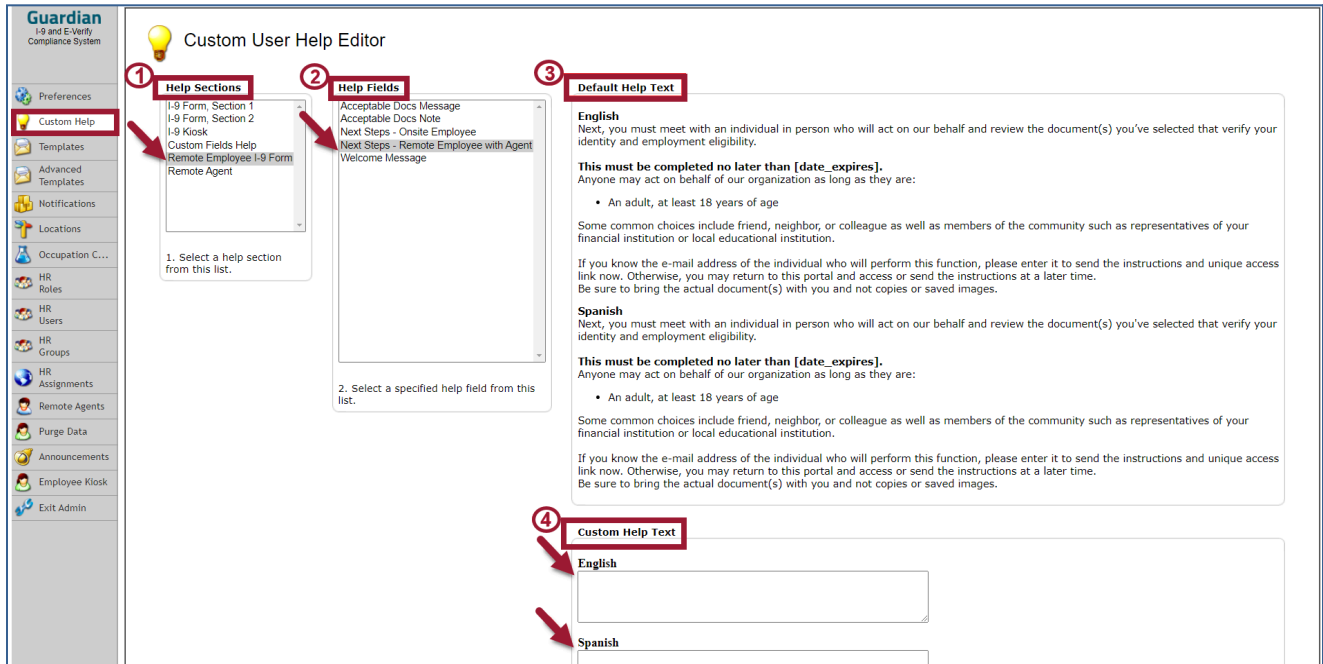
To add customized Document Type names for supporting documents uploaded into Employee OnDocs, enter the document type names in the yellow area using one entry per line. These document titles will appear in addition to the system default list (example of document types listed above).

Custom Help

Custom User Help Editor

The screenshot shows the Custom User Help Editor page. The left sidebar has 'Custom Help' highlighted with a red box. The main content area is titled 'Custom User Help Editor' and features a lightbulb icon. Below the title is a section for 'Help Sections' with a scrollable list containing: 'I-9 Form, Section 1', 'I-9 Form, Section 2', 'I-9 Kiosk', 'Custom Fields Help', 'Remote Employee I-9 Form', and 'Remote Agent'. Below the list, there is a numbered instruction: '1. Select a help section from this list.'

This tab allows for the customization of the various help text that appears to employees and users throughout the Form I-9 sections as well as the Guardian system itself. For help text visible to employees, a customizable Spanish version is also provided when the Spanish option is selected for Section 1.



1 - Help Sections: select the desired item.

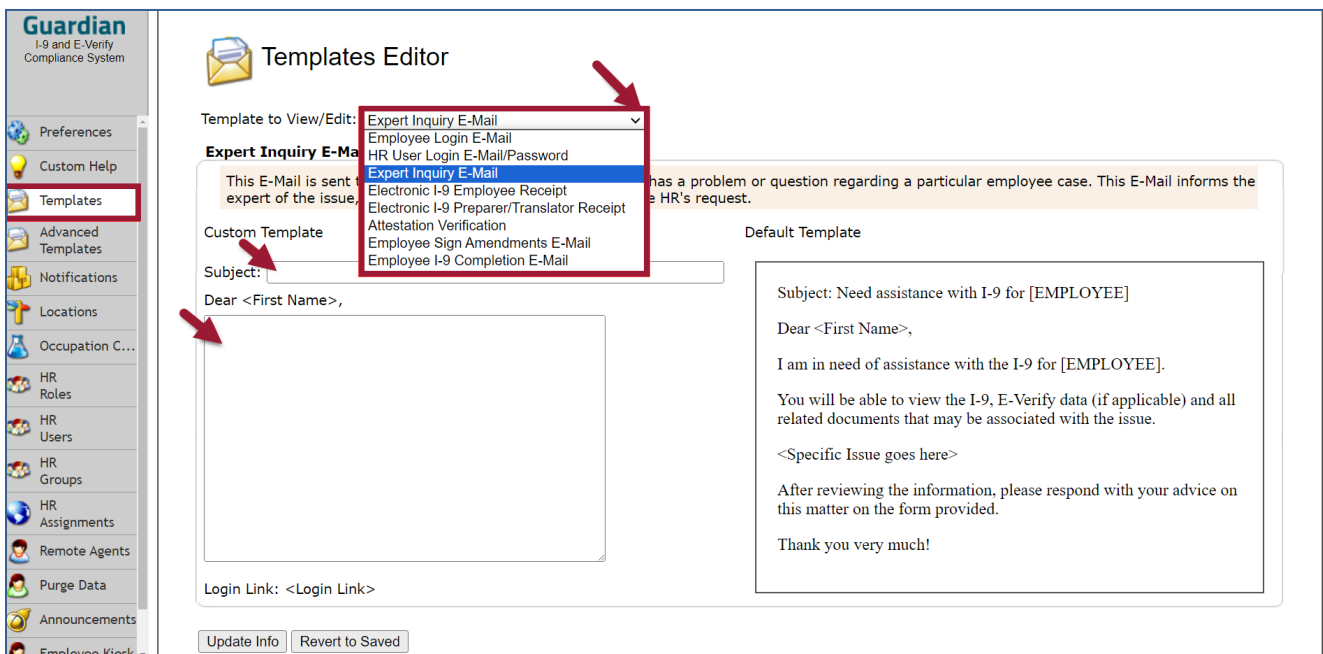
2 - Help Fields: select the desired section.

3 - Default Help Text: the example shows the Help Text that will appear as a default if no custom editing takes place.

4 - Custom Help Text: select the desired I-9 or Guardian section, the desired field, and then customize the English and/or Spanish help text as desired.

Templates

Templates Editor



Guardian may send emails to employees and Guardian users at various stages of the Form I-9 and E-Verify workflow, such as the email containing a person's login information to Guardian. There are also two "receipts" generated for new hires completing Section 1 remotely, or in the event a preparer/translator was used to assist an employee with Section 1. Use this tab to customize these various email and receipt templates. Scroll down to access the lower portion of the screen and select the Template Name to edit the edit field. If the Template includes a password email, that can be edited also.

Advanced Templates

Advanced Notification Templates

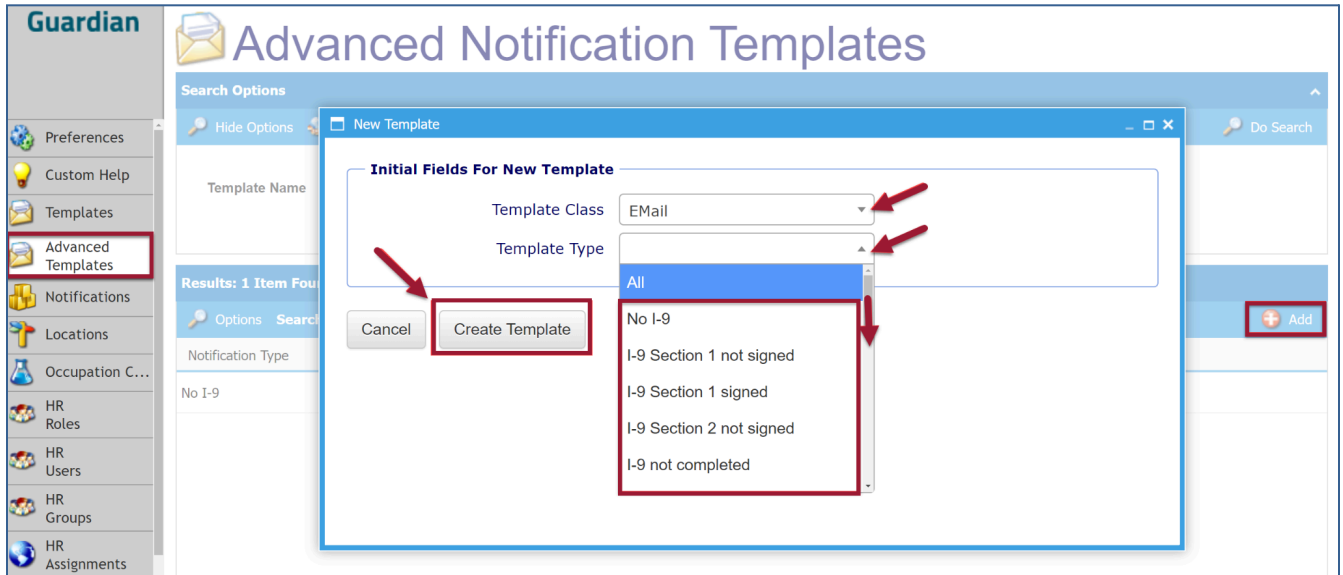
The screenshot shows the Guardian Advanced Notification Templates interface. The sidebar on the left includes options for Preferences, Custom Help, Templates, Advanced Templates (highlighted with a red box), Notifications, Locations, Occupation C..., HR, and Roles. The main content area is titled "Advanced Notification Templates" and features a search bar with "Hide Options" and "All Templates" buttons. Below the search bar, there are input fields for "Template Name" and a dropdown for "Template Type" set to "All". A "Do Search" button is on the right. Below the search bar, a blue banner indicates "Results: 1 Item Found". Below this, there are "Options" and "Search by Name:" fields, along with "Show All" and "Results:" navigation controls. A table displays the search results:

| Notification Type | Notification Template | Date Created | Date Modified |
|-------------------|-----------------------|------------------|------------------|
| No I-9 | No I-9 | 09/14/2017 06:39 | 12/18/2018 22:34 |

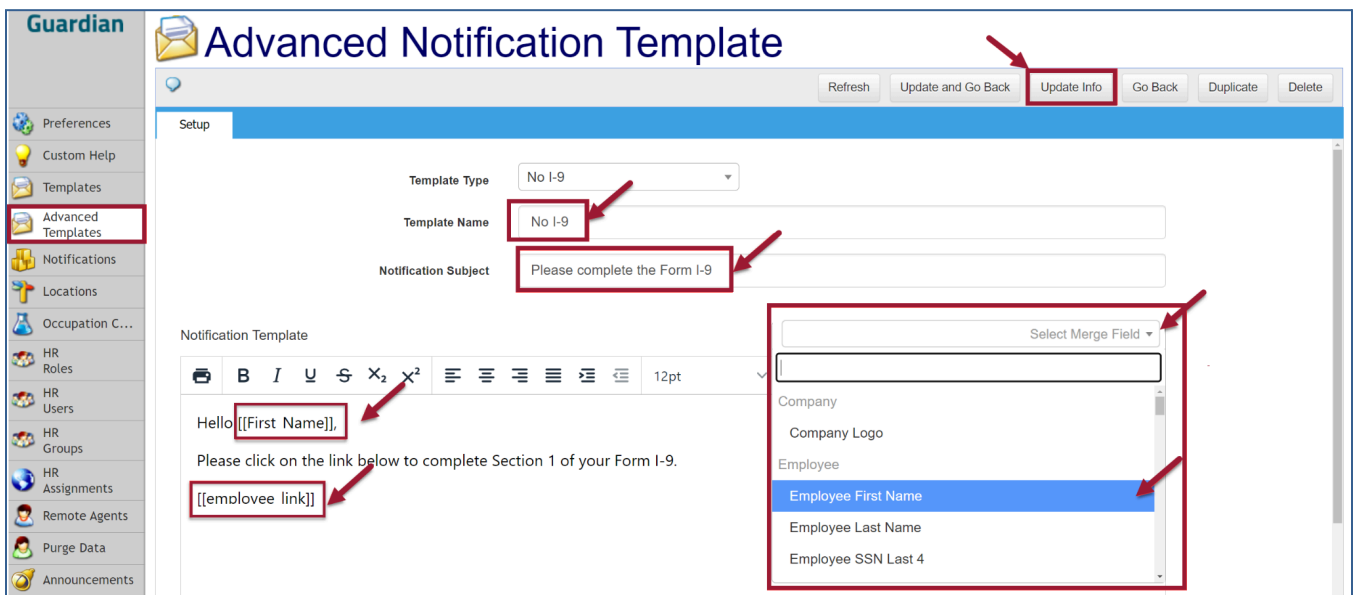
An "Add" button with a red plus sign is located at the bottom right of the table area, highlighted with a red box and a red arrow pointing to it.

Creating Advanced Notification Templates: The **Advanced Template tab** will only appear if your organization has requested to activate this feature. This feature will allow the creation of template content related to **Notifications** and/or for clients that are utilizing XML alerts. (XML alerts are available if the organization has an active XML project for an integration). Template set-up is the first step in activating Notifications. Within the template setup module, administrators define the types of alerts used as well as the specific message. While this is a required initial step, the template module can be accessed any time to adjust existing template information as well as create new notification templates. Each template can be assigned to one or more notification rules (this will be covered in the next section covering details of Notifications).

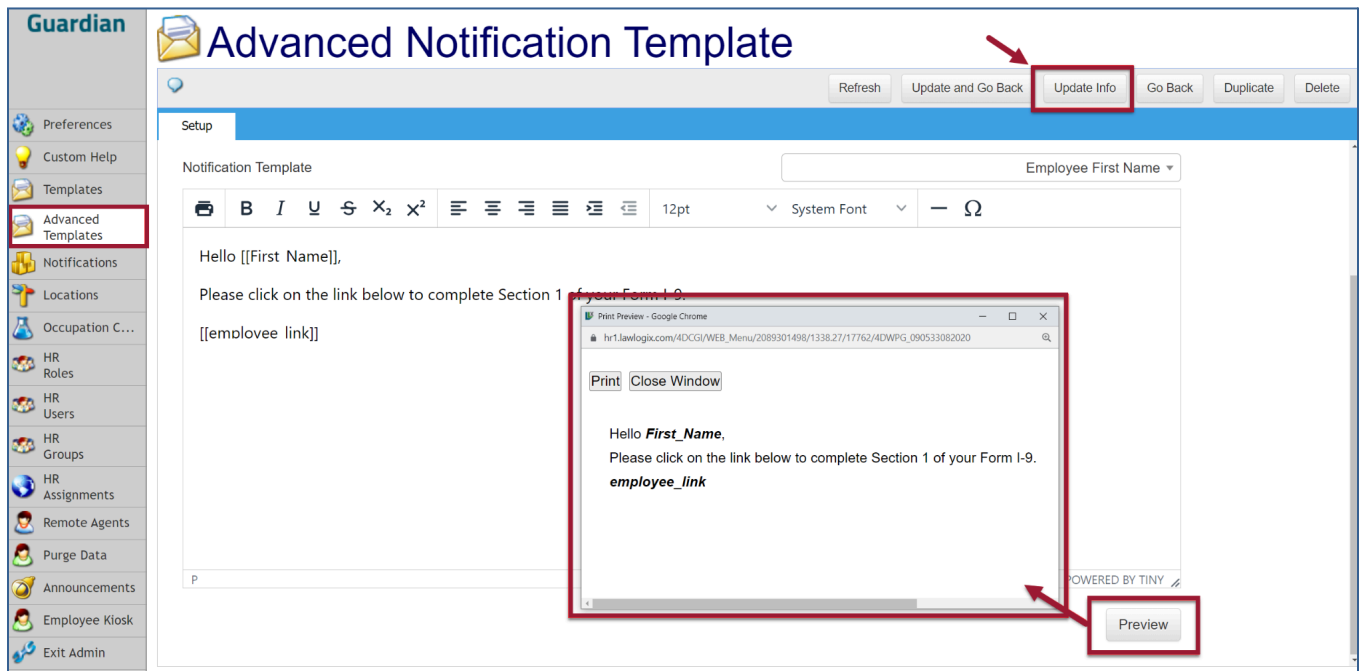
Message templates are retrieved at the time the notification is sent. Changes made to the message prior to the sending of the notification are reflected in the sent email.



Access the **Advanced Templates** module from the administration toolbar to begin the setup process. Click the **+Add** button, choose the desired **Template Class** and **Template Type** from the drop-down menu and then click the **Create Template** button.



Complete the **Template Name**, **Notification Subject** and **Notification Template** information fields as shown above. Select **Merge field** to automatically insert the field content within the body of the template. (The Merge fields are elements that contain a reference to a data field by its name and inserts the value from the data source stored in Guardian for that element. The Merge Fields selected in this example are **Employee First Name** and **Employee Link**, which will populate this data when the email is sent.)



Once the content of the template is created and set, click the **Update Info** button. From there, you may utilize the **Preview** button to view a sample of the notification or print the template.

Notifications

Notifications overview: Guardian offers organizations the ability to activate a variety of alert types related to I-9 and E-Verify activity. Notification usage is optional and developed to provide maximum flexibility. Use of the notification system provides the following advantages:

1. Ability to trigger notifications for a select group of employees.
2. Ability to send notifications to users, employees, and/or up to two other e-mail recipients.
3. Ability to indicate notification intervals leading up to deadlines or following certain actions.
4. Fully customizable messaging including merge tags, and the ability to include a branded image within the notification.

Notifications are configured through a three-part process. First, the organization must request to activate **Advanced Templates**. From there, Templates are created in that tab as shown previously. Finally, the Admin will create the alert notification rule that defines what type of alert is to be used and for which employee group.

Notifications Rules Setup

The screenshot shows the 'Advanced Notification Templates' interface. On the left is a navigation menu with 'Advanced Templates' highlighted. The main area has a search bar and a table with one row: 'No I-9'. A red box highlights the '+Add' button in the top right of the table area.

| Notification Type | Notification Template | Date Created | Date Modified |
|-------------------|-----------------------|------------------|------------------|
| No I-9 | No I-9 | 09/14/2017 06:39 | 12/18/2018 22:34 |

Access the **Notifications** module from the administration toolbar to continue the setup process. Through this process an administrator defines the rules for each notification type to be used by the organization, including defining the affected employee population, email recipients, frequency of the alert (where applicable), delivery time of day, and related notification template. Click the **+Add** button to create a new notification rule.

For this example, a “No I-9” Notification is used.

The screenshot shows the 'Settings' page for the 'No I-9' notification. It contains several configuration fields, some of which are highlighted with red circles and numbers 1 through 11. A red box highlights the 'Update Info' button in the top right corner.

| | | | |
|----|--------------------|----------------|---|
| 1 | Notification Class | E-Mail | Notification Class must be set first |
| 2 | Notification Type | No I-9 | Notification Type must be set before other fields can be set |
| 3 | Occupation Class | All | |
| 4 | Template Name | No I-9 | |
| 5 | Notification Name | No I-9 | |
| 6 | Notification EMail | | |
| 7 | Send To | Employee | Select addresses to send to |
| 8 | Optional EMail 1 | | |
| 9 | Primary Recipient | Employee | |
| 10 | Action Days | 7 | Value represents number of days prior to start date to trigger the notification |
| 11 | Send Time | System Default | |

On the next screen, configure the settings of the notifications:

1 - Select the **Notification Class** from the dropdown menu. For this example the EMail option is chosen.

2 - Select the **Notification Type** from the dropdown menu (the Notification type options will be fully outlined at the end of this section**).

3 - Select a value from the **Occupation Class** dropdown. If the target audience is a sub-group of employees. The alert population is determined by the Occupation Class. Note: if the notification applies to all employees, then leave the default to the **All** selection as shown.

4 - Select the applicable **Template Name** from the dropdown menu (a list of templates that were defined for the selected notification type will appear).

5 - Insert a name in the **Notification Name** field to distinguish the notification within the list.

6 - Enter a single email address in the **Notification Email** field if a specific person or distribution list should receive all alerts triggered by this notification rule (generally this feature is used when the organization wants to limit communication to a specified audience, i.e. a helpdesk group email).

7 - In the **Send To** area, select whether to send the notification to the designated notification email, the users responsible for the affected employee (HR/Group), the employee, and/or to the email addresses defined within the individual employee record.

8 - Optional Email 1 and Optional Email 2. The notification feature provides the organization with the ability to define up to two additional email notification recipients per employee (via the Notification Email '**Address 1**' and '**Address 2**' fields found on the **Employee Record > Job Details** tab, as shown in the image below*).

9 - When more than one recipient is defined in the **Send To** field then in the **Primary Recipient** field select which should be included in the "To" line of the email. The unselected option will be included in the "CC" field of the notification.

10 - Where applicable, define the **Action Days** for the notification. Action days relate to the number of days before or following an event in which the notification should trigger. Choose the primary recipient for the Notification.

11 - Indicate the desired **Send Time** to send the notification (when not immediate). Times are listed in military time and will trigger at the designated time according to Mountain Standard Time. The system default schedules notification delivery after midnight on the day of the event.

Message recipients are determined at the time the notification is sent, as defined in the associated notification rule. Once the fields are completed, click the **Update Info** button.

***Employee Record:** organizations can define up to two additional email addresses to be used for notification purposes. These are defined in **Job Details > Notification Emails > Address 1 and Address 2**. These can be used to define alternate employee addresses to receive the notification, or other recipients such as direct supervisor/manager/escalation point. Below is a view of the **Employee Record** showing the fields that will allow for additional email addresses linked to the Notification Email fields:

The screenshot shows the Guardian HR system interface. At the top, there's a navigation bar with 'Guardian' logo, 'Announcements', 'Help', 'New User [ADM: Denise Moreno]', and 'Logout'. Below that is a menu with 'Dashboard', 'Start I-9', 'Employee', 'E-Verify', and 'Reports'. The 'Employee' menu item is highlighted. Underneath, there's a search bar for 'Employee Name' and 'Employee Access'. The main content area has tabs for 'Personal', 'Job Details', 'Tasks', 'I-9 Forms', 'OnDocs', 'Login Info', 'Custom Fields', and 'E-Verify'. The 'Job Details' tab is active, showing 'Job Information'. This section is divided into 'Employment Information' and 'Employment History'. The 'Employment Information' section includes fields for Employee ID, Location (Secondary: 2 - Prescott), Occupation Class (Employees), Responsible HR/Group (Northern Arizona), Date Hired (11/05/2021), Date Terminated, and Date Purgeable (with a checkbox for 'Do Not Purge when Eligible'). The 'Employment History' section has a table with columns 'Date Hired' and 'Date Terminated', showing a record for 11/05/2021 and N/A, and a 'Terminate Employee' button. At the bottom, the 'Notification Emails' section has two input fields for 'Address 1' and 'Address 2', both highlighted with red boxes and red arrows pointing to them.

Note: All notification triggers described in this document only apply to records created/actions taken after advanced notifications have been configured for your organization. Additionally, changes made to notification rule populations and actions after deployment only apply to records created/rules triggered after the change was made.

Notification Types

Guardian offers more than a dozen different notification types. Organizations may choose to activate some or all types. In addition, multiple instances of the same type of notification are configurable in order to target different segments of employees, or include different information within the notification.

****Notification types fall into one of two categories: one-time notification or reminding notification.**

A One-time notification triggers a single email after something has happened (e.g. the I-9 was marked completed). These types of notifications are useful to extract data from or be informed outside of Guardian.

Reminding notifications trigger when the expected action has not yet occurred (e.g. section 1 of the I-9 has not been signed). These types of notifications are useful when notifying individuals of action items.

All notification events described in this document only apply to records created and/or actions taken after the notification rule is configured.

Any changes to the notification rule employee populations or action days are not applied to existing future notifications but will be applied to subsequent new triggering events.

One Time Notifications:

- A one-time notification triggers a single email after something has happened (e.g. the I-9 was marked completed). The following are the one-time events that can be configured.
- **I-9 Amendment Approved:** At the approval of one or more pending Section 1, Section 2, or Supplement B amendments, an immediate notification is sent. No subsequent notifications are generated. However, notifications are generated for each approval action. This notification type is exempt from the employee re-evaluation method.
- **I-9 Supplement B (formerly Section 3) Signed:** At signing of an electronic Supplement B record, an immediate notification is sent. No subsequent notifications are generated. However, notifications are generated for each "signing" action. This notification type is exempt from the employee re-evaluation method. However, if the Supplement B is unsigned and re-signed then a new notification is triggered.
- **I-9 completed:** Electronic and New Hire Paper I-9 records that have been created, Section 2 signed, and the I-9 has been marked "Completed" trigger a notification on the hire date, 30 minutes after Section 2 has been signed, or at the scheduled notification time, whichever is later.
- **I-9 SSN Discrepancy:** Signing*** of Section 1 of Electronic and New Hire Paper I-9 records in which the social security number entered in Section 1 is different from the social security number documented within the employee's Personal tab (when present) triggers a notification 30 minutes after signing, or at the scheduled notification time, whichever is later. This notification type is exempt from the employee re-evaluation method.
- **I-9 DOB Discrepancy:** Signing of Section 1 of Electronic I-9 records in which the date of birth entered in Section 1 is different than the date of birth documented within the employee's Personal tab (when present) triggers a notification 30 minutes after signing, or at the scheduled notification time, whichever is later. This notification type is exempt from the employee re-evaluation method.
- **E-Verify Case Complete:** A case in which E-Verify returned a final result and the case was subsequently closed with one of the available case closure statements.
- ****The trigger for the notification changes from signing of Section 1 to **Check Form** when the organization has enabled the feature that prevents Section 1 completion when the SSN or DOB entered in the form does not match the information within the employee record.*

Reminding Notifications

The screenshot shows the 'New notification' form in the Guardian I-9 and E-Verify Compliance System. The 'Notification Type' dropdown menu is open, displaying several options. A red box highlights the dropdown, and a red arrow points to the 'I-9 Section 1 not signed' option. The form includes fields for Notification Class, Occupation Class, Template Name, Notification Name, Notification EMail, Send To, Notification EMail, HR/Group, Employee, Optional EMail 1, Optional EMail 2, Primary Recipient, Action Days, and Send Time. A sidebar on the left contains navigation links like Preferences, Custom Help, Templates, and Notifications.

- **No I-9:** Employee records created after advanced notifications have been configured trigger a notification on the employee hire date. If the employee hire date is in the past then a notification will trigger 30 minutes after record creation, or at the scheduled notification time, whichever is later. Subsequent notifications are generated daily until the I-9 record has been created. If the employee hire date is changed after record creation, then the rule is re-evaluated, and the notification prepared for the updated hire date. If the hire date is advanced to the future, then a notification is sent only after that date is reached.
- **I-9 Section 1 not signed:** Electronic and New Hire Paper I-9 records that have been created, and Section 1 has not been signed trigger a notification on the I-9 hire date. If the employee hire date is in the past then a notification will trigger 30 minutes after I-9 record creation, or at the scheduled notification time, whichever is later. Subsequent notifications are generated daily until Section 1 has been signed. If the I-9 hire date is changed after I-9 creation, then the rule is re-evaluated, and the notification prepared for the updated I-9 hire date. If the I-9 hire date is advanced to the future, then a notification is sent only after that date is reached. If Section 1 is un-signed then the rule is re-triggered and a notification sent 30 minutes after un-signing, or at the scheduled notification time, whichever is later.
- **I-9 Section 2 not signed:** Electronic and New Hire Paper I-9 records that have been created, and Section 2 has not been signed trigger a notification on the hire date, 30 minutes after Section 1 has been signed, or at the scheduled notification time, whichever comes first. Subsequent notifications are generated daily until Section 2 has been signed. If the I-9 hire date is changed after I-9 creation, then the rule is reapplied, and the notification prepared for the updated I-9 hire date. If the I-9 hire date is advanced to the future, then a notification is sent only after that date is reached. If Section 2 is un-signed then the rule is re-triggered and a notification sent 30 minutes after un-signing, or at the scheduled notification time, whichever is later.
- **Remote I-9 Incomplete:** I-9 flagged for remote processing (i.e. the I-9 was created as a 'remote I-9' and includes employee/agent instructions) and Section 2 remains unsigned (i.e. the I-9 requirement is not met) triggers a notification at the designated Action Days (i.e.

number of days prior to the employee's hire date) and then daily once the hire date is reached and until Section 2 is signed.

- **I-9 not completed:** Electronic and New Hire Paper I-9 records that have been created, Section 2 signed, and the I-9 has not been marked "Completed" trigger a notification on the hire date, 30 minutes after Section 2 has been signed, or at the scheduled notification time, whichever is later. Subsequent notifications are generated daily until the I-9 has been marked completed. If the I-9 hire date is changed after I-9 creation, then the rule is reapplied, and the notification prepared for the updated I-9 hire date. If the I-9 hire date is advanced to the future, then a notification is sent only after that date is reached.
- **I-9 not approved:** Electronic and New Hire Paper I-9 records that have been created, marked completed, but the I-9 record has not been marked "Approved" trigger a notification on the hire date, 30 minutes after the record has been marked completed, or at the scheduled notification time, whichever is later. Subsequent notifications are generated daily

until the I-9 has been marked approved. If the I-9 hire date is changed after I-9 creation, then the rule is reapplied, and the notification prepared for the updated I-9 hire date. If the I-9 hire date is advanced to the future, then a notification is sent only after that date is reached.

- **I-9 Receipt:** Electronic and New Hire Paper I-9 records that have been created, a receipt for lost, stolen, or replacement document noted in Section 2, and the I-9 has been marked completed trigger a notification at the time (number of days prior to the needed receipt update) specified by the organization. Subsequent notifications are generated based on the organization's notification setup (i.e. additional notifications will trigger at the intervals designated by the organization's alert rule). If the I-9 hire date (and I-9 receipt expiration date) is changed after the I-9 was marked completed, then the rule is reapplied, and the notification prepared for the updated receipt expiration date.

- **I-9 Reverification:** Approval of Electronic, New Hire Paper, and Archival Paper I-9 records in which an I-9 expiration date exists or the changing of the I-9 expiration date for an approved I-9 (i.e. reverification) trigger a notification at the time (number of days prior to the needed update) specified by the organization. Subsequent notifications are generated based on the organization's notification setup (i.e. additional notifications will trigger at the intervals designated by the organization). If the I-9 expiration date changes (e.g. reverification) then the rule is reapplied, and the notification prepared for the updated expiration date. The field '**Action Days**' should be configured in ascending order starting with the earliest number of days prior to expiration to be notified. Separate each numeric value with a comma, e.g. 90, 60, 45, 30, 15. To

No I-9
I-9 Section 1 not signed
I-9 Section 1 signed
I-9 Section 2 not signed
I-9 not completed
I-9 Completed
I-9 not approved
I-9 Section 3 Signed
I-9 Receipt
I-9 Reverification
I-9 SSN Discrepancy
I-9 DOB Discrepancy
I-9 Expired Reverification
I-9 Amendment Approved
E-Verify Awaiting Social Security Number
E-Verify Unprocessed TNC
E-Verify Case Complete
E-Verify Case Not Closed
Remote I-9 Incomplete

trigger a notification on the date of the work authorization expiration, enter the value '0' in the 'Action Days' field.

- **I-9 Expired Reverification:** Approved Electronic, New Hire Paper, and Archival Paper I-9 records in which the I-9 expiration date has now passed trigger a notification when the expiration date has passed. Subsequent notifications are generated daily thereafter until the I-9 is updated with a new expiration date or the need for re-verification ends (e.g. foreign national changes status). If the I-9 expiration date changes (e.g. re-verification) then the rule is reapplied, and the notification prepared for the updated expiration date.
- **E-Verify Unprocessed TNC:** An E-Verify case where either an SSA or DHS Tentative Nonconfirmation has been received and the employee has not indicated whether or not to take action triggers an initial notification at the time specified by the organization. Subsequent notifications are generated daily until a response to the TNC has been acknowledged and E-Verify is notified of whether or not the employee will take action.
- **E-Verify Referred TNC:** An E-Verify case where either an SSA or DHS Tentative Nonconfirmation has been received, the employee contests and the user selects the "Initiate SSA/DHS Referral" button triggers an initial notification at the time specified by the organization. Up to four subsequent notifications can be generated prior to the government response deadline based on the timing specified by the organization. Action days specified in the rule are applied based on federal working days (e.g. an action day of '4' will result in the notification being sent four federal working days before the due date).
- **E-Verify Case Not Closed:** A case in which E-Verify returns a final result and the case remains open in Guardian triggers a notification 60 minutes after receiving the final result, and daily until the case is closed.

Event Re-Evaluation

Guardian re-evaluates all non-immediate notification rules when a change is made to the employee's group or employee's hire date. The re-evaluation removes any pending notification message (except immediate messages) and creates a new notification message as applicable based on the organization's existing notification rules. If re-evaluation of the employee determines that a notification is applicable for that day then a message is sent at the time designated in the notification rule or 30 minutes after the triggering event, whichever is later. If a subsequent event happens within the grace period and triggers a secondary re-evaluation of the employee (and a notification is applicable for that day) then the 30-minute timer is reset. On the day that a re-evaluation occurs, notifications sent before that re-evaluation event do not impact additional notifications deemed valid for that day.

Locations

Guardian
I-9 and E-Verify
Compliance System

Locations

Add **Show All**

Name City State Number **Find**

2 Records found

| Name | Location Number | City, State |
|---------------------------|-----------------|--------------|
| Primary | 1 | Phoenix, AZ |
| Secondary | 2 | Prescott, AZ |

Note: At least one Location is required. Employees will be assigned to different HRs based on Location and Occupation Class.

Note: After Creating a new location you must go to the HR assignments area and assign an HR to the new location.

Guardian requires that at least one Location is created. After creating a new location, you must go to the HR Assignments area and assign an HR to the new location. Employees will be assigned to different HRs based on Location and Occupation Class. To add a Location, click the **Add** button in the upper right corner of the screen.

Adding a new Location

Once clicking the **+Add** button, the following screen will appear:

Guardian
I-9 and E-Verify
Compliance System

Locations

1 General Information

Name:

Location No.:

E-Verify: Allowed Not Allowed
N/A (not allowed)

Alternative Procedure: Allowed Not Allowed

Work Phone: Ext: Fax:

2 HR Permissions

| HR Name | HR Title | Admin View-Edit-All | None | View Only | View /Edit |
|----------------------------|-------------------|---------------------|------|-----------|------------|
| User1, New | | X | - | - | X |
| User2, New | | - | - | - | O |
| User3, New | | X | - | - | X |
| User4, New | | X | - | - | X |
| User5, New | Manager | X | - | - | X |
| User6, New | HR Specialist | X | - | - | X |
| User7, New | HR Representative | X | - | - | X |

These permissions allow HR's to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users (A) and those with View/Edit All (V) have full access to all data.

3 Primary Location Address

Line 1:

Line 2:

City, State:

Zip, Country:

4 Responsible HRs / HR Groups by Occupation Class

| Occupation Class | Responsible HR | Responsible Group | Delete |
|------------------|----------------------|----------------------|----------------------|
| Employees | <input type="text"/> | <input type="text"/> | <input type="text"/> |

These permissions determine the assignment of Responsible HRs or HR Groups to all employees within each Occupation Class assigned at this Location.

5 Remote Agents

There are no Remote Agents Assigned to this location.

Remote Agents are used to fulfill the completion of Section II on I-9s for employees in remote locations. This list is only for reference. To Associate Remote Agents to this or any location, click [here](#).

Reminder: If adding a new location, you must go to the HR Assignments area and assign a HR to the new location.

Update and Go Back **Update Info** **Go Back** **Delete This Location**

General Information

1 - Define the Location name, Location number, whether or not E-Verify is used, and the phone and fax numbers. If the I-9 Anywhere Virtual completion feature is being used for a location, then the Alternative Procedure should be marked as 'Allowed' and E-Verify will also be required for that location.

HR Permissions

2 - These permissions allow HR's to potentially view/edit employees and I-9's for other assigned HR's based on physical locations. Note: Admin users (A) and those with View/Edit All (V) have full access to all data. If adding a new location, you must go to the HR Assignments area and assign a HR to the new location.

Primary Location Address

3 - Enter the primary location's address.

Responsible HRs/HR Groups by Occupation Class

4 - These permissions determine the assignment of Responsible HRs or HR Groups to all employees within each Occupation Class assigned at this Location.

Remote Agents

5 - **Remote Agents** (Please see Section 12).

Occupation Class

Occupation Class refers to a customizable designation within the database that may include one or more values and can be used to segment employee populations. The creation of locations and Occupation Classes determine user access to employees.

A company must have at least one location and one Occupation Class. If more than one individual is to have responsibility for a given set of employees, then the company must have at least one HR Group as well.

The screenshot displays the 'Guardian I-9 and E-Verify Compliance System' interface. On the left is a navigation menu with options: Preferences, Custom Help, Templates, Advanced Templates, Notifications, Locations, Occupation C... (highlighted with a red box), HR Roles, and HR Users. The main content area is titled 'Occupation Class' and features a search bar with a 'Name' input field and a 'Find' button. Below the search bar, it indicates '1 Record found' and shows a table with one row labeled 'Employees'. A red arrow points to an 'Add' button in the top right corner, next to a 'Show All' button. Two notes are present at the bottom of the main area: 'Note: At least one Occupation Class is required. Employees will be assigned to different HRs based on Location and Occupation Class.' and 'Note: After Creating a new Occupation Class you must go to the HR assignments area and assign an HR to the new Occupation Class.'

Once The **Add** button is clicked, the following screen will appear. Name the new Occupation class by entering the name in the field and clicking the **Update Info** button. Define the name of the Occupation Class in the Name: field, then click the **Update Info** button.

After creating a new **Occupation Class** you must go to the **HR Assignments area** and assign an HR to the new Occupation Class. After assignment, click the **Update Changes** button.

| Occupation Class | Responsible HR | HR Group |
|------------------|----------------|------------------|
| Employees | User, New | Northern Arizona |

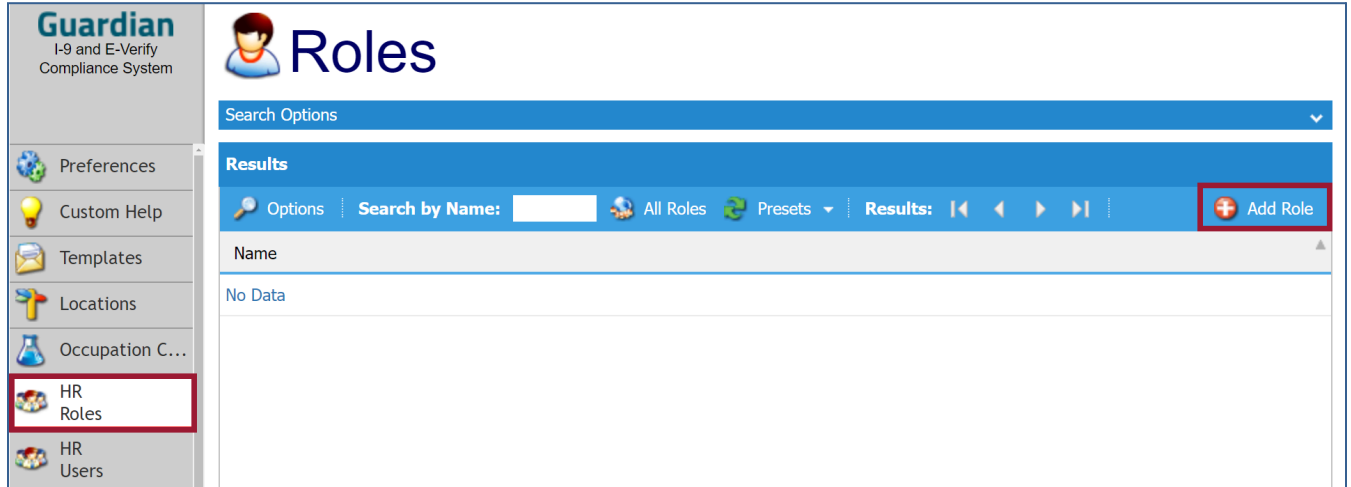
HR Roles

User Roles are available upon request. When your organization chooses to activate **Roles** in Guardian, an additional menu option is visible in the organization's administration module. The privileges granted to a user are dependent on the role assigned. If the HR Role feature is desired, please contact Support directly via email: Guardiansupport@equifax.com.

HR Role records allow an administrator to create and define roles as there are no default roles with this feature. The individual permissions/privileges available for a given role are dependent on the user type.


Adding a New Role:

Click the HR Roles button in the Admin Navigation bar. Then click the +Add Role button at the top right of the HR Roles screen.



Full Featured (Standard User):

To create a Standard User (Full-featured), click the radio button next to **“Full Featured”**, enter the name of the role you wish to create in the Name field, and then select the desired user privileges. An example of privileges for a Full Featured/Standard User would be the following:

Guardian  **Standard User**

Go Back Refresh **Update Info** Update and Go Back Delete

Role HR

Settings

Role

Name

Privileges

- Full Featured Select to use full-featured interface for users who need access to all features of Guardian including multiple dashboards, detailed searching, reports, and other features
- Location Manager Select to use simplified interface for users primarily charged with helping new hires complete I-9 forms

General Settings

- Admin User (Only applied to users having Billing Type: Premium)
- Can Enter Archival Paper I-9s
- Can Park Incomplete I-9s
- Can View Dashboard Mini Charts
- Can Exempt Issues
- Is a Full Featured Expert
- Can Enter Electronic I-9s
- Can Enter New Hire Paper I-9s
- Can complete and approve I-9s in batch
- Can Approve I-9s

E-Verify Privileges

- Manage All E-Verify Activity
- Manage All E-Verify Activity except Pre-TNC (Review Data), TNC and Case Closure

Remediation Privileges

- Can Amend I-9s
- Can Approve Amended I-9s

Reports

Reports Privilege: No Access Create/Edit/Delete

Interactive Reports Privilege: No Access Create/Edit/Delete

HR Roles

- HR Roles
- HR Users
- HR Groups
- HR Assignments
- Remote Agents
- Purge Data
- Announcements
- Employee Kiosk
- Exit Admin

Location Manager User:

To create the **Location Manager role**, click the **+ Add Role** button at the top right of the **HR Roles screen**, enter the name of the role you wish to create in the Name field, and then select the desired user privileges. An example of the privileges chosen would be the following:

The screenshot shows the 'Location Manager' configuration page in the Guardian system. The left sidebar contains a menu with 'HR Roles' highlighted. The main content area is titled 'Location Manager' and includes a navigation bar with 'Update Info' highlighted by a red arrow. Below the navigation bar, the 'Role' section has a 'Name' field containing 'Location Manager'. The 'Privileges' section has two options: 'Full Featured' (unselected) and 'Location Manager' (selected). The 'General Settings' section includes checkboxes for 'Can Create Employee', 'Can Enter Archival Paper I-9s', 'Can work with employees outside of assigned locations', 'Can Enter Electronic I-9s', and 'Can Enter New Hire Paper I-9s'. The 'E-Verify Privileges' section includes checkboxes for 'Manage All E-Verify Activity' and 'Manage All E-Verify Activity except Pre-TNC (Review Data), TNC and Case Closure'. The 'Remediation Privileges' section includes checkboxes for 'Can Amend I-9s' and 'Can Approve Amended I-9s'.

Click on the HR Roles button again in order to view the created HR Roles.

The screenshot shows the 'Roles' list page in the Guardian system. The left sidebar contains a menu with 'HR Roles' highlighted. The main content area is titled 'Roles' and includes a search bar with 'Role Name' and a search button. Below the search bar, the 'Results' section shows a list of roles: 'Standard User', 'Location Manager', and 'Admin User'. The 'Location Manager' role is highlighted with a red box.

Next, assign users to the appropriate Role. Click on the HR Users tab and select the User.

Guardian
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Compliance System

HR Information

Add Show All

HR Name (Last, First) HR ID Number
Location Name Location No. Find
Location City Location State
HR Status All

8 Records found [View Last HR User](#)

| Name ▲▼ | Title ▲▼ | Admin | Expert | Default HR |
|------------------|-------------------|-------|--------|------------|
| <i>Doe, John</i> | | X | X | |
| <i>Doe, Jane</i> | | | | |
| HR User | | X | X | X |
| <i>HR User 2</i> | | X | | |
| <i>HR User 3</i> | Manager | X | X | |
| <i>HR User 4</i> | HR Specialist | X | X | |
| <i>HR User 5</i> | HR Representative | X | | |

*Italicized names are HRs who have been retired.

Once you have selected a user from the list by clicking on the name, click the **Privileges tab**. From there, choose the **Role**. Click **Update Info** when completed.

Guardian
I-9 and E-Verify
Compliance System

User, New

Add Show All

Personal Information **Privileges** Permissions

HR Type

Full Featured HR Select to use full-featured interface for users who need access to all features of Guardian including multiple dashboards, detailed searching, reports, and other features

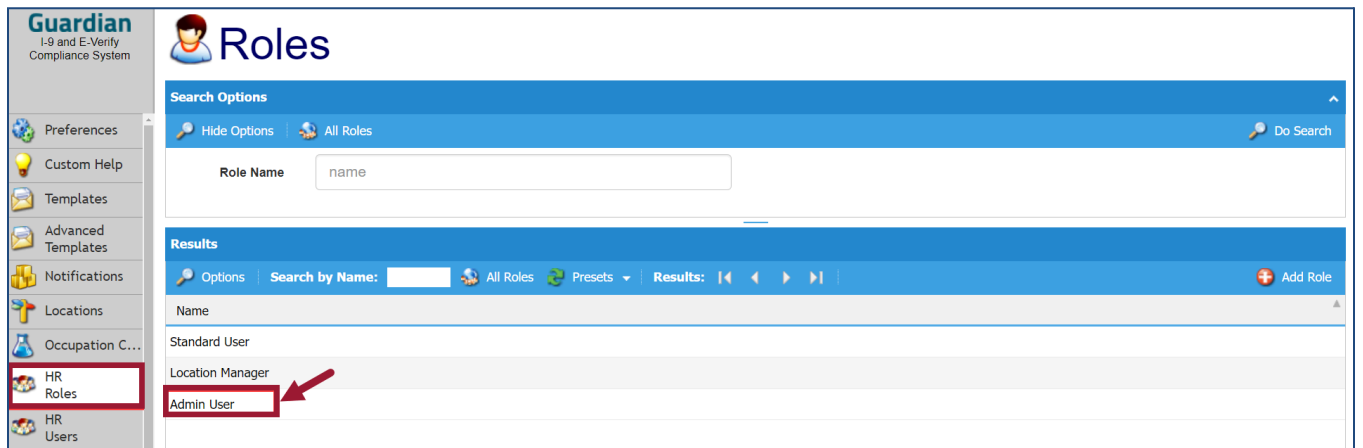
Location Manager HR Select to use simplified interface for users primarily charged with helping new hires complete I-9 forms

Role

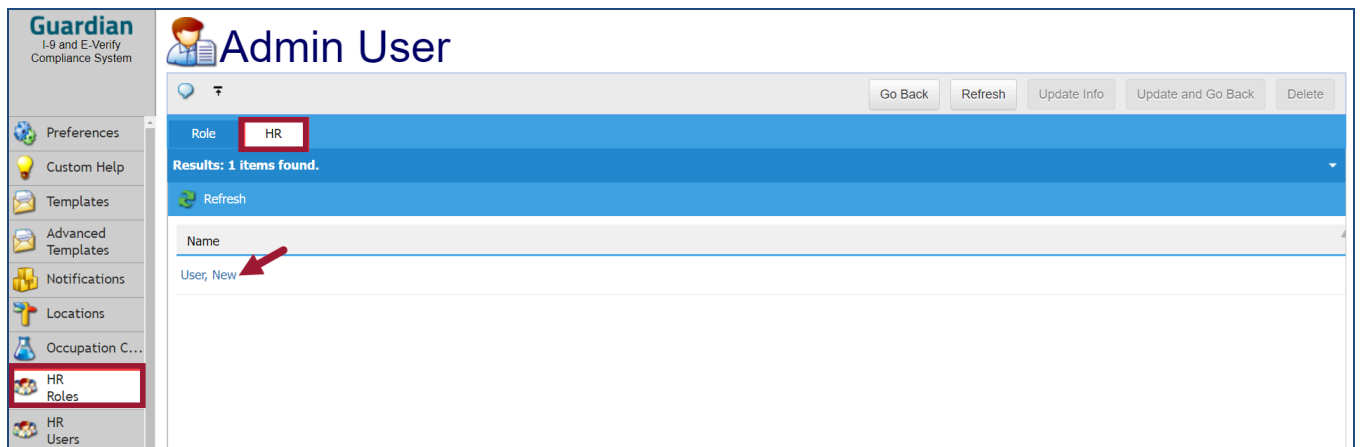
Admin User
Admin User
Standard User

Update and Go Back Update Info Go Back

To see which users have been assigned to a Role, click on the **HR Roles** button, and then click on the desired role.



Within the Role, click the HR tab to see which users are assigned.



HR Users

Users refer to individuals who maintain a user profile within Guardian for purposes of I-9 management. They may be responsible for the processing of individual I-9s, or have additional responsibilities and oversight over the organization's I-9 compliance program.

Creating a New User

Users can be created manually or via an integration. To manually create a user, click the **Add** button.

The screenshot shows the 'HR Information' page in the Guardian system. On the left is a navigation menu with 'HR Users' highlighted. The main content area has a search form with fields for 'HR Name (Last, First)', 'Location Name', 'Location City', 'HR ID Number', 'Location No.', and 'Location State', along with an 'HR Status' dropdown and a 'Find' button. Below the search form, it says '8 Records found' and displays a table of HR users. A red box and arrow point to the 'Add' button in the top right corner.

| Name | Title | Admin | Expert | Default HR |
|------------------|-------------------|-------|--------|------------|
| <i>Doe, John</i> | | X | X | |
| <i>Doe, Jane</i> | | | | |
| <i>HR User</i> | | X | X | X |
| <i>HR User 2</i> | | X | | |
| <i>HR User 3</i> | Manager | X | X | |
| <i>HR User 4</i> | HR Specialist | X | X | |
| <i>HR User 5</i> | HR Representative | X | | |

*Italicized names are HRs who have been retired.

Complete the user's information in the form and click the **Update and Continue** button.

The screenshot shows the 'New HR' form in the Guardian system. The left navigation menu has 'HR Users' highlighted. The form title is 'New HR' and includes the instruction 'Please enter the basic information for creating a new HR. * Required field.' Below this is a 'User Information' section with input fields for 'First Name', 'Middle Name', 'Last Name', 'Email', 'Title', and 'ID Number'. A red arrow points to the 'First Name' field. At the bottom of the form, the 'Update and Continue' button is highlighted with a red box.

Click the **Update Info** button once all of the fields are completed. Click the **Reset Password** Button to send the user their login credentials. **NOTE:** *If your organization uses Single Sign-on, the menu below will appear differently, and disregard this step.*

Privileges & Permissions

Think of **Privileges** as *what a user can do* and **Permissions** as *which locations the user has access to*.

Privileges

Users may be granted individual privileges within Guardian in order to perform specific functions. The set of available privileges allows organizations to deploy a spectrum of user access levels. User privileges are set individually at the User level. The functions and abilities of the user when working in Guardian are determined by the privileges granted to the user by the Guardian Admin user. Some organizations have been configured to utilize roles to manage privileges. The display of the available privileges (seen within the HR Privileges tab) are determined based on the HR Type selected for the user.

Example profile:

Note how the privileges section changes when the HR Type is changed to Location Manager (the selections above are specific to the associated user record):

Permissions Tab - setting or modifying User Permissions

User permissions refer to the configuration settings that determine which employees the user can access or is assigned. Through settings on the **Permissions tab**, users can be granted the ability to access employee records (provided visibility) and/or given ownership of employee records (assigned responsibility). Ownership refers to those users individually assigned to an employee record, or who are a member of a group assigned to an employee record. Employees can be assigned to one or more users via the **HR Group functionality**.

Users with access to employee records may be able to modify employee information and/or create and complete I-9 records (depending on permission levels and user type). Whereas users assigned responsibility to employee records can perform these same functions in addition to receiving automated outbound communications (reminder emails related to specific tasks in Guardian such as reverification).

Emails sent from Guardian are sent to the user or users assigned to the applicable employee record (based on **Location** and **Occupation Class assignment** on the employee's Job Details tab). Individual user or group assignment is visible on the employee's **Job Details tab > Job Information** section.

The screenshot displays the Guardian HR system interface. At the top, the 'Guardian' logo is on the left, and navigation links for 'Announcements', 'Help', 'LawLogix', and 'Logout' are on the right. Below the logo, a navigation bar includes 'Dashboard', 'Start I-9', 'Employee', and 'Reports'. The 'Employee' tab is selected, and a sub-tab 'Job Details' is highlighted. The main content area is titled 'Job Information' and is divided into two sections: 'Employment Information' and 'Employment History'. The 'Employment Information' section contains fields for 'Employee ID', 'Location' (Phoenix - Phoenix), 'Occupation Class' (Marketing), and 'Responsible HR/Group' (User, Name). The 'Employment History' section shows a table with columns for 'Date Hired' and 'Date Terminated', with a single entry for '09/25/2023' and 'N/A'. A 'Terminate Employee' button is located below the table.

| Date Hired | Date Terminated |
|------------|-----------------|
| 09/25/2023 | N/A |

The screenshot shows the 'Guardian I-9 and E-Verify Compliance System' interface. The user is logged in as 'User Name'. The 'Permissions' tab is active, showing 'Group Memberships' (empty) and 'Location Permissions'. The 'View/Edit Restricted Locations Only' option is selected. The location permissions table is as follows:

| Location City, State | None | View Only | View/Edit |
|--------------------------|----------------------------------|-----------------------|-----------------------|
| 1 Primary Phoenix, AZ | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2 Secondary Prescott, AZ | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- **View/Edit All:** User has access to all employees for the company regardless of HR, HR Group or location assignments. (This option cannot be used with Location Managers). *A user with this permission will receive system generated emails related to any employee the user is assigned as either the "Responsible HR" or as a member of the group assigned to the employee.*
- **View/Edit HR Assigned Only:** User has access to employees assigned directly to HR. Access or restriction by location or HR Group is not applied. *A user with this permission will receive system generated emails related to any employee the user is assigned as the "Responsible HR" regardless of location.*
- **View/Edit HR Group Assigned Only:** User has access to employees assigned directly by HR Group. Access or restriction by location is not applied. *A user with this permission will receive system generated emails related to any employee the user is assigned as a member of the group assigned to the employee regardless of location.*
- **View/Edit Restricted Locations Only:** User has access to employees assigned directly by HR or HR Group and further restricted by location as indicated below. *A user with this permission will receive system generated emails related to any employee the user is assigned as either the "Responsible HR" or as a member of the group assigned to the employee at the location(s) identified within the user's Permissions tab.*
- **View/Edit Assigned Plus Locations:** User has access to employees assigned directly by HR or HR Group, plus has access to the following locations regardless of HR or HR Group Assignment. *A user with this permission will receive system generated emails related to any employee the user is assigned as either the "Responsible HR" or as a member of the group assigned to the employee regardless of location. The User will only receive email notifications for employees assigned to the location(s) identified within the user's Permissions tab if the user is also assigned as either the "Responsible HR" or as a member of the group assigned to the employee.*

HR Groups

To add a new HR Group, click the **+Add** button.

The screenshot shows the Guardian HR Groups management interface. The left sidebar contains a navigation menu with 'HR Groups' highlighted. The main content area displays a search bar and a table with 4 items found. A red box highlights the '+ Add' button in the top right of the table area.

| HR Group | Inactive | Members |
|------------------|----------|---------|
| Northern Arizona | | 0 |
| Southern Arizona | | 0 |

On the next screen, enter the desired group name in the **Name:** field. Once completed, click the **Update Info** button.

The screenshot shows the Guardian HR Groups 'Update Info' screen. The 'Name:' field contains 'Undefined #6' and is highlighted with a red box. The 'Update Info' button is also highlighted with a red box.

Group Info

Name: Undefined #6

Inactive: (If marked Inactive, group will no longer be selectable in application)

Results: 0 Members Found

| Name | Title | Default HR |
|---------|-------|------------|
| No Data | | |

Click the **Refresh** button (or click the **HR Groups** tab again) to view the newly created **HR Group**.

The screenshot shows the Guardian HR Groups 'Update Info' screen for the 'Northern Arizona' group. The 'Name:' field contains 'Northern Arizona' and is highlighted with a red box. The 'Refresh' button is also highlighted with a red box.

Guardian I-9 and E-Verify Compliance System

Northern Arizona

Refresh Update and Go Back Update Info Go Back

Group Info

Name: Northern Arizona

Inactive: (If marked Inactive, group will no longer be selectable in application)

Results: 0 Members Found

| Name | Title | Default HR |
|---------|-------|------------|
| No Data | | |

From the refreshed screen, click the **+Add Members** button.

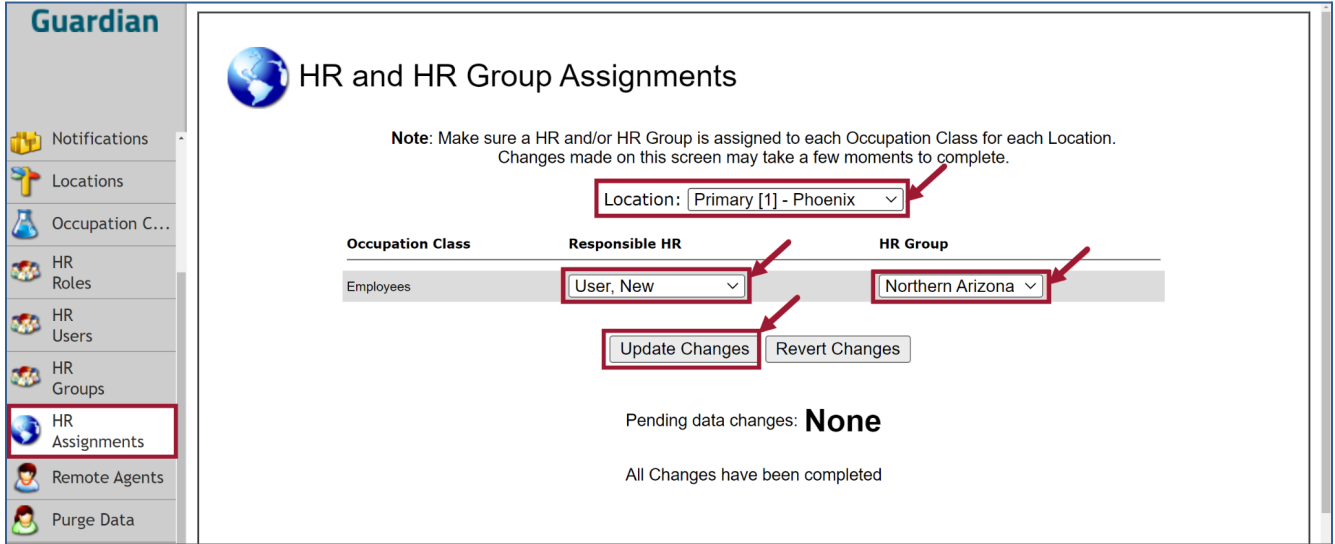
The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The left sidebar contains navigation options: Occupation C..., HR Roles, HR Users, HR Groups (highlighted with a red box), HR Assignments, Remote Agents, Purge Data, Announcements, and Employee Kiosk. The main content area is titled "Northern Arizona" and includes a "Group Info" section with a "Name" field containing "Northern Arizona" and an "Inactive" checkbox. Below this is a "Results: 0 Members Found" section with a toolbar containing "Search", "All Members", "Results", "Page 1", and a red-bordered "+ Add Members" button. A table below shows "No Data".

Next, **select the checkbox next to the users that will be added to the HR Group**. Then click the **+Add Selected** button.

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface for "HR Selection". The left sidebar is the same as the previous screenshot, with "HR Groups" highlighted. The main content area is titled "HR Selection" and includes a "Search Options" section with "Name", "ID", and "Title" search fields. Below this is a "Results: 8 Items Found" section with a toolbar containing "Options", "Search", "Show All", "Results", "Page 1", a red-bordered "+ Add Selected" button, and a "+ Select All" button. A table below shows a single row with a checked checkbox in the "Select" column, "User, New" in the "HR" column, and "HR Representative" in the "Title" column.

HR Assignments

An **HR and/or HR Group** must be assigned to each **Occupation Class** for each **Location**. Choose HR Assignments to assign HR users' responsibilities. **Please Note:** If HR Assignments are not visible, assign responsibility by occupation class via Locations. Select Location and then assign a HR and/or HR Group.

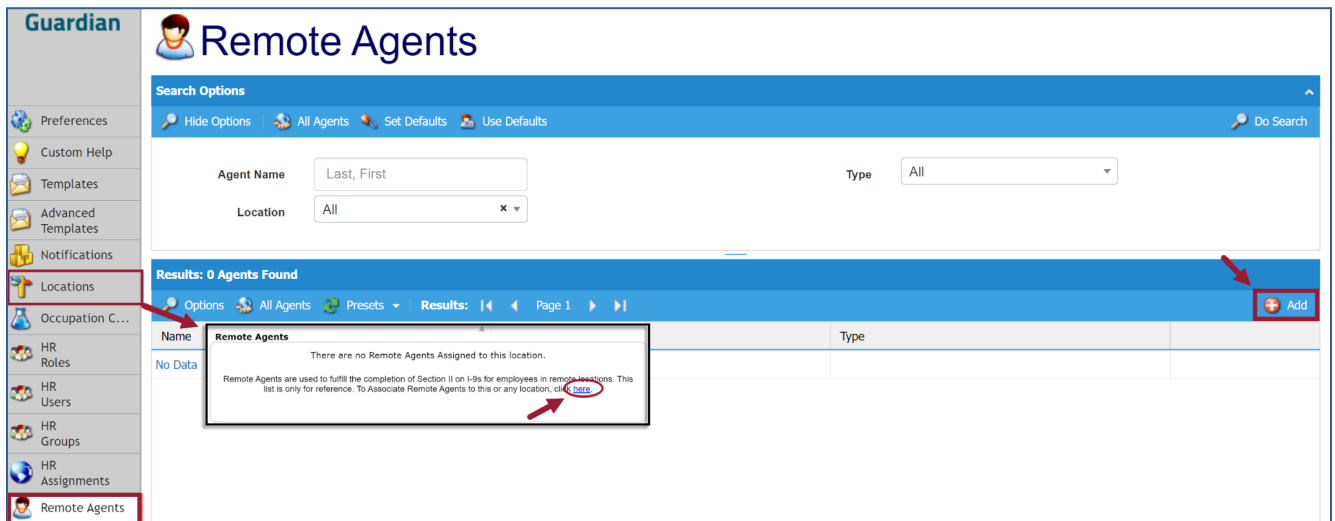


Make the appropriate selections and click the **Update Changes** button.

Remote Agents

Remote Agents are used to fulfill the completion of Section II on I-9s for employees in remote locations. to associate Remote Agents to a particular location, from the Remote Agents tab, click the **+Add** button shown.

Alternatively, the following process can also be accessed from the **Locations tab (See section 7)** where Admins can associate Remote Agents to the location by clicking the **'here'** link which will also route to the menu depicted above then click the **+Add** button.



Define the Remote Agent and complete all fields. Once completed, click the **Update Info** button.

Guardian
I-9 and E-Verify
Compliance System

Undefined #906362

Go Back Refresh Update Info Update and Go Back Delete

Agent Locations

Settings

Personal

First Name

Last Name

Title

Type

License No: *

State Licensed *

License Expires *

* Only if applicable

Contact

Work Phone Ext

Fax Ext

Call Phone

E-Mail Address

Address

Line 1:

Line 2:

Apt #:

City

State:

Zip Code:

Purge Data

This section will prompt the Admin to purge the I-9s once they become purgeable. If there aren't any I-9s eligible for purge, the screen will appear as the following:

Guardian
I-9 and E-Verify
Compliance System

Employee/I-9 Purge

Purgeable Employees & I-9's

0 Records found

Nothing to Purge

Click to cancel this operation.

Show No Purge Employees

Cancel

USCIS Federal regulations state you must retain a Form I-9 for each person you hire for three years after the date of hire, or one year after the date employment ends, whichever is later. Once I-9s become purgeable based on the hire date and termination date, the **Purge Data** section will automatically show any I-9s eligible for purge.

Guardian
I-9 and E-Verify
Compliance System

Employee/I-9 Purge

Purgeable Employees & I-9's Show No Purge Employees

1 Record found

| Mark | Date I-9 Hired | Employee Name | Date Terminated | Date Purgeable | Do Not Purge |
|-------------------------------------|----------------|---------------|-----------------|----------------|--------------|
| <input checked="" type="checkbox"/> | 07/03/2019 | 6269_GEB | 07/04/2019 | 07/03/2022 | |

Click to cancel this operation.

Click to Purge (Delete) all Marked employees, and all I-9 forms attached.

Click to Purge (Delete) only the I-9's attached to the Marked Employees.

Purge Data

Selecting the checkbox under the **Mark** column as shown will auto-select all the I-9s in the listing to purge. (The Admin can deselect any checkboxes for I-9s that shouldn't be purged). Click the **Purge I-9 forms only** button to purge the I-9 records. Click the **Purge Employees & I-9 Forms** button to purge both the I-9 and the Employee Record. Click the **Cancel** button to cancel (this action will return the Admin to the **Preferences** section).

Announcements

The Announcements area can be viewed by all users and typically displays announcements on behalf of LawLogix that pertain to maintenance windows or upcoming interface updates. Admin users are able to create their own Announcements pertaining to their organization to provide additional updates and information to their users. The Announcements area viewed from the Guardian home screen appears as the following:

Guardian | Announcements | Help | New User | Logout

Dashboard | Start I-9 | Employee | E-Verify | Reports

LLX Demo

Current Status
All systems are active

Upcoming Maintenance Windows
Normal maintenance, Tuesday Evenings: 10:00 PM MST - 11:00 PM MST
During this period the system may not be available for use.

Announcements

| | | | |
|----------|------------|---|--|
| LawLogix | 06/23/2023 | *New* Guardian Live Training Webcasts and on-demand videos! | We are pleased to announce a brand new format of Guardian I-9 Training Resour... |
| LawLogix | 02/14/2023 | Maintenance Window scheduled | Maintenance Window scheduled Please be advised there |
| LawLogix | 12/21/2022 | Knowledgebase is now available! | In follow-up to the message last week announcing the new and enhanced client ... |

In the Announcements section of the Admin Module, Admins are able to create and post their own customized internal announcements. This is accomplished by clicking the **Add** button.

Guardian
I-9 and E-Verify Compliance System

Advanced Templates | Notifications | Locations | Occupation C... | HR Roles | HR Users | HR Groups | HR Assignments | Remote Agents | Purge Data | **Announcements**

Announcements

Add | Show All

1 Record found

| Visible | Subject | Notice | From | To |
|---------|----------------------|-------------------|------------|------------|
| No | test | test announcement | 10/19/2017 | 10/20/2017 |

Guardian
I-9 and E-Verify
Compliance System

Announcements

General Information

Subject: Undefined #612

Description:

Start Date: 09/13/2023 (Date Notice will appear)

End Date: 09/13/2023 (Date Notice will end)

Disabled: (Check if notice should be hidden)

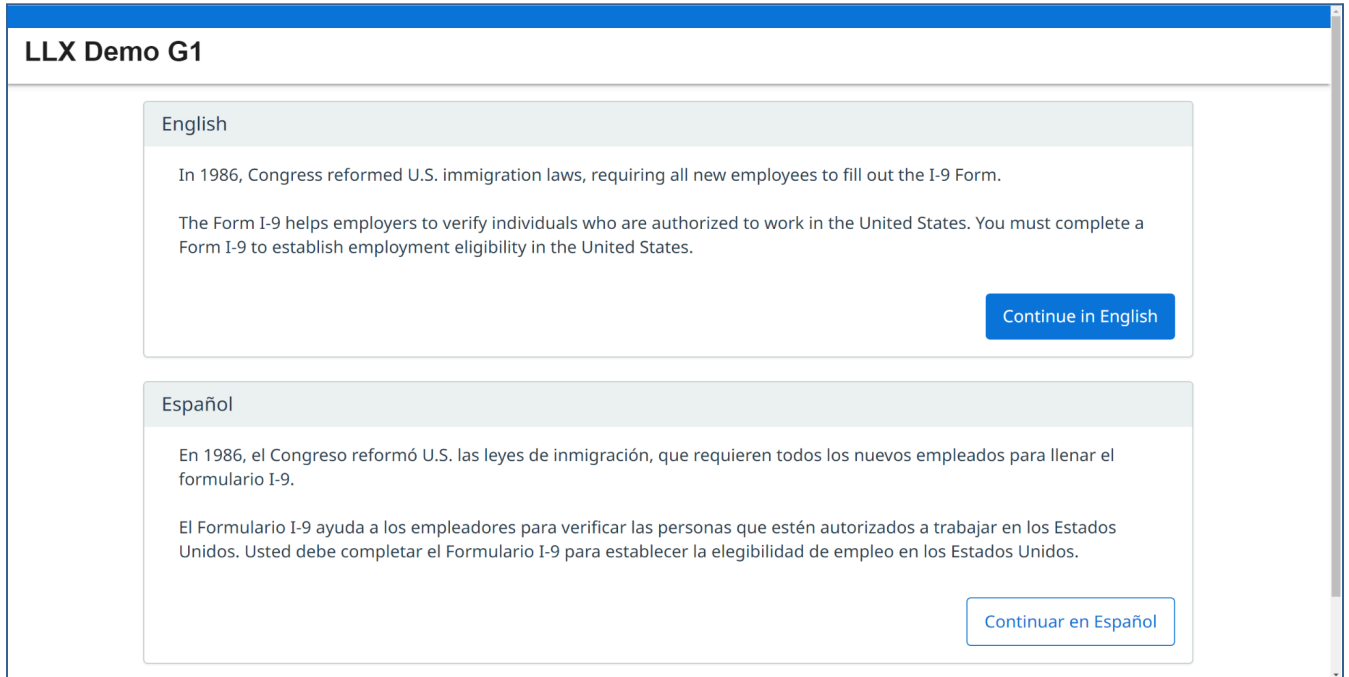
Update and Go Back Update Info Cancel Delete This Item

Announcement Menu

- 1 - Define the Announcement name.
- 2 - Icons that will allow customization of the Announcement text.
- 3 - Window for the Announcement text entry.
- 4 - Start and End date visibility for the Announcement.
- 5 - Uncheck this box for the Announcement to be visible.
- 6 - Click the **Update Info** button once the Announcement information is set. The Announcement will then be visible in the Announcements area of Guardian by all users.

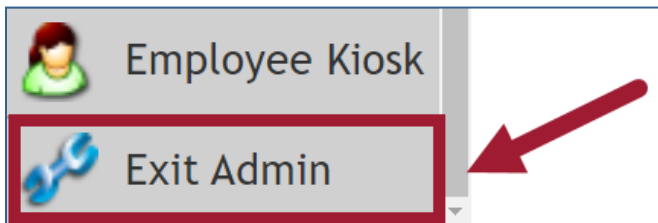
Employee Kiosk

Once the Kiosk is set up, a unique link will be available for the organization to use. The Employees will see the following when clicking the link:



Once the employee clicks the appropriate language button, they will self create depending on the Admin setting in the **Preferences > Remote Hire > Employee Self Creation** section (see Section 2F3).

Exit Admin



Clicking Exit Admin will return the Admin user to the Guardian home screen.