



# Guardian Archival Paper I-9

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# FAQ

## ➤ **What is the Archival Paper I-9 type?**

Archival Paper is a type of I-9 record to represent those I-9s that are completed entirely on the paper form outside of the Guardian system.

## ➤ **Who should utilize the Archival Paper I-9 type?**

This I-9 type should be selected when a paper I-9 has been completed for an existing employee. This could be a historical I-9 completed in the past, or a recently completed paper form for an existing employee. For Guardian purposes, an existing employee is considered someone whose start date is before the company's Guardian start date.

# FAQ

## ➤ **Can Archival Paper I-9s be electronically signed?**

No, since the I-9 is completed on the paper form no electronic signatures are represented in the system.

## ➤ **What are the E-Verify implications for utilizing the Archival Paper I-9 type?**

Archival Paper I-9s represent existing employees. E-Verify is only used to submit new hires. As a result, I-9 information will not be submitted to E-Verify upon approval of the Archival Paper I-9. Pre-existing employees subject to E-Verify submission due to the E-Verify clause in a qualifying FAR federal contract are managed through the special FAR Queue.

# FAQ

## ➤ **Should a copy of the paper I-9 be uploaded to Guardian OnDocs?**

Yes, in instances where the I-9 is not completed electronically, the paper form is the controlling document. It is important to reflect the controlling I-9 within the Guardian I-9 record. This applies to both **New Hire Paper** and **Archival Paper I-9s**. The paper I-9 should be uploaded as a **multi-page PDF** file.

## ➤ **Should the paper I-9 be uploaded to the OnDocs tab of the employee or the I-9 record?**

Copies of paper I-9s should be uploaded to the OnDocs folder of the I-9 record within Guardian, rather than the Employee's record, to correctly associate the scanned image to the correct I-9.

# Creating Archival Paper I-9

Click **Start I-9** from the left-hand navigation menu.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Type of I-9: **Current** | **Imported**

[Create New Employee](#)

## Top Pending I-9s

	View	All	Analyze				
▲	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	10/19/2020	Miami:	South, Brandon	Uploaded Documents (Employee)	01/01/2021	01/06/2021	
● E	10/22/2020	Portland:	McNeil, Sally	Uploaded Documents (Employee)	11/01/2020	11/04/2020	
● E	10/20/2020	Miami:	Marshall, Stephen	Started	11/01/2020	11/04/2020	
● E	10/14/2020	Phoenix:	Andrews, Roberts	Started	11/01/2020	11/04/2020	
● E	10/01/2020	Miami:	Jones, Michael	Signed Sec 2	10/30/2020	11/04/2020	
● E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020	
● E	10/13/2020	Phoenix:	Smith, John	Signed Sec 1	10/14/2020	10/19/2020	
● E	10/13/2020	Portland:	Smith, John	Signed Sec 1	10/13/2020	10/16/2020	
● E	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020	

## Top I-9s Needing Approval

	View	Analyze				
▲	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	10/20/2020	Miami:	Bartlett, Andrew	11/18/2020	11/23/2020	
●	10/01/2020	Phoenix:	Benson, Margo	11/01/2020	11/04/2020	
●	09/24/2020	Phoenix:	Smith, Donald	11/01/2020	11/04/2020	
●	10/20/2020	Miami:	Bennett, Sandra	10/20/2020	10/23/2020	
●	09/09/2020	Phoenix:	Salek, Tim	09/03/2020	09/09/2020	
●	10/06/2020	Phoenix:	Nestor, Sabrina	10/07/2020	10/13/2020	

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# Creating Archival Paper I-9

Enter the employee's  
**Social Security Number** and  
click **Search**.

**Guardian**

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

[E-Verify](#)

[Reports](#)

Start I-9

Social Security Number  
(Exact Match)

799859462

Search

Employee does not have or will not reveal Social Security Number

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# Creating Archival Paper I-9

Enter the required **Employee Details** and select **Archival Paper I-9** from the **I-9 Type** dropdown.

Guardian

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

[E-Verify](#)

[Reports](#)

## Start I-9

Social Security Number  
(Exact Match)

799854462

[Reset](#)

### Employee Details

Start Date 10/26/2020  (mm/dd/yyyy)


Emp Employee Exemption

Employee ID

Emp Employee Designation

Employee Group Western US > Los Angeles 

Language English

I-9 Type Electronic I-9 

Electronic I-9

**Archival Paper I-9**

New Hire Paper I-9

### Employee History

No employee found matching 799-85-4462

[Create I-9 for New Employee](#)

# Creating Archival Paper I-9

Select Create I-9 for  
New Employee.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## Start I-9

Social Security Number  
(Exact Match)

799854462

Reset


### Employee Details

Start Date 10/26/2020  (mm/dd/yyyy)

Employee ID

Employee Group Western US > Los Angeles 

Language English 

I-9 Type Archival Paper I-9 

### Employee History

No employee found matching 799-85-4462

Create I-9 for New Employee

# Completing Section 1

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify


Reports

The **Form Version** is selected automatically based on the employee's start date, but should be adjusted manually if a different form version was used.

### Section 1 - Employee Information

Archival Paper I-9

10



### Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Form Version: 03/17/2020 ▾  
03/17/2020  
US 07/17/2017  
For 11/14/2016  
03/08/2013  
OMB No 08/07/2009  
Expires 02/02/2009  
7/1/2008  
6/5/2007  
5/31/2005  
11/21/1991  
5/7/1987

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Errors in the completion of this form are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present for employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may constitute illegal discrimination.

Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</small>						
Last Name <small>(Family Name)</small>		First Name <small>(Given Name)</small>		Middle Initial	Other Last Names Used <small>(if any)</small>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
Address <small>(Street and Number and Name)</small>		Apt Number	City or Town		State	Zip Code
<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Date of Birth	U.S. Social Security No.		Employee's E-mail Address		Employee's Telephone Number	
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

# Completing Section 1

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Except for the field pop-up selections, enter the Section 1 information exactly as it appears on the paper I-9 form.

### Section 1 - Employee Information

Archival Paper I-9

09



### Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services

Form Version: 07/17/2017 ▾

USCIS  
Form I-9

OMB No. 1615-0047

Expires 08/31/2019

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Andrews		First Name (Given Name) Robert		Middle Initial L	Other Last Names Used (if any) N/A		
Address (Street and Number and Name) 123 W. Main St.			Apt Number N/A	City or Town Jackson		State MS	Zip Code 39216
Date of Birth 1-1-1977		U.S. Social Security No. 799-85-9462		Employee's E-mail Address N/A		Employee's Telephone Number N/A	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

# Completing Section 1

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Once all the information has been entered exactly as it appears on the paper I-9 form, including the date signed, click the **Save** button.

3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable mm/dd/yyyy)

Some aliens may write "N/A" in this field. (See [instructions](#))

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9.  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance:

Signature of Employee: \_\_\_\_\_

Date (mm/dd/yyyy):

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

Misc Data Entry:

Go Back

Save

# Completing Section 1

Click **View Section 2** to continue transcribing the I-9 into Guardian.

[Dashboard](#)[Start I-9](#)[Employee](#) ▾[E-Verify](#)[Reports](#)

### I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

#### I-9 Overview

#### This I-9 has 16 issues.

While the I-9 can be completed, please make sure that the issues identified are not the result of data entry errors.

Click the **Issues** tab above to view the details.

If the I-9 has been entered correctly, and the employee is still employed, a new I-9 should be created to replace this Archival I-9 as soon as is practical.

#### Section 2

**Andrews, Robert**

Hired:

Signed:

[View Section 2](#)

#### I-9 Issue Counts

I-9 **16**      E-Verify **0**  
FAR **0**      Special **0**

Click the **Issues** tab above to view all issues

[Check I-9](#)

#### E-Verify

Employee will NOT be submitted to E-Verify

#### Section 3

Section 3 Entries: **0**

[Refresh](#)[Add Section 3](#)[Add Remote Section 3](#)

# Completing Section 2

Enter the Section 2 information exactly as it appears on the paper I-9 form.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

### Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

10

#### Section 2. Employer or Authorized Representative Review and Verification

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")*

<b>Employee Info from Section 1</b>	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. L	Citizenship/Immigration Status f
-------------------------------------	------------------------------------	-----------------------------------	-----------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title U.S. Passport		Document Title		Document Title
Other: <small>(if not found in popup menu)</small>		Other: <small>(if not found in popup menu)</small>		Other: <small>(if not found in popup menu)</small>
<input type="checkbox"/> Employee Qualifies for H-1B Portability				
Issuing Authority U.S. Department of State		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number

# Completing Section 2

Once all the information has been entered exactly as it appears on the paper I-9 form, click the **Save** button.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

<input type="text"/>
Document Title <input type="text"/>
Issuing Authority <input type="text"/>
Document Number <input type="text"/>
Expiration Date <i>(if any)(mm/dd/yyyy)</i> <input type="text"/>

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy):  *(See instructions for exemptions)*

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy): <input type="text" value="10/26/2020"/>	Title of Employer or Authorized Representative <input type="text" value="HR Manager"/>	
Last Name of Employer or Authorized Representative <input type="text" value="Smith"/>	First Name of Employer or Authorized Representative <input type="text" value="Jane"/>	Employer's Business or Organization Name <input type="text" value="Acme, Inc."/>	
Employer's Business or Organization Address (Street Number and Name) <input type="text" value="100 N. Central Ave., Ste. 1"/>	City or Town <input type="text" value="Phoenix"/>	State <input type="text" value="AZ"/>	Zip Code <input type="text" value="85000"/>

Misc Data Entry:

Go Back

Save



# Document Retention

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

If prompted, click the **Upload Document** button to upload a copy of the employee's Section 2 supporting document(s).

### I-9 for Andrews, Robert



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

#### I-9 Overview

##### Section 2

Andrews, Robert

Hired: 10/26/2020

Signed: **Jane Smith**  
10/26/2020

View Section 2

**U.S. Passport Note:** Document Retention Required.

**Upload Document**

Documents

No document/image found

I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

##### I-9 Issue Counts

I-9 **1**

E-Verify **0**

FAR **0**

Special **0**

Click the **Issues** tab above to view all issues

Check I-9

##### E-Verify

Employee will NOT be submitted to E-Verify

##### Section 3

Section 3 Entries: **0**

# Document Retention

After clicking **Upload Document**, click **Select File** to locate the supporting document(s).

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

## Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

Close

### Section 2

Andrews, Robert

Hired: 10/26/2020

Signed: Jane Smith  
10/26/2020

**U.S. Passport Note:** Document Retention Req

Upload Document

Documents

No document/image found

I confirm that the appropriate supporting doc

### I-9 Issue Counts

I-9 **1**

E-Verify **0**

FAR **0**

Special **0**

Click the Issues tab above to view all issues

Check I-9

### E-Verify

Employee will NOT be submitted to E-Verify

### Section 3

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# Document Retention

## Guardian

From the browse window, select the appropriate file and click the **Open** button.

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

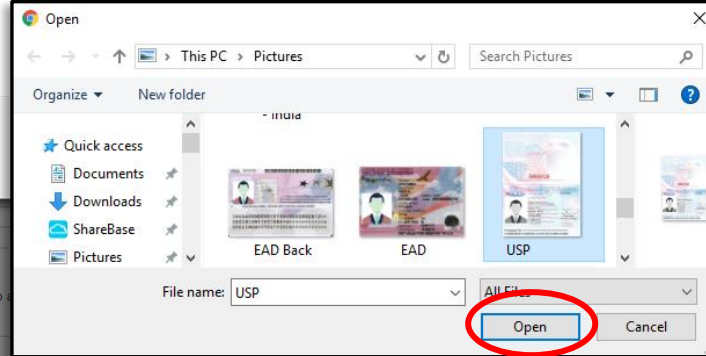
Issues

Amendments

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File



Section 2

Andrews, Robert

Hired: 10/26/2020

Signed: Jane Smith  
10/26/2020

U.S. Passport Note: Document Retention Req

Upload Document

Documents

No document/image found

I confirm that the appropriate supporting doc

### I-9 Issue Counts

I-9 **1** E-Verify **0**  
FAR **0** Special **0**

Click the Issues tab

### E-Verify

Employee will NOT be submitted to E-Verify

### Section 3

# Document Retention

The file name of the selected document will appear in the window. Click the **Upload** button.

## Guardian

[Announcements](#) [Help](#) [Denise Moreno](#) [Logout](#)

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

### I-9 for Andrews, Robert

View Employee View E-Verify Refresh Update and Go Back Update Info Go Back Delete

- Details
- OnDocs
- Issues
- Amendments

#### I-9 Overview

##### Section 2

**Andrews, Robert**  
Hired: 10/26/2020  
Signed: **Jane Smith**  
10/26/2020

**U.S. Passport Note:** Document Retention Req

Upload Document

Documents

No document/image found

I confirm that the appropriate supporting doc

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

**Select File** USP Andrews\_R.jpg

**Upload**

**Close**

#### I-9 Issue Counts

I-9 **1** E-Verify **0**  
FAR **0** Special **0**

Click the Issues tab above to view all issues

Check I-9

#### E-Verify

Employee will NOT be submitted to E-Verify

#### Section 3

# Document Retention

Click the **Close** button after the file has been successfully uploaded.

### I-9 for Andrews, Robert

View Employee View E-Verify Refresh Update and Go Back Update Info Go Back Delete

#### I-9 Overview

**Upload File**

The file has been successfully sent

**Close**

#### Section 2

**Andrews, Robert**  
Hired: 10/26/2020  
Signed: **Jane Smith**  
10/26/2020

**U.S. Passport Note:** Document Retention Req

Upload Document

Documents

No document/image found

I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

#### I-9 Issue Counts

I-9 **1** E-Verify **0**  
FAR **0** Special **0**

Click the Issues tab above to view all issues

Check I-9

#### E-Verify

Employee will NOT be submitted to E-Verify

#### Section 3

# Document Retention

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert



View

Details

OnDocs

Issues

Amendments

I-9 Overview

Section 2

Andrews, Robert

Hired: 10/26/2020

Signed: Jane Smith  
10/26/2020

View Section 2

U.S. Passport Note: Document Retention Required.

Upload Document



[Enlarge]

Documents



confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

If the **Enforce Document Capture** Admin setting is set to **No**, click the confirmation **checkbox**.

If the **Enforce Document Capture** Admin setting is set to **Yes**, you will be taken directly to the completion process, shown on the next slide.

I-9 Issue Counts

# Adding a Section 3

If the paper I-9 contains a **Section 3** (one or more), add the Section 3(s) before clicking the Mark Completed button.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

### I-9 for Andrews, Robert



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues Amendments

#### I-9 Overview

PHUSAGLUPTA \*\*\*\*\*  
31195954USA1234567M1234567890123456+123456

I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

#### I-9 Issue Counts

I-9 **1** E-Verify **0**  
FAR **0** Special **0**

Click the Issues tab above to view all issues

Check I-9

#### E-Verify

Employee will NOT be submitted to E-Verify

#### Section 3

Section 3 Entries: **0**

Refresh

Add Section 3

Add Remote Section 3

#### Print Center



View  
I-9



Employee  
Receipt



Preparer/Translator  
Receipt

# Adding a Section 3

From the pull-down menu, specify the I-9 **form version date** that most closely matches the paper form.

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## Paper Section 3

You are about to add a **Paper** Section 3. This type of Section 3 requires you to transcribe the information from the paper document.

Please specify the I-9 form version date that most closely matches the paper form

None ▾

- None
- Prior to 03/08/2013
- 03/08/2013
- 11/14/2016
- 07/17/2017
- 03/17/2020

Cancel



# Adding a Section 3

Once the corresponding I-9 form version date is selected, click **Add Paper Section 3 Entry**.

Guardian

[Announcements](#) [Help](#) [Denise Moreno](#) [Logout](#)

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## Paper Section 3

You are about to add a **Paper** Section 3. This type of Section 3 requires you to transcribe the information from the paper document.

**Please specify the I-9 form version date that most closely matches the paper form**

07/17/2017 ▾

Add Paper Section 3 Entry

Cancel

# Adding a Section 3

Enter the Section 3 information exactly as it appears on the paper I-9 form.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Section 3 - (Archival Paper I-9 Entry)



**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS  
Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

**A. New Name (if applicable)**

Last Name (Family Name)

N/A

First Name (Given Name)

N/A

Middle Initial

N/A

**B. Date of Rehire (if applicable)**

Date (mm/dd/yyyy):

N/A

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title

Document Number

Expiration Date (if any) (mm/dd/yyyy)

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

# Adding a Section 3

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Section 3 - (Archival Paper I-9 Entry)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Employment Authorization Document (Form I-766) ▾

Document Number

XXX1234567890

Expiration Date (if any) (mm/dd/yyyy)

10/10/2021

**Note:** Document Retention Required. [[Upload Document](#)]



[[View Document](#)]

**Upload Confirmation**  I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

10/26/2020

Name of Employer or Authorized Representative

Jane Smith

Miscellaneous data entry:

Delete

Go Back

Save

Once the information has been entered exactly as it appears on the paper Section 3, click the **Save** button.

# Completing the I-9

When ready click **Mark Completed** to complete the I-9.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

### I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

#### I-9 Overview

#### This I-9 has 1 issue.

While the I-9 can be completed, please make sure that the issues identified are not the result of data entry errors.

Click the **Issues** tab above to view the details.

If the I-9 has been entered correctly, and the employee is still employed, a new I-9 should be created to replace this Archival I-9 as soon as is practical.

#### I-9 Information

I-9 No: **2,681,243 (Primary)**

Type: **Archival Paper I-9**

Version:

Expires: **10/10/2021**

Date Completed:

Date approved:

I-9 Location: **Phoenix**

I-9 Business Unit: **Western US**

I-9 Hire Date: **10/26/2020**

[Mark Completed](#)

#### Current Employee Information

**Andrews, Robert**

Current Hire Date: 10/26/2020

Current Business Unit: **Western US**

[View Employee](#)

#### Section 1

**Andrews, Robert**

Signed: 10/26/2020

[View Section 1](#)

# Approving the I-9

## Guardian

Dashboard

Start I-9

Employee

I-9 for Andrews, Robert

Details OnDocs Issues Amendments

Approve I-9

### Instructions

#### Please note:

You are about to approve this **Archival Paper I-9** for **Robert Andrews**. By clicking the **Approve This I-9** button below you will be making a permanent record. Please make sure you have reviewed the I-9 form completely before approving (if you have them) or review the I-9 documents listed below (if any). To view the completed I-9 form one last time, [Review the I-9](#). Click the **Cancel** button below to return to the previous screen if you



View I-9

Employee will NOT be submitted to

### I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/27/2020	08:44:22	Image/JPEG	Employment Authorization Document (Form I-766)	119.0
10/26/2020	15:43:49	Image/JPEG	U.S. Passport	73.0

Form - Google Chrome  
uat1.guardiandocuments.com/getdoc/964994866614FE41AAE8A...

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS Form I-9 (Rev. 10/20/2017)

**Section 1. Employee Information and Attestation** (Employee must complete this section 2 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name): Andrews  
First Name (Given Name): Robert  
Middle Initial: L  
Other Last Name/Prefix (If Any): N/A

Address (Street Number and Name): 123 W. Main St.  
Apt. Number: N/A  
City or Town: Jackson  
State: MS  
ZIP Code: 39216

Date of Birth (mm/dd/yyyy): 01/01/1977  
U.S. Social Security Number: 790-85-9462  
Employee's E-mail Address: N/A  
Telephone Number: N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number)
- 4. An alien authorized to work (expiration date, if applicable, mm/dd/yyyy)

Some aliens may wish "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers (complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-485/Temporary Resident Card OR Form I-797/Temporary Employment Authorization).

1. Alien Registration Number/USCIS Number: OR  
2. Form I-485 Admission Number: OR  
3. Foreign Passport Number: Country of Issuance:

Signature of Employee: Signed by R. Andrews  
Today's Date (mm/dd/yyyy): 10/26/2020

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator. (Preparer and/or translator assisted the employee in completing Section 1.)  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)  
I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and to the best of my knowledge (see instructions) that the information is true and correct.

Signature of Preparer or Translator: \_\_\_\_\_ Today's Date (mm/dd/yyyy): \_\_\_\_\_  
Last Name (Family Name): \_\_\_\_\_ First Name (Given Name): \_\_\_\_\_  
Address (Street Number and Name): \_\_\_\_\_ City or Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Form I-9 10/21/2019 Page 1 of 3

Prior to approving the I-9 click **Review the I-9** to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is locked after it has been approved.

Employee View E-Verify Refresh Update and Go Back Update Info Go Back Delete

at of the original documents (if you still

Cancel

Approve This I-9

# Approving the I-9

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert



View

Details

OnDocs

Issues

Amendments

Approve I-9

### Instructions

#### Please note:

You are about to approve this **Archival Paper I-9** for **Robert Andrews**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.



View  
I-9

Employee will NOT be submitted to E-Verify upon approval.

Cancel

Approve This I-9

### I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/27/2020	08:44:22	Image/JPEG	Employment Authorization Document (Form I-766)	119.0
10/26/2020	15:43:49	Image/JPEG	U.S. Passport	73.0

When ready click **Approve This I-9**, which will “lock” the form. The I-9 cannot be edited after it has been approved, except by using the **Amendments** tool. Approval permissions may be restricted to only certain Guardian users.

# Key Notes

## ➤ **Why is important to upload the paper form?**

Since the I-9 was not completed electronically, the paper form is the controlling document. The form should be uploaded to the employee's I-9 OnDocs folder so that the scanned image of the form displays when reviewing the I-9 record.

## ➤ **Which OnDocs folder should be used to store paper I9s?**

The specific I-9 OnDocs folder must be used to correctly associate the scanned image to the I-9 record.

# Key Notes

## ➤ **Why are there 2 OnDocs tabs within the employee record?**

There are two different places to store documents within the employee record. The OnDocs tab visible when accessing the employee record is considered the “general” OnDocs and shows all information added directly to the general OnDocs tab as well as the individual I-9 OnDocs tabs. In this way, information can be seen overall as well as associated to specific I-9 records.



# Uploading the Paper I-9

## I-9 for Andrews, Robert

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details **OnDocs** Issues Amendments

Add Case Note

**Upload Document**

Add E-Mail

Refresh

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/27/2020	08:44:22	Image/JPEG	Employment Authorization Document (Form I-766)	119.0
10/26/2020	15:43:49	Image/JPEG	U.S. Passport	73.0

The paper I-9 should be scanned as a multi-page PDF file, to ensure both I-9 sections are recognized by Guardian.

From the **OnDocs** tab of the employee's I-9 record click the **Upload Document** button.

# Uploading the Paper I-9

Select **I-9** from the dropdown menu and click the **Next** button.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

### I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) [OnDocs](#) [Issues](#) [Amendments](#)[Refresh](#)[Add Case Note](#)[Upload Document](#)[Add E-Mail](#)

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/27/2020	08:44:22	Image/JPEG	Employment Authorization D	119.0
10/26/2020	15:43:49	Image/JPEG	U.S. Passport	73.0

### Select Document Type

Please select the type of document being uploaded.

Please select...

- Other
- I-9**
- U.S. Passport Card
- U.S. Passport
- Alien Registration Receipt Card (Form I-551)
- Permanent Resident Card (Form I-551)
- Foreign Passport with Temp. I-551 Stamp
- Foreign Passport with Temp. I-551 MBIV

[Next](#)

# Uploading the Paper I-9

Click **Select File**. Browse to the scanned I-9 PDF file and click **Open**.

Note: Ensure the file filter setting is set to **All Files**, otherwise you will not see PDF file types.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert



Details OnDocs Issues Amendments

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Refresh

Date Created	Time Created	File Type	Subject Reference
--------------	--------------	-----------	-------------------

10/23/2020	13:41:23	Image/JPEG	U.S. Passport
------------	----------	------------	---------------

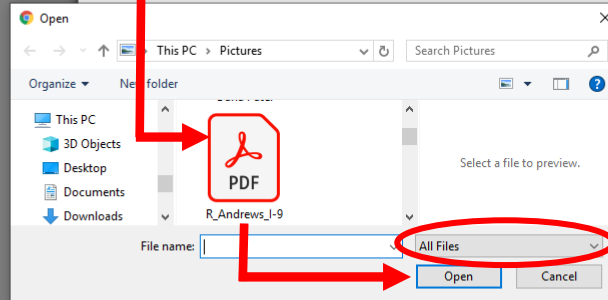
10/23/2020	13:18:58	Image/JPEG	U.S. Passport-ID Page
------------	----------	------------	-----------------------

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

Close



Total Document Storage: 153

# Uploading the Paper I-9

Click the **Upload** button and then click **Close** once the upload is complete.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues Amendments

Add Case Note Upload Document Add E-Mail

File Size (KB)

73.0

80.0

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

R\_Andrews\_I-9.pdf

Upload

Close

Total Document Storage: 153

# Uploading the Paper I-9

The uploaded paper I-9 can be viewed by clicking the PDF icon.

## Guardian

Dashboard

Start I-9



Employee

E-V

### I-9 for Andrews, Robert

Details OnDocs Issues Amendments

Refresh

Date Created	Time Created	File Type	Subject Reference
10/23/2020	16:25:44	 Adobe Acrobat	I-9 image
10/23/2020	13:41:23	 Image/JPEG	U.S. Passport

760B114262DAA94F9111D96A4261D347 - Google Chrome  
uat1.guardiandocuments.com//getdoc/760B114262DAA94F9111...

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employees are liable for errors in the completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented from a future expiration date may constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) <b>Andrews</b>	First Name (Given Name) <b>Robert</b>	Middle Initial <b>L</b>	Other Last Names Used (if any) <b>N/A</b>
Address (Street Number and Name) <b>123 W. Main St.</b>	City or Town <b>Jackson</b>	State <b>MS</b>	ZIP Code <b>39216</b>
Date of Birth (mm/dd/yyyy) <b>1-1-1977</b>	U.S. Social Security Number <b>799 85 8462</b>	Employer's E-mail Address <b>N/A</b>	Employer's Telephone Number <b>N/A</b>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

- 1. A citizen of the United States.
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident. (Alien Registration Number/USCIS Number)
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)  
Some aliens may write "NA" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

OR  
1. Alien Registration Number/USCIS Number:  
OR  
2. Form I-94 Admission Number:  
OR  
3. Foreign Passport Number:  
Country of Issuance:

Signature of Employee: **Robert Andrews** Today's Date (mm/dd/yyyy): **10/29/2020**

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparer and/or translators assist an employee in completing Section 1.)  
**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator: \_\_\_\_\_ Today's Date (mm/dd/yyyy): \_\_\_\_\_

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
State	ZIP Code

Employer Completes Next Page

Form I-9 10/21/2019 Page 1 of 3

Announcements

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Update Info

Go Back

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Add Case Note

Upload Document

Add E-Mail

File Size (KB)

797.0

73.0

80.0

Total Document Storage: 950

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# For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

# Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.