



# Guardian Case Notes

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# FAQ

## What are Case Notes?

Case notes are notations made from an Employee or I-9 record, that can be used to document important information or events relating to an employee's Form I-9 or E-Verify case.

## What is an Audit Note?

An Audit Note is a type of I-9 case note **Activity Type** within the Guardian system. When added, Audit Notes become a formal part of the I-9 record and are automatically included in the **Notice of Inspection** (NOI) response package produced by Guardian in the event of an ICE audit.

# FAQ

## **When are Audit Notes used?**

Audit notes may be applied to an I-9 record to document information that the employer believes should be provided to an auditor in the event of an NOI. For example, if an I-9 was completed late, employers may consider documenting the reason by using an Audit Note.

## **How are Audit Notes applied?**

Audit Notes are added in chronological order to the addendum page to the given I-9 record. In the event of a NOI, these notes are also included in the export alongside the I-9, supporting documents, and E-Verify information, where applicable.

# Creating a Case Note

Navigate to the **Employee Record** (or the **I-9 Record**) requiring a Case Note. Click on the **OnDocs** Tab.

Guardian

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Kurt Meyer

Employee Access

Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

Settings

## Personal Information

First Name

Middle Name

Last Name

Maiden Name

Title

Date of Birth

Social Security #

Language

Employee ID

## Contact Information

Work Phone

Home Phone

Cell Phone

E-Mail

## Home Address

Line 1

Line 2

Apt #

City, State

Zip, Country

Guardian

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## I-9 for Meyer, Kurt

Employee Access

Details OnDocs Issues Amendments

### I-9 Overview

#### I-9 Information

I-9 No: **2,676,284 (Primary)**  
Type: **Electronic I-9**  
Version: **3/17/20**  
Expires:  
Date Completed: **10/22/2020**  
Date approved: **10/22/2020**

I-9 Location:

I-9 Business Unit:

I-9 Hire Date: **10/22/2020**

View

# Creating a Case Note

On the **OnDocs** Tab, click on the **Add Case Note** option.

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Re-Evaluate Dashboards

Update and Go Back

Update Info

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Personal Job Details Tasks I-9 Forms **OnDocs** Login Info Custom Fields E-Verify

Refresh

**Add Case Note** Upload Document Add E-Mail

Date Created	Time Created	File Type	I-9 Number	Subject Reference	File Size (KB)
10/22/2020	13:07:40	Adobe Acrobat	2676284	I9 #2676284 Snapshot [ Approve This I-9 ]	408.7
10/22/2020	13:07:35	Adobe Acrobat	2676284	I9 #2676284 Snapshot [ Mark Completed ]	408.7
10/22/2020	13:07:15	Image/JPEG	2676284	U.S. Passport	73.0
10/22/2020	13:06:56	Image/JPEG	2676284	U.S. Passport	72.0

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# Creating a Case Note

On the **Case Note** screen, select an appropriate **Activity Type** for future reference and reporting purposes.

## Guardian

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Personal Job Details Tasks I-9 Forms OnDocs

Refresh

Date Created	Time Created	File Type	
10/22/2020	13:07:40	Adobe Acrobat	26
10/22/2020	13:07:35	Adobe Acrobat	26
10/22/2020	13:07:15	Image/JPEG	26
10/22/2020	13:06:56	Image/JPEG	26

### Case Note

Update and Go Back Update Info Go Back Delete

**Details**

**Phone Call Information**

Employee **Meyer, Kurt**

Date/Time Submitted 10/22/2020 13:23:05.372049 @ 13:23:05

Entered By Moreno, Denise

Activity Type Phone Call ▾

Subject/Reference U HR Request

To/Regarding M Interview

Notes Letter

Mail Received

Mail Returned

Meeting

**Note**

Notice

Other

Package

Phone Call

Update and Go Back

Update Info

Go Back

Delete

Add Case Note

Upload Document

Add E-Mail

File Size (KB)

408.7  
408.7  
73.0  
72.0

# Creating a Case Note

## Guardian

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Enter a **Subject/Reference** and the desired **Notes**. Click the **Update and Go Back** button to save and close the Note.

Kurt Meyer

Employee Access

Personal Job Details Tasks I-9 Forms OnDocs

Refresh

Date Created	Time Created	File Type	
10/22/2020	13:07:40	Adobe Acrobat	26
10/22/2020	13:07:35	Adobe Acrobat	26
10/22/2020	13:07:15	Image/JPEG	26
10/22/2020	13:06:56	Image/JPEG	26

### Case Note

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

**Details**

**Note Information**

Employee **Meyer, Kurt**

Date/Time Submitted 10/22/2020 13:23:05.372049 @ 13:23:05

Entered By Moreno, Denise

Activity Type Note

Subject/Reference **Update of employee contact information**

To/Regarding Meyer, Kurt

Notes Employee has moved; changed residential address.

Update and Go Back Update Info Go Back Delete

Add Case Note Upload Document Add E-Mail

File Size (KB)

408.7
408.7
73.0
72.0



# Creating a Case Note

The **Case Note** will appear in the listing on the **OnDocs** tab screen.

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Re-Evaluate Dashboards

Update and Go Back

Update Info

Go Back

Delete

Personal Job Details Tasks I-9 Forms **OnDocs** Login Info Custom Fields E-Verify

Refresh Add Case Note Upload Document Add E-Mail

Date Created	Time Created	File Type	I-9 Number	Subject Reference	File Size (KB)
10/22/2020	13:23:05	Note		Update of employee contact information	0.0
10/22/2020	13:07:40	Adobe Acrobat	2676284	I9 #2676284 Snapshot [ Approve This I-9 ]	408.7
10/22/2020	13:07:35	Adobe Acrobat	2676284	I9 #2676284 Snapshot [ Mark Completed ]	408.7
10/22/2020	13:07:15	Image/JPEG	2676284	U.S. Passport	73.0
10/22/2020	13:06:56	Image/JPEG	2676284	U.S. Passport	72.0



# Editing or Deleting a Case Note

Case Notes can be edited or deleted by clicking the **Date Created**.

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Re-Evaluate Dashboards

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Update Info

Go Back

Delete

Personal Job Details Tasks I-9 Forms **OnDocs** Login Info Custom Fields E-Verify

Refresh Add Case Note Upload Document Add E-Mail

Date Created	Time Created	File Type	I-9 Number	Subject Reference	File Size (KB)
10/22/2020	13:23:05	Note		Update of employee contact information	0.0
10/22/2020	13:07:40	Adobe Acrobat	2676284	I9 #2676284 Snapshot [ Approve This I-9 ]	408.7
10/22/2020	13:07:35	Adobe Acrobat	2676284	I9 #2676284 Snapshot [ Mark Completed ]	408.7
10/22/2020	13:07:15	Image/JPEG	2676284	U.S. Passport	73.0
10/22/2020	13:06:56	Image/JPEG	2676284	U.S. Passport	72.0

# Deleting a Case Note

Case Notes can be deleted by clicking the **Delete** button.

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Refresh

Date Created	Time Created	File Type	
10/22/2020	13:07:40	Adobe Acrobat	26
10/22/2020	13:07:35	Adobe Acrobat	26
10/22/2020	13:07:15	Image/JPEG	26
10/22/2020	13:06:56	Image/JPEG	26

### Case Note

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

**Details**

**Note Information**

Employee **Meyer, Kurt**

Date/Time Submitted 10/22/2020 13:23:05.372049 @ 13:23:05

Entered By Moreno, Denise

Activity Type Note

Subject/Reference Update of employee contact information

To/Regarding Meyer, Kurt

Notes Employee has moved; changed residential address.

Update and Go Back Update Info Go Back Delete

Add Case Note Upload Document Add E-Mail

File Size (KB)
408.7
408.7
73.0
72.0

# Creating an Audit Note

# Creating an Audit Note

Navigate to the I-9 record requiring an Audit Note. Click on the **OnDocs** Tab.

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Denise Moreno ▾

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## I-9 for Meyer, Kurt



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

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### I-9 Overview

#### I-9 Information

I-9 No: **2,676,284 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Expires:

Date Completed: **10/22/2020**

Date approved: **10/22/2020**

I-9 Location: **Miami**

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

I-9 Hire Date: **10/22/2020**

#### Current Employee Information

**Meyer, Kurt**

Current Hire Date: 10/22/2020

Current Business Unit: **Eastern US**

View Employee

#### Section 1

**Meyer, Kurt**

Signed: **Kurt Meyer**  
10/22/2020 @ 12:56:12

View Section 1

#### Preparer/Translator

**No Assistance Provided**

Signed:

View Prep

#### Section 2

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# Creating an Audit Note

Click the **Add Case Note** button.

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Update and Go Back

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Go Back

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Refresh



Add Case Note



Upload Document



Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/22/2020	13:07:40	Adobe Acrobat	I9 #2676284 Snapshot [ Approve This I-9 ]	408.7
10/22/2020	13:07:35	Adobe Acrobat	I9 #2676284 Snapshot [ Mark Completed ]	408.7
10/22/2020	13:07:15	Image/JPEG	U.S. Passport	73.0
10/22/2020	13:06:56	Image/JPEG	U.S. Passport	72.0

# Creating an Audit Note

Set the **Activity Type** to **Audit Note**.

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### Case Note

Update and Go Back Update Info Go Back Delete

Details

**Phone Call Information**

Employee **Meyer, Kurt**

Date/Time Submitted 10/22/2020 13:42:30.984541 @ 13:42:30

Entered By Moreno, Denise

Activity Type  ▾

- Appointment
- Audit Note**
- Client Letter
- Conference
- Email
- Faxed Documents
- Files Copied
- HR Request
- Interview
- Letter
- Mail Received

E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Add Case Note

Upload Document

Add E-Mail

File Size (KB)

408.7

408.7

73.0

72.0

# Creating an Audit Note

## Guardian

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Enter a **Subject/Reference** and the desired **Notes**. Click the **Update and Go Back** button to save and close the Note.

I-9 for Meyer, Kurt

Date Created	Time Created	File Type	Subject Reference
10/22/2020	13:07:40	Adobe Acrobat	19 #26
10/22/2020	13:07:35	Adobe Acrobat	19 #26
10/22/2020	13:07:15	Image/JPEG	U.S. Pa
10/22/2020	13:06:56	Image/JPEG	U.S. Pa

### Case Note

[Update and Go Back](#) [Update Info](#) [Go Back](#) [Delete](#)

**Details**

**Audit Note Information**

Employee **Meyer, Kurt**

Date/Time Submitted 10/22/2020 13:42:30.984541 @ 13:42:30

Entered By Moreno, Denise

Activity Type

/Reference

/Regarding Meyer, Kurt

Notes Corrected the Passport Number entry for List A in Section 2.

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/22/2020	13:07:40	Adobe Acrobat	19 #26	408.7
10/22/2020	13:07:35	Adobe Acrobat	19 #26	408.7
10/22/2020	13:07:15	Image/JPEG	U.S. Pa	73.0
10/22/2020	13:06:56	Image/JPEG	U.S. Pa	72.0



# Creating an Audit Note

The **Audit Note** will appear in the listing on the **OnDocs** tab screen.

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View Employee

View E-Verify

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Go Back

Delete

Details

**OnDocs**

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Upload Document

Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/22/2020	13:42:30	Audit Note	Clerical Error - List A Document number	0.0
10/22/2020	13:07:40	Adobe Acrobat	19 #2676284 Snapshot [ Approve This I-9 ]	408.7
10/22/2020	13:07:35	Adobe Acrobat	19 #2676284 Snapshot [ Mark Completed ]	408.7
10/22/2020	13:07:15	Image/JPEG	U.S. Passport	73.0
10/22/2020	13:06:56	Image/JPEG	U.S. Passport	72.0



# Editing or Deleting an Audit Note

Audit Notes can be edited or deleted by clicking the **Date Created**.

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### I-9 for Meyer, Kurt

View Employee

View E-Verify

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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)
10/22/2020	13:42:30	Audit Note	Clerical Error - List A Document number	0.0
10/22/2020	13:07:40	Adobe Acrobat	I9 #2676284 Snapshot [ Approve This I-9 ]	408.7
10/22/2020	13:07:35	Adobe Acrobat	I9 #2676284 Snapshot [ Mark Completed ]	408.7
10/22/2020	13:07:15	Image/JPEG	U.S. Passport	73.0
10/22/2020	13:06:56	Image/JPEG	U.S. Passport	72.0

# Deleting an Audit Note

Audit Notes can be deleted by clicking the **Delete** button.

### I-9 for Meyer, Kurt

Date Created	Time Created	File Type	Subject Reference
10/22/2020	13:07:40	Adobe Acrobat	19 #26
10/22/2020	13:07:35	Adobe Acrobat	19 #26
10/22/2020	13:07:15	Image/JPEG	U.S. Pa
10/22/2020	13:06:56	Image/JPEG	U.S. Pa

### Case Note

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

**Details**

**Audit Note Information**

Employee **Meyer, Kurt**


Date/Time Submitted 10/22/2020 13:42:30.984541 @ 13:42:30

Entered By Moreno, Denise

Activity Type

/Reference

/Regarding

Notes  

File Size (KB)
408.7
408.7
73.0
72.0

# Viewing the Audit Note

At the **Details** tab of the I-9 record, click the **View I-9** link to open and view the Audit Note, if desired.

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I-9 for Meyer, Kurt

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I-9 Overview

## Section 2

Meyer, Kurt

Hired: 10/22/2020

Signed: **Denise Moreno**  
10/22/2020 @ 13:06:34

[View Section 2](#)

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

## I-9 Issue Counts

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

[Check I-9](#)

## 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](#)

# Viewing the Audit Note

**Audit Notes** appear as addendum pages at the end of the I-9.

In the event of an **ICE Notice of Inspection (NOI)**, Audit Notes will be automatically included in the NOI package that is exported from Guardian.

## Guardian

Dashboard

Start I-9

I-9 for Meyer, Kurt

Details OnDocs Issues Amendments

I-9 Overview

### Section 2

Meyer, Kurt

Hired: 10/22/2020

Documents U.S. Pass

### I-9 Issue Counts

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

### E-Verify

### Section 3

Section 3 Entries: 0

Refresh

### Print Center



View I-9

Form - Google Chrome

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

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>		
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)		

**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
--	---------------------------	---

Form I-9 10/21/2019 Page 2 of 3

**I-9 Audit Notes**  
Meyer, Kurt

**Date Entered:** 05/01/2020  
**Entered By:** Moreno, Denise  
**Subject/Reference:** List A Document number error  
**Note:** Corrected the Passport Number entry for List A in Section 2.

Employee Receipt

View Section 2

Check I-9

+ Add Section 3 + Add Remote Section 3



Preparer/Translator Receipt

# 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.