



Guardian COVID-19 Physical Inspection

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Getting Started

If organizations chose to verify Section 2 supporting documents virtually during COVID-19 (via webcam, internet, etc.), I-9's completed in this way will be tracked on the **Needing Further Action** Dashboard panel. The **Physical Inspection** amendment tool will allow organizations to document when and who completed the in-person document inspection.

The COVID-19 Virtual Verification Exception feature must first be enabled from the **Guardian Administration** settings.

After an I-9 has been flagged with the **Virtual Verification** checkbox, the **Enter Inspection Information** button will appear, allowing users to amend the I-9 with the Physical Inspection information.

Configuration

To enable the Virtual Verification functionality, organizations must first enable the feature from the I-9 Policy/Preferences section of their Guardian Admin settings.

Allow completion of I-9 Section 2 using COVID-19 'virtual verification' exception?

Yes No

Virtual Verification Normal Business Operations Date

06/01/2020

Configuration

After the **Virtual Verification** Admin setting has been enabled, users will be able to flag I-9's as having been completed virtually from the **Details** tab of an I-9 record.

I-9 for Stellar, Marsha

Details OnDocs Issues Amendments

I-9 Overview

Provide Physical Inspection Information

This I-9 was completed utilizing the "Virtual Verification" exception. Please enter the date physical inspection of the actual documents occurred and by whom by clicking the **Enter Inspection Information** button in the **Physical Inspection** section below. Then **Approve Changes** in that section in order to finalize the update.

COVID-19 "Virtual Verification Exception"

Due to the COVID-19 issue, DHS temporarily began allowing organizations to complete document verification virtually, deferring physical inspection until normal business operations resumed.

Check the box below if this I-9 is subject to the exception.

Section 2 was completed utilizing the "Virtual Verification" exception enacted by DHS.

Physical Inspection

This I-9 was completed via 'Virtual Verification' and is subject to deferred physical document inspection. Record the date physical inspection occurred and who performed the inspection so that the I-9 is properly amended with this information.

Enter Inspection Information

I-9 Information

I-9 No: **235,768 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Expires:

I-9 Location: Corp: 1111

I-9 Business Unit: Acme-Everify

I-9 Hire Date: **05/04/2020**

Configuration

When ready, organizations must also enter their **Normal Business Operations Date** from the I-9 Policy/Preferences section of their Guardian Admin settings.

The **Physical Inspection** deadline displayed on the **Dashboard** will be 3 business days *after* this date.

Allow completion of I-9 Section 2 using COVID-19 'virtual verification' exception?

Yes No

Virtual Verification Normal Business Operations Date

06/01/2020

Dashboard Monitoring

Once a **Normal Business Operations Date** has been entered in the Admin settings, I-9's flagged as having been completed using Virtual Verification will be placed on the **I-9's Needing Further Action Dashboard Panel**.

Top I-9s Needing Further Action



View



All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	07/27/2017	Branch 123: 1001	Andrews, Robert	No SS	05/05/2020	0
	05/05/2020	Branch 123: 1001	McAffery, Susan	Receipt	06/03/2020	0
	04/22/2020	Branch 123: 1001	Johnson, Deborah	Physical Inspection	05/06/2020	0
	04/20/2020	Corp: 1111	Doe, Jane	Physical Inspection	05/06/2020	0

Resuming Business in Phases

For organizations taking a phased approach to getting back to normal operations, the **Normal Business Operations** date may be edited to re-calculate the inspection deadline.

Group 1

Allow completion of I-9 Section 2 using COVID-19 'virtual verification' exception? Yes No

Virtual Verification Normal Business Operations Date

06/01/2020

Top I-9s Needing Further Action

View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	12/10/2018	Woodstock: NE-15	Banda, Sara	No SS	05/27/2020	0
	05/14/2020	Woodstock: NE-15	Cook, David	Physical Inspection	06/04/2020	7

Group 2

Allow completion of I-9 Section 2 using COVID-19 'virtual verification' exception? Yes No

Virtual Verification Normal Business Operations Date

07/01/2020

Top I-9s Needing Further Action

View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	09/25/2019	Dorset: NE-16	Durango, Mary	No SS	05/27/2020	0
	05/14/2020	Woodstock: NE-15	Cook, David	Physical Inspection	07/07/2020	40

Entering Inspection Information

Once Physical Inspection has occurred, click the **Date I-9 Created** from the **Needing Further Action** dashboard panel.

Top I-9s Needing Further Action



View



All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	07/27/2017	Branch 123: 1001	Andrews, Robert	No SS	05/05/2020	0
	05/05/2020	Branch 123: 1001	McAffery, Susan	Receipt	06/03/2020	0
	04/22/2020	Branch 123: 1001	Johnson, Deborah	Physical Inspection	05/06/2020	0
	04/20/2020	Corp: 1111	Doe, Jane	Physical Inspection	05/06/2020	0

Entering Inspection Information

If Section 2 was completed using the **COVID-19 Virtual Verification Exception**, it should be indicated on the I-9 Details page.

The **Enter Inspection Information** button will then appear.

I-9 for Stellar, Marsha

Details OnDocs Issues Amendments

I-9 Overview

Provide Physical Inspection Information

This I-9 was completed utilizing the "Virtual Verification" exception. Please enter the date physical inspection of the **Information** button in the **Physical Inspection** section below. Then **Approve Changes** in that section in order to fi

COVID-19 "Virtual Verification Exception"

Due to the COVID-19 issue, DHS temporarily began allowing organizations to complete document verification virtually, deferring physical inspection until normal business operations resumed.

Check box below if this I-9 is subject to the exception.

Section 2 was completed utilizing the "Virtual Verification" exception enacted by DHS.

Physical Inspection

This I-9 was completed via 'Virtual Verification' and is subject to deferred physical document inspection. Record the date physical inspection occurred and who performed the inspection so that the I-9 is properly amended with this information.

I-9 Information

I-9 No: **235,768 (Primary)** I-9 Location: Corp: 1111
Type: **Electronic I-9** I-9 Business Unit: Acme-Everify
Version: **3/17/20** I-9 Hire Date: **05/04/2020**
Expires:

Enter Inspection Information

Entering Inspection Information

Enter the **date of physical inspection** and the name of the individual who **inspected the original documents** and click **Update Info.**

I-9 for Stellar, Marsha

Details OnDocs Issues Amendments

I-9 Overview

Provide Physical Inspection Information

This I-9 was completed utilizing the "Virtual Verification" button in the Physical Inspection section.

COVID-19 "Virtual Verification Exception"

Due to the COVID-19 issue, DHS temporarily resumed.

Check the box below if this I-9 is subject to the exception.

Section 2 was completed utilizing the "Virtual Verification" button.

Physical Inspection

This I-9 was completed via 'Virtual Verification' and who performed the inspection.

I-9 Information

I-9 No: **235,768 (Primary)**
Type: **Electronic I-9**
Version: **3/17/20**
Expires:

Document Inspection

Employee Name: **Stellar, Marsha**

List A Document

Document Type: **U.S. Passport**

Document Inspection

Date of Physical Inspection: 05/04/2020

Document Inspected By: Jane Doe

Update Info Cancel

I-9 Hire Date: **05/04/2020**

clicking the **Enter Inspection** button

normal business operations

Enter Inspection Information

Entering Inspection Information

Click the **Approve Changes** button to approve the Amendment indicating physical inspection.

I-9 for Stellar, Marsha

Details OnDocs Issues Amendments

I-9 Overview

Provide Physical Inspection Information

This I-9 was completed utilizing the "Virtual Verification" exception. Please enter the date physical inspection of the actual documents occurred and by whom by clicking the **Enter Inspection Information** button in the **Physical Inspection** section below. Then **Approve Changes** in that section in order to finalize the update.

COVID-19 "Virtual Verification Exception"

Due to the COVID-19 issue, DHS temporarily began allowing organizations to complete document verification virtually, deferring physical inspection until normal business operations resumed.

Check the box below if this I-9 is subject to the exception.

Section 2 was completed utilizing the "Virtual Verification" exception enacted by DHS.

Physical Inspection

This I-9 was completed via 'Virtual Verification' and is subject to deferred physical document inspection. Record the date physical inspection occurred and who performed the inspection so that the I-9 is properly amended with this information.

Enter Inspection Information

Approve Changes

I-9 Information

I-9 No: **235,768 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

I-9 Location: Corp: 1111

I-9 Business Unit: Acme-Everify

Entering Inspection Information

Enter the login credential to approve the **Amendment**.

I-9 for Stellar, Marsha

Details OnDocs Issues Amendments

I-9 Overview

Provide Physical Inspection Information

This I-9 was completed utilizing the "Virtual Verification" button in the **Physical Inspection** section.

COVID-19 "Virtual Verification Exception"

Due to the COVID-19 issue, DHS temporarily resumed.

Check the box below if this I-9 is subject to the exception.

Section 2 was completed utilizing the "Virtual Verification" button.

Physical Inspection

This I-9 was completed via "Virtual Verification" and who performed the inspection.

I-9 Information

I-9 No: **235,768 (Primary)**

Type: **Electronic I-9**

Version: **3/17/20**

Approve Physical Inspection


Employee Name: **Stellar, Marsha**

You are about to permanently amend Section 2 of this I-9.


Please be advised that if you continue, the date of physical document inspection and the inspector's name will be saved and visible in this I-9's "Additional Information" section. The amended information cannot be changed once approved.

Date of Physical Inspection: **05/04/2020**

Document Inspected By: **Jane Doe**


View I-9

The new values are correct and ready to be made permanent.

Password: 

I do not wish to approve the amendments to this I-9.

Refresh Update and Go Back Update Info Go Back Delete

by whom by clicking the **Enter Inspection** button.

tion until normal business operations

ction

Enter Inspection Information

Approve Changes

Entering Inspection Information

The approved Amendment will populate the Additional Information field of Section 2 of the I-9.

I-9 for Stellar, Marsha

Details OnDocs Issues Amendments

I-9 Overview

Section 2

Stellar, Marsha
Hired: 05/04/2020

Signed: Jane Doe
05/04/2020

Documents U.S. Passport Note: Document

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](#)

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

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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Stellar	Marsha	N/A	

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization

Document Title	Document Title
U.S. Passport	
Issuing Authority	Issuing Authority
U.S. Department of State	
Document Number	Document Number
123456789	
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
10/10/2020	
Document Title	
N/A	
Issuing Authority	
N/A	
Document Number	
N/A	
Expiration Date (if any) (mm/dd/yyyy)	
N/A	
Document Title	
N/A	
Issuing Authority	
N/A	
Document Number	
N/A	
Expiration Date (if any) (mm/dd/yyyy)	
N/A	

Additional Information

COVID-19: Documents physically examined on 05/04/2020 by Jane Doe

QR Code - Sections 2 & 3
Do Not Write in This Space

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): 05/04/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Electronically Signed by J. Doe	05/04/2020	Implementation & Training Specialist

Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Doe	Jane	Acme-Everify

Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code
555 Easy	Boston	MA	60255

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

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

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)

Refresh Update and Go Back Update Info Go Back Delete

View Section 2

Check I-9

+ Add Remote Section 3

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.