

# Guardian Administration: Enforcing Document Capture

# **New Administration Setting**

Guardian offers an Administration setting that allows organizations to enforce the document capture step (for those organizations that retain I-9 supporting documents). In situations where retention of the employee's Section 2 supporting documentation is needed, enabling this setting allows organizations to prevent users from proceeding with the I-9 completion and approval steps without first capturing the supporting documents in Guardian.

This setting is <u>disabled</u> by default and requires a system administrator to activate. Administrators are encouraged to review the details of this feature and enable when desired.

# **Enforce Document Capture**

The **Enforce Document Capture** setting can be found alongside the existing Document Retention setting within LawLogix Guardian Administration.

If your organization requires retention of all supporting documents then the new enforcement setting applies to <u>all</u> employee supporting documents.

If your organization does not require retention of all supporting documents then the new enforcement setting <u>only</u> applies to documents required to be retained when participating in E-Verify.

# **Enforce Document Capture-Enabled**

set to **Yes**, the user is taken to the Completion step immediately after Guardian signing Section 2 and capturing Dashboard Start I-9 Employee -E-Verify Reports documents. Users do not click an additional confirmation checkbox. I-9 for Smith, John → View Employee View E-Verify Refresh Update and Go Back Update Info Details OnDocs Issues Amendments **I-9 Overview** This I-9 is ready for Completion. Before clicking the Mark Completed button, you should Review the I-9 for mistakes. Please carefully check the documents provided by the employee and compare the information on those documents against the completed I-9. If there are mistakes in Section 1, go to Section 1 and have the employee make the necessary revisions. The employee must electronically re-sign Section 1 of the form to validate these changes. If there are mistakes in Section 2, go to Section 2 and make the necessary revisions. You must electronically re-sign Section 2 of the form to validate these changes. Once completed, you or your authorized company representative can approve this I-9 form. I-9 Information I-9 No: 2,682,367 (Primary) 1-9 Location: Phoenix Park This I-9 Type: Electronic I-9 I-9 Business Unit: Western US Version: 3/17/20 I-9 Hire Date: 10/27/2020 Expires Mark Completed Date Completed: Date approved: E-Verify Employee will NOT be submitted to E-Verify

When **Enforce Document Capture** is

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Print Center

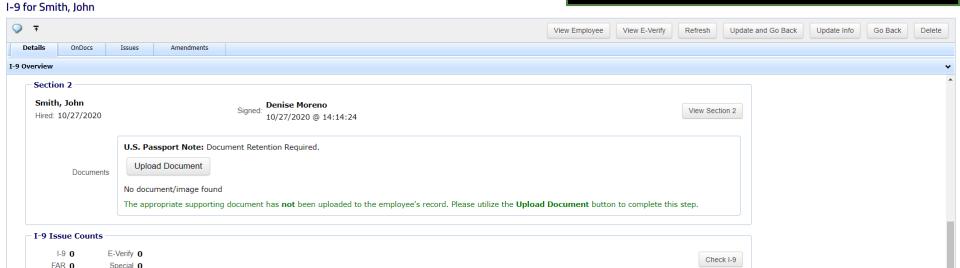
# **Enforce Document Capture-Enabled**

E-Verify

Guardian

Employee -

If **Enforce Document Capture** is set to **Yes** users are unable to progress to the Complete and Approve steps within Guardian until one or more files are uploaded.



Reports

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Employee will NOT be submitted to E-Verify

Section 3 is not available until the I-9 is approved.

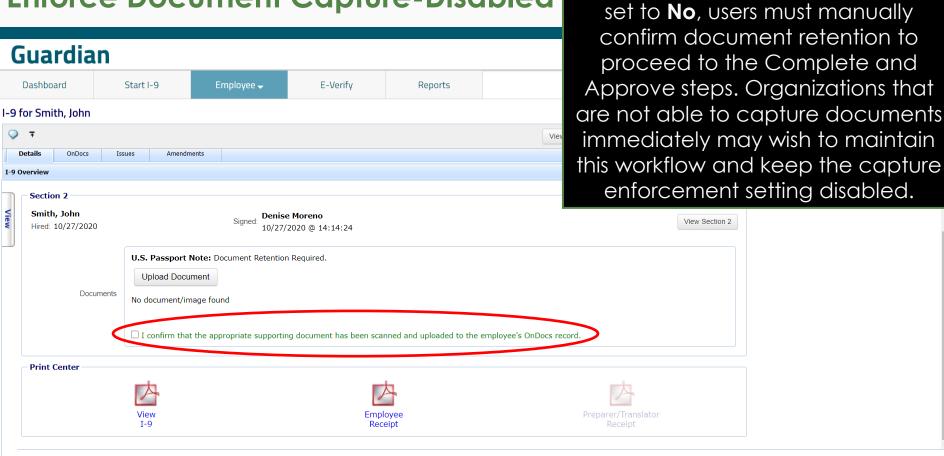
E-Verify

Section 3

Dashboard

Start I-9

# **Enforce Document Capture-Disabled**



When **Enforce Document Capture** is

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# **Document Capture Enhancements**

The March 2018 update includes additional enhancements to the document capture workflow that are not dependent on the Administration setting discussed in this tutorial.

Please review the **Section 2** Guardian tutorial for additional information. Select **Help** from the vertical toolbar to access other Guardian tutorials.

## **Confidential User Guide**

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Thank you.