



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 disabled 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 all employee supporting documents.

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

Enforce Document Capture-Enabled

Guardian

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

I-9 for Smith, John

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 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)	I-9 Location: Phoenix	<input type="button" value="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	<input type="button" value="Mark Completed"/>
Expires:		
Date Completed:		
Date approved:		

E-Verify

Employee will NOT be submitted to E-Verify

Print Center

When **Enforce Document Capture** is set to **Yes**, the user is taken to the Completion step immediately after signing Section 2 and capturing documents. Users do not click an additional confirmation checkbox.

Enforce Document Capture-Enabled

Guardian

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

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.

I-9 for Smith, John

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

Details | OnDocs | Issues | Amendments

I-9 Overview

Section 2

Smith, John
Hired: 10/27/2020

Signed: **Denise Moreno**
10/27/2020 @ 14:14:24

Documents

U.S. Passport Note: Document Retention Required.

Upload Document

No document/image found

The appropriate supporting document has **not** been uploaded to the employee's record. Please utilize the **Upload Document** button to complete this step.

View Section 2

I-9 Issue Counts

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

Check I-9

E-Verify

Employee will NOT be submitted to E-Verify

Section 3

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

Enforce Document Capture-Disabled

Guardian

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

I-9 for Smith, John

Details | OnDocs | Issues | Amendments

I-9 Overview

Section 2

Smith, John
Hired: 10/27/2020

Signed: **Denise Moreno**
10/27/2020 @ 14:14:24

Documents

U.S. Passport Note: Document Retention Required.

No document/image found

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

Print Center

View I-9 | Employee Receipt | Preparer/Translator Receipt

When **Enforce Document Capture** is set to **No**, users must manually confirm document retention to proceed to the Complete and Approve steps. Organizations that are not able to capture documents immediately may wish to maintain this workflow and keep the capture enforcement setting disabled.

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

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

Thank you.