Guardian E-Verify: Submission Returns as Employment Authorized
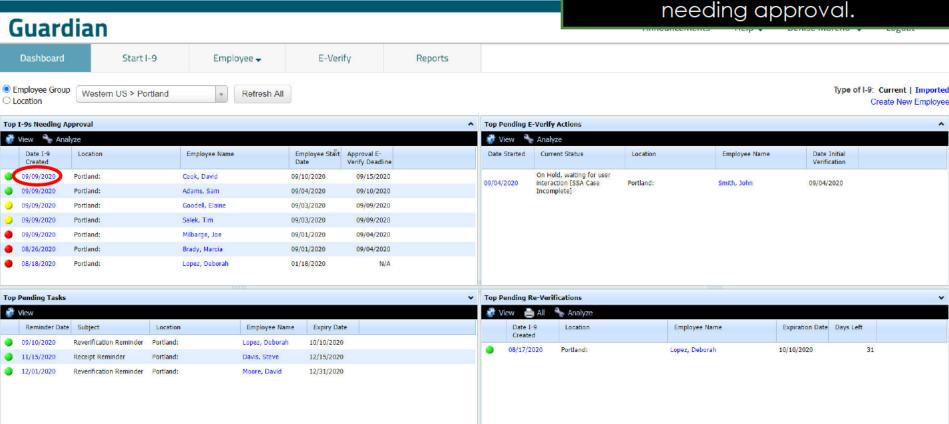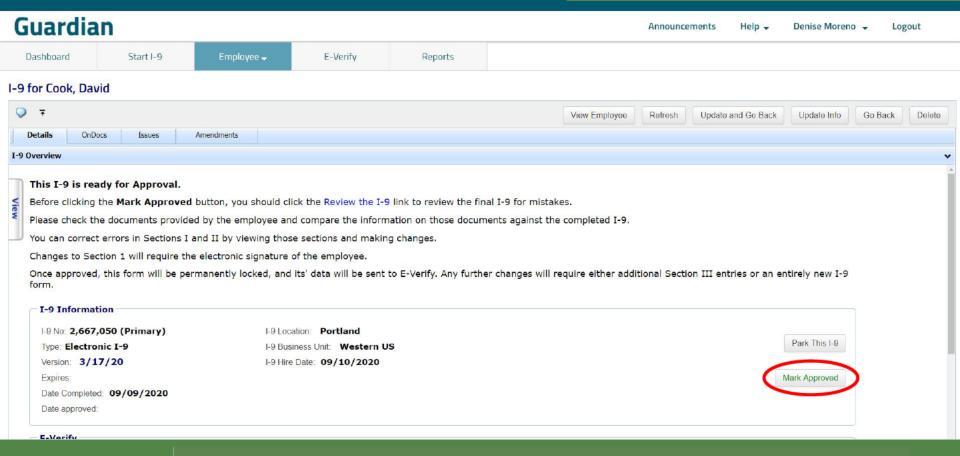
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Getting Started – Key Notes

➢ **What does an E-Verify 'Employment Authorized' result mean?** This is a final case status that E-Verify may issue upon submission of I-9 data, and indicates the employee's information matched records available to SSA and/or DHS.

➢ **What are the next steps after receiving this result?** E-Verify automatically closed cases returned as Employment Authorized. No further action is necessary.

➢ **What percent of submissions are returned 'Employment Authorized'?** As of 7/15/2020, E-Verify reports that 98.17% of cases are automatically confirmed as work authorized, requiring no employee or employer action.

Source: https://www.e-verify.gov/about-e-verify/e-verify-data/e-verify-performance

E-Verify Submission

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

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

○ Employee Group   [Western US > Portland ▾]   [Refresh All]
○ Location

Type of I-9: **Current** | **Imported**
Create New Employee

Top I-9s Needing Approval ⌃

🔧 View   🔧 Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
🟢	09/09/2020	Portland:	Cook, David	09/10/2020	09/15/2020
🟢	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020
🟡	09/09/2020	Portland:	Goodell, Elaine	09/03/2020	09/09/2020
🟡	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020
🔴	09/09/2020	Portland:	Milbarge, Joe	09/01/2020	09/04/2020
🔴	08/26/2020	Portland:	Brady, Marcia	09/01/2020	09/04/2020
🔴	08/18/2020	Portland:	Lopez, Deborah	01/18/2020	N/A

Top Pending E-Verify Actions ⌃

🔧 View   🔧 Analyze

Date Started	Current Status	Location	Employee Name	Date Initial Verification
09/04/2020	On Hold, waiting for user interaction [SSA Case Incomplete]	Portland:	Smith, John	09/04/2020

Top Pending Tasks ⌄

🔧 View

	Reminder Date	Subject	Location	Employee Name	Expiry Date
🟢	09/10/2020	Reverification Reminder	Portland:	Lopez, Deborah	10/10/2020
🟢	11/15/2020	Receipt Reminder	Portland:	Davis, Steve	12/15/2020
🟢	12/01/2020	Reverification Reminder	Portland:	Moore, David	12/31/2020

Top Pending Re-Verifications ⌄

🔧 View   🖨 All   🔧 Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
🟢	08/17/2020	Portland:	Lopez, Deborah	10/10/2020	31

E-Verify Submission

Guardian

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Dashboard   Start I-9   Employee ▾   E-Verify   Reports

I-9 for Cook, David

View Employee | Refresh | Update and Go Back | Update Info | Go Back | Delete

Details | OnDocs | Issues | Amendments

I-9 Overview ▾

This I-9 is ready for Approval.

Before clicking the **Mark Approved** button, you should click the Review the I-9 link to review the final I-9 for mistakes.

Please check the documents provided by the employee and compare the information on those documents against the completed I-9.

You can correct errors in Sections I and II by viewing those sections and making changes.

Changes to Section 1 will require the electronic signature of the employee.

Once approved, this form will be permanently locked, and its' data will be sent to E-Verify. Any further changes will require either additional Section III entries or an entirely new I-9 form.

I-9 Information

I-9 No: **2,667,050 (Primary)**   I-9 Location: **Portland**

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

Version: **3/17/20**   I-9 Hire Date: **09/10/2020**

Expires:

Date Completed: **09/09/2020**

Date approved:

[Park This I-9]

[Mark Approved]

E-Verify

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E-Verify Submission

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

I-9 for Cook, David

Details	OnDocs	Issues	Amendments

Approve I-9

Instructions

Please note:

You are about to approve this *Electronic I-9* for **David Cook**.

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 is eligible for E-Verify.

[Cancel]   [Approve This I-9]

I-9 OnDocs

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
09/09/2020	09:19:16	Image/JPEG	US Driver's License	408.7
09/09/2020	09:19:36	Image/JPEG	Social Security Card (Unrestricted)	212.0
09/09/2020	09:19:46	Adobe Acrobat	I9 #2667050 Snapshot [Mark Completed]	94.0

E-Verify Submission

Guardian

Dashboard	Start I-9	Employee ▾	E-Verify	Reports

I-9 for Cook, David

💡 ∓

Details	OnDocs	Issues	Amendments

Approve I-9 ⌄

Instructions

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📄 View I-9

Employee is eligible for E-Verify.

[Cancel] [Approve This I-9]

I-9 OnDocs

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
09/09/2020	09:19:16	📄	Image/JPEG	US Driver's License	408.7
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E-Verify Submission

Guardian

Dashboard	Start I-9	Employee ▼	E-Verify	Reports

E-Verify for: David Cook

🕐 **Submission in Progress**
A request was submitted to E-Verify and is waiting a response. It may take a few seconds to appear.

Case Verification Number: 2020253222401AL

E-Verify Summary

Case Status

Status: **Processing**

Initiated By: **Denise Moreno**

Initiated On: **09/09/2020**

Employee Information

First Name: **David**

Last Name: **Cook**

Date of Hire: **09/09/2020**

Citizenship Status: **U.S. Citizen**

View More Employee Information

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: **870165851**

Document Expiration: **12/03/2027**

Document Type: **Social Security Card**

Document Number: **234-23-4234**

Document Expiration: **N/A**

View OnDocs

Go Back

E-Verify Case Resolution

Confirm that
E-Verify responded with an
Employment Authorized result.

Cases that are returned as
Employment Authorized will be
automatically closed. No further
action is necessary.

Guardian

Dashboard	Start I-9	Employee ▼	E-Verify	Reports

E-Verify for: David Cook

✅ **Employee Work Authorized**
Employee is authorized to work

Case Verification Number: 2020253210221EC

E-Verify Summary

🖶 Print E-Verify Summary

Case Status

Status: **Case Closed**
Initiated By: **Denise Moreno**
Initiated On: **09/09/2020**
Closure Reason: **Employment Authorized Auto Close**
Date Resolved: **09/09/2020**

Employee Information

First Name: **David**
Last Name: **Cook**
Date of Hire: **09/10/2020**
Citizenship Status: **U.S. Citizen**

View More Employee Information

Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**
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Document Expiration: **N/A**

View OnDocs

Go Back

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For Additional Assistance

➢ Select **Help** from the 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.