



Guardian Foreign National Tracking

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Getting Started

The **Foreign National Work Eligibility Tracking** feature allows organizations to more easily identify Foreign National employees who may be eligible for a future automatic extension of their work authorization.

This feature identifies employees who may qualify for one of the following automatic extension scenarios by prompting users to enter additional information from certain documents provided for Section 2 or Section 3.

- **180-day Automatic EAD Extension**

- Example 1: TPS designation extended for a specific country
- Example 2: EAD renewal timely filed with USCIS (for qualifying EAD categories)

- **240-day Extensions of Stay**

- Example: Form I-129 Extension of Stay timely filed with USCIS (for qualifying Visa categories)

Getting Started – FAQ

How is this feature enabled?

This feature may be enabled from within an organization's Admin settings in the **I-9 Preferences** or **I-9 Management** section (depending on your system's configuration).

What additional information are users prompted to enter?

Users will be prompted to record the Category Code and Country of Birth from EAD cards, and the Class of Admission (Visa Category) for I-94/I-797's.

How is work extension eligibility determined?

Extension eligibility is determined in accordance with the following USCIS guidance:

- [180-day Automatic EAD Extension](#)
- [240-day Extensions of Stay](#)

Getting Started – FAQ

When are users prompted to enter the additional document information?

For eligible employees, users will be prompted to enter additional document information immediately after signing Section 2 or Section 3.

What do we do once a qualifying employee is eligible for an automatic extension?

Once an employee is eligible for an automatic extension of their work authorization, their I-9 should be updated appropriately. This can be done using the Special Amendments tool in Guardian. See the related **Work Authorization Special Amendments** tutorial.

Can we backfill this information on previously completed I-9 records?

Yes, users may enter this information on existing I-9 records from the **Details** tab.

Can LawLogix assist with bulk updating the additional document information on existing I-9 records?

Please contact Customer Support who will do an initial assessment of your situation. Our Customer Success team will follow up with you on what services we can offer.

Enabling Foreign National Tracking in Admin Settings

Enabling Feature in Admin

Track Visa Type and Work Eligibility Yes No Save

Foreign National Work Eligibility Tracking is an optional feature that can be enabled in the Admin settings of your Guardian system.

If desired, enable the setting **Track Visa Type and Work Eligibility**.

This can be found in the **I-9 Preferences** or **I-9 Management** section in the Admin settings (depending upon your system's configuration).

Employees eligible for Tracking

Employees eligible for Tracking

I attest, under penalty of perjury, that I am (Check one of the following boxes):

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (See instructions) ?
- 3. A lawful permanent resident ?
- 4. An alien authorized to work ?

Work until (expiration date, if applicable) ?

Month	Day	Year
Jan	01	2021

N/A Some aliens may select "N/A" in the expiration date field
(See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

Select Document Type

Alien Registration Number/USCIS ... ▼

Alien Number

123456789 ?

For the Foreign National Tracking feature to be available for a specific employee two criteria must be true related to their Form I-9.

First, the employee must have selected attestation #4 in Section 1: **An alien authorized to work.**

Employees eligible for Tracking

Secondly, the employee must have provided one of the following documents for Section 2 or Section 3:

List A

- Employment Authorization Document (Form I-766)
- Foreign Passport, I-94/I-94A, and I-20
- Foreign Passport and I-94/I-94A
- Foreign Passport, I-94/I-94A, and DS-2019

List C

- Employment authorization document issued by DHS - Expires

The screenshot shows a web-based form for document selection. It is divided into three columns: List A (Identity and Employment Authorization), List B (Identity), and List C (Employment Authorization). The columns are connected by 'OR' and 'AND' operators. In List A, a red box highlights 'Employment Authorization Document (Form I-766)'. In List C, a red box highlights 'Employment authorization document issued by DHS - Expires'. Other options in List A include various foreign passports and U.S. passport cards. Other options in List C include Social Security Card, Certification of Birth Abroad, and US Birth Certificate.

Entering Foreign National Tracking Information

Entering Tracking Information

Immediately after signing Section 2 or Section 3, the user is prompted to record additional document information.

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee. If you are unable to find the requested information from the documents provided for the Form I-9, please select the checkbox below.

Employment Authorization Category

Select One ▾

[View Sample Document](#)

Country of Birth

Select One ▾

I am unable to locate the requested information.

Continue

Entering Tracking Information

If an EAD card was provided, the user is prompted to enter the **Category code** and **Country of Birth** from the EAD card.

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee. If you are unable to find the requested information from the documents provided for the Form I-9, please select the checkbox below.

Employment Authorization Category

Select One ▾

[View Sample Document](#)

Country of Birth

Select One ▾

I am unable to locate the requested information.

Continue

Entering Tracking Information

If an I-94/I-797 was provided, the user is prompted to enter the **Class of Admission** as noted on the document.

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee. If you are unable to find the requested information from the documents provided for the Form I-9, please select the checkbox below.

Note: The **Class of Admission** can be found on the Form I-94 or I-797.

Class of Admission

Select One ▾

[View Sample Document](#)

I am unable to locate the requested information.

Continue

Entering Tracking Information

The user may click **View Sample Document** to review informative sample documents to help identify the relevant document information.



Class of Admission

Document Insights:

Class of Admission is a designation issued by the United States when a nonimmigrant enters the country. A nonimmigrant is a foreign national temporarily admitted to the United States. Class of admission can be found on the following documents.

I-94

I-797

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number: I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 59C0088062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(s) 94 form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P12312313
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Department of Homeland Security
U.S. Citizenship and Immigration Services

Employment Authorization Document (EAD)

Employment Authorization Document (EAD) Number: 59C0088062

Document Type: I-797

Category: RC0000000773

Country of Birth: Ethiopia

Valid From: 01/01/80

Card Expires: 05/10/11

NOT VALID FOR REENTRY TO U.S.

1 Class of Admission

1 Class of Admission



Employment Authorization Category

Document Insights:

Employment Authorization Category is a code found on the face of the I-766 Employment Authorization Document (EAD) that is the basis for issuing the EAD.

I-766 Employment Authorization



1 Employment Authorization Category 2 Country of birth

1 Employment Authorization Category 2 Country of birth

Entering Tracking Information

If the user is unable to enter the additional document information they may indicate so to continue on with the I-9 process.

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee. If you are unable to find the requested information from the documents provided for the Form I-9, please select the checkbox below.

Note: The **Class of Admission** can be found on the Form I-94 or I-797.

Class of Admission

[View Sample Document](#)

I am unable to locate the requested information.

Continue

Entering Tracking Information

Otherwise, after entering the requested document information the user clicks **Continue**.

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee. If you are unable to find the requested information from the documents provided for the Form I-9, please select the checkbox below.

Note: The **Class of Admission** can be found on the Form I-94 or I-797.

Class of Admission

H-1B - Temporary Worker in Spec... x ▾ [View Sample Document](#)

I am unable to locate the requested information.

Continue

Entering Tracking Information

If completing Section 2, the user is then prompted with the standard document retention step (if enabled, or required by E-Verify).



Document Retention Required



Our Organization maintains copies of the documents provided by the employee. Please upload a legible copy of the document(s) the employee provided.

Note: Document uploads are limited to 5 MB.

Foreign Passport and I-94/I-94A



Please upload this document

Upload Document

Confirmation



Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

Entering Tracking Information

The recorded document information can be viewed from the **Details** tab of the I-9 record in the **Work Eligibility Tracking Information** section.

In the event the user made an incorrect selection when originally completing Section 2 or Section 3, the tracking information may be changed from here at any time.

LawLogix
by Myland

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

I-9 for Smith, John

Details On Docs Issues Amendments View E

I-9 Overview

Section 1

Smith, John Signed: **John Smith**
01/18/2021 @ 10:09:59

Preparer/Translator

No Assistance Provided Signed: View Prep

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee for this I-9. If you are unable to provide this information based on the document(s) presented, or have not retained the document(s) for further review, please DO NOT request it from the employee. Instead, please check the box below indicating "Unable to provide this information". If you have any questions, please contact your administrator.

Class of Admission H-1B - Temporary Worker in Specialty ... x

I am unable to locate the requested information.

Section 2

Smith, John Signed: **Robert Reaume**
Hired: 02/01/2021 01/18/2021 @ 10:46:39 View Section 2

Documents **Foreign Passport and I-94/I-94A Note: Document Retention Required. Uploaded**

Backfilling Tracking Information

Backfilling Tracking Information

If the user was unable to enter the document information when originally prompted, and for eligible I-9's completed prior to the Foreign National Tracking feature being enabled, users may retroactively record the document information from the I-9 **Details** tab.

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Dashboard

Start I-9

Employee ▾

E-Verify ▾

Reports

I-9 for Smith, John



View E

Details

On Docs

Issues

Amendments

I-9 Overview

Section 1

Smith, John

Signed: **John Smith**
01/18/2021 @ 10:09:59

View Section 1

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee for this I-9. If you are unable to provide this information based on the document(s) presented, or have not retained the document(s) for further review, please DO NOT request it from the employee. Instead, please check the box below indicating "Unable to provide this information". If you have any questions, please contact your administrator.

Class of Admission

I am unable to locate the requested information.

Section 2

Smith, John

Hired: 02/01/2021

Signed: **Robert Reaume**
01/18/2021 @ 10:46:39

View Section 2

Documents **Foreign Passport and I-94/I-94A Note: Document Retention Required. Uploaded**

Backfilling Tracking Information

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by Hyland

Dashboard

Start I-9

Employee ▾

E-Verify ▾

Reports

I-9 for Smith, John

Details OnDocs Issues Amendments View E

Details OnDocs Issues Amendments

I-9 Overview

Section 1

Smith, John

Signed: **John Smith**
01/18/2021 @ 10:09:59

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee for this I-9. If you are unable to provide this information based on the document(s) presented, or have not retained the document(s) for further review, please **DO NOT** request it from the employee. Instead, please check the box below indicating "Unable to provide this information". If you have any questions, please contact your administrator.

Class of Admission

I am unable to locate the requested information.

Section 2

Smith, John

Hired: 02/01/2021

Signed: **Robert Reaume**
01/18/2021 @ 10:46:39

View Section 2

Documents **Foreign Passport and I-94/I-94A Note: Document Retention Required. Uploaded**

When backfilling or correcting this document information users are advised to **NOT** re-request documents from the employee for review.

Users should review the retained document copies (if available) from the **OnDocs** tab to determine what information should be recorded.

Section 3

Section 3

If a Section 3 is completed with one of the eligible List A or List C documents, the user will be prompted to record the additional document information immediately after signing Section 3.



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 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)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
N/A <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	N/A <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	N/A <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	N/A <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

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)
Foreign Passport and I-94/I-94A	12345678900	01/01/2025

Note: Document Retention Required. [Upload Documents](#)



[View Document](#)

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

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
		Resume, Robert

Delete Go Back **Sign**

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee. If you are unable to find the requested information from the documents provided for the Form I-9, please select the checkbox below.

Note: The Class of Admission can be found on the Form I-94 or I-797.

Class of Admission

H-1B - Temporary Worker in Spec... [View Sample Document](#)

I am unable to locate the requested information.

Continue

Section 3

To ensure Guardian can provide accurate and current work eligibility tracking information, the recorded document information is either inserted, replaced or removed upon completion of a Section 3, depending upon the document provided for Section 3 and whether previous tracking information had already been recorded.

I-9 for Smith, John

Details On Docs Issues Amendments View E

I-9 Overview

Section 1

Smith, John

Signed: **John Smith**
01/18/2021 @ 10:09:59

Preparer/Translator

No Assistance Provided

Signed:

View Prep

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information from the documents that were provided by the employee for this I-9. If you are unable to provide this information based on the document(s) presented, or have not retained the document(s) for further review, please DO NOT request it from the employee. Instead, please check the box below indicating "Unable to provide this information". If you have any questions, please contact your administrator.

Class of Admission

I am unable to locate the requested information.

Section 2

Smith, John

Hired: 02/01/2021

Signed: **Robert Reaume**
01/18/2021 @ 10:46:39

View Section 2

Documents **Foreign Passport and I-94/I-94A Note: Document Retention Required. Uploaded**

Section 3

Completing Section 3 has the following impact on the recorded **Work Eligibility Tracking Information**:

Inserted: If no information was captured previously then the selections made in the work eligibility step are saved to the I-9 record.

Replaced: If information was captured previously then the information is updated based on the selections made during the work eligibility step.

Removed: If information was captured previously and the Section 3 document is not eligible for work eligibility tracking (e.g., U.S. Passport) then the prior information is removed.

Removed: If information was captured previously and in the Section 3 workflow the user indicates that they are 'unable to locate the required information' then the prior information is removed.

Note: In the event that information is replaced or removed, historical work eligibility information is not retained, as only the current eligibility information is relevant to potential extension scenarios.

LawLogix
by Hyland

Dashboard Start I-9 Employee ▾ E-Verify ▾

I-9 for Smith, John

Details On Docs Issues Amendments

I-9 Overview

Section 1

Smith, John Signed: John Smith
01/18/2021 @ 10:09:59

Preparer/Translator

No Assistance Provided Signed:

Work Eligibility Tracking Information

To assist with future work authorization tracking, please record the following information provide this information based on the document(s) presented, or have not retained the please check the box below indicating "Unable to provide this information". If you have

Class of Admission H-1B - Temporary Worker in Specialty ... x ▾

I am unable to locate the requested information

Section 2

Smith, John Signed: Robert Reaume
Hired: 02/01/2021 01/18/2021 @ 10:46:39

Documents Foreign Passport and I-94/I-94A Note: Document Retention Required. Uploaded

Reporting

Reporting

Settings

Columns

Preview

Tables & Fields

1) Select Table

Tables
I-9
Employee
Business Unit
Locations
Work Authorization

2) Select Field

Field Name
S2 Company Address
S2 Company City
S2 Company State
S2 Company Zip Code
S2 Date Signed
S2 Date First Signed
S2 Misc Entry
S2 Additional Information
I-9 Form Version
Work Authorization Description
Work Authorization Country

3) Build Fields in Report

Field Name
Employee Name
Date Hired
I-9 Expiration Date
Work Authorization Description
Work Authorization Country
Work Authorization Type
Work Auth Auto Extension Eligibility

4) Column Settings

Field:

Data Type:

Format:

Align:

Recorded Visa Type and Work Eligibility information can be accessed via an **Interactive Report** using the **I9 Base Table**.

Four related reportable fields are available from the **I-9** and **Work Authorization** tables.

Drag selected field to report

Drag within list to change order

Refresh Field List

Remove Field(s)

Update Settings

Reporting

An optional filter is available to narrow down report results based on which extension type an employee may be eligible for.

Settings

Columns

Preview

Filter Options

* Employee Group: My Managed Groups

Employee Location: All

Employee: All

I-9 Forms: All

Scope: Primary

I-9 Error Type: All

I-9 Location: All

Work Authorization Auto Extension Eligibility:

All

All

240-Day Auto-Extension

180-Day Auto-Extension

None

Date Range

Date to Search: Date

From: 01/12

To:

Auto Calc:

Value **Date Range**

60 Next 60 days

-m Last Month

q This Quarter

-q Last Quarter

2q Second Quarter

y This Year

-y Last Year

Reporting

The **Work Auth Auto Extension Eligibility** field indicates whether the employee may be eligible for a future auto extension.

Note: A value indicating auto-extension eligibility does not necessarily mean the employee is eligible for such an extension at this time, but rather may be eligible in the future (e.g., if a Country's TPS designation is extended, or if an extension of stay or EAD renewal is timely filed with USCIS, etc).

Employee Name	Work Authorization Description	Work Authorization Country	Work Authorization Type	Work Auth Auto Extension Eligibility
TPS, Robert	A12 - Temporary Protected Status	South Sudan	EAD	180-Day Auto-Extension
Smith, John	H-1B - Temporary Worker in Specialty Occupation		I-94	240-Day Auto-Extension
Doe, Jane	F-1 - Foreign Student		I-94	None

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.