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).
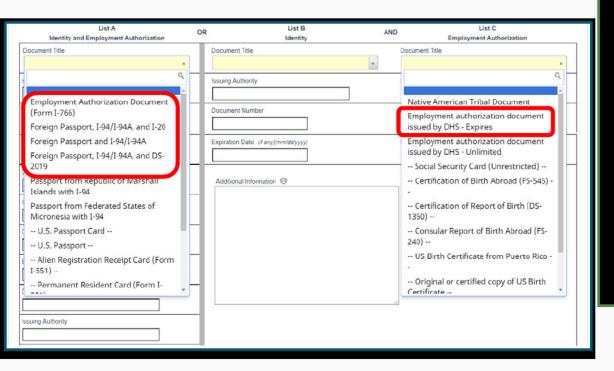
Employees eligible for Tracking

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-2021

List C
- Employment authorization document issued by DHS - Expires

Entering Foreign National Tracking Information

Entering Tracking Information

LawLogix
by Hyland

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

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.

LawLogix
by Hyland

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

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 ▾

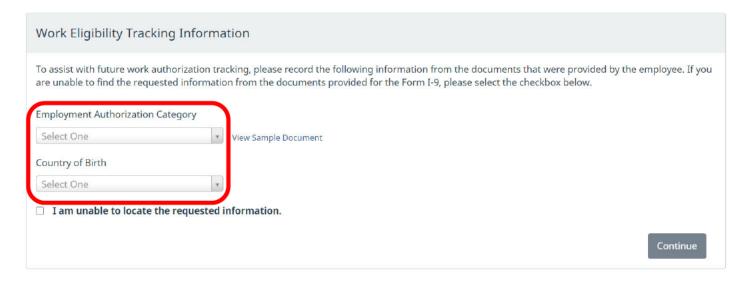☐ **I am unable to locate the requested information.**

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.

LawLogix
by Hyland

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

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

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.

LawLogix by Hyland

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

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

LawLogix
by Hyland

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

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

Entering Tracking Information

LawLogix by Hyland

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

⚠ **Document Retention Required**

ℹ 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

ℹ Please upload this document

Upload Document

Confirmation

ℹ 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 <u>at this moment</u>, 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 Hyland

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

I-9 for Smith, John

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   [H-1B - Temporary Worker in Specialty ... ✕ | ▾]

☐ I am unable to locate the requested information.

Section 2

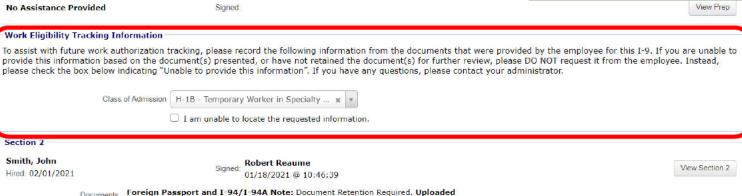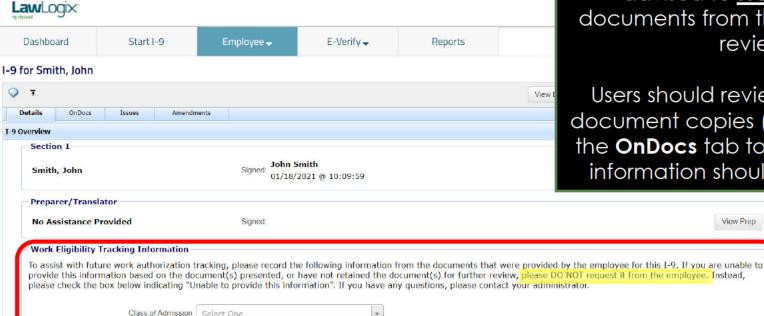Smith, John   Signed: **Robert Reaume**
Hired: 02/01/2021   01/18/2021 @ 10:46:39

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** | OnDocs | 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   Select One   ▾

☐ 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

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.
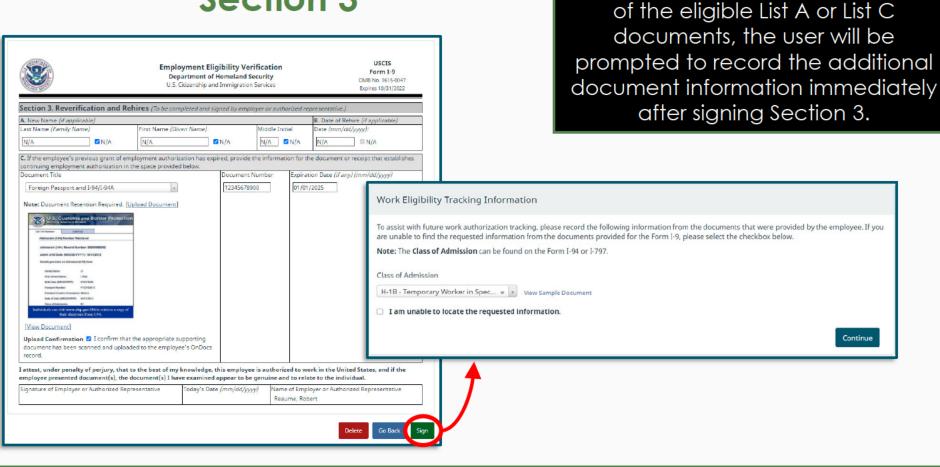
LawLogix by Hyland

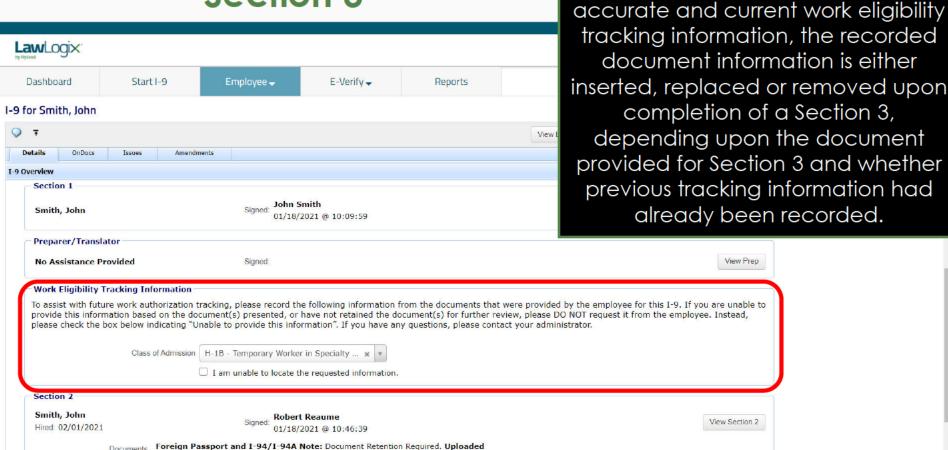| Dashboard | Start I-9 | Employee ▾ | E-Verify ▾ | Reports |

I-9 for Smith, John

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 [Select One   ▾]

☐ I am unable to locate the requested information.

Section 2

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

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

Section 3

Section 3

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.

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.

Reporting

Reporting

Reporting

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
2q	Second Quarter
y	This Year
-q	Last Quarter
-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.