

# Guardian Form I-9 Amendments & Remediation Tools

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# **Getting Started – FAQ**

### What can be amended?

Data fields within any approved I-9 (for any I-9 type) can be modified or corrected as needed. This includes striking information, striking and replacing information, as well as adding missing information.

### What does it mean to "Approve" an amendment?

Amendment approval is the act of permanently changing the amended data field (in essence, "locking" the amendment). The amendment approver's initials and date appear on the I-9 PDF image beside the amended field.

# **Getting Started – FAQ**

### Who can amend I-9s or exempt issues in the system?

System Administrators determine which Guardian Users shall be granted authorization to Amend I-9s or exempt issues by setting privileges within user profiles. System Administrators may also allow employees to amend Section 1 data.

### How many times can data fields be amended?

Once a data field has been amended and approved, it may not be amended again. Any field that has been amended and not approved can still be edited, or deleted. Once an Amendment is approved it becomes permanent.

Amendments to a single Form I-9 may be made at different times.

# FAQ – Section 1

### How can Section 1 policies be set for the organization?

Guardian administrators may set general rules in the Administration module to define how Section 1 amendments may be handled. By default, employees are permitted to approve Section 1 amendments. Based on policy, employees may also enter amended Section 1 data.

### What is the significance of Section 1 amendment approval?

The initials and date of the approver of the Section 1 amended data appear beside each approved amendment on the I-9 PDF.

## FAQ – Section 1

### How are Section 1 amendments addressed?

Administrative settings provide flexibility for handling Section 1 amendments. Organizations may opt to require Section 1 amendments be completed and approved by the employee or a combination of employee and Guardian User intervention.

### How can employees assist with Section 1 amendments?

Employees are provided a unique interface to assist with Section 1 data entry and/or amendment approval. This interface can be acessed by the employee remotely, or by using an HR user's device.

#### From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

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ħ	[P] Electronic I-9 10/01/2020	Bryce, Harper			Miami	Eastern US	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020	
	rper Inter Inter Inter Inter Inter	The second secon	oard Start I-9 Employee →  per  per  mployee Access  Job Details Tasks I-9 Forms OnDocs Login Info  View  (Primary) Type I-9 [*] Setup RH/RA  Created Name on Form	oard Start I-9 Employee → E-Verify  Per  Employee Access  Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields  View  (Primary] Type I-9 [*] Setup RH/RA Date Created Name on Form	ooard Start I-9 Employee → E-Verify Reports  per  per  provee → E-Verify Reports  provee → E-Verify Reports provee → E-Verify Reports  provee → E-Verify Reports provee → E-Verify Reports  provee → E-Verify Rep	ooard Start I-9 Employee → E-Verify Reports  per  per  prove	Noard     Start I-9     Employee →     E-Verify     Reports       rper     Employee Access     Rofresh     Re-Evaluate I       Job Details     Tasks     I-9 Forms     OnDocs     Login Info     Custom Fields     E-Verify       View <sup>V</sup> [Primary] Type     Date     Name on Form     I-9 Business	Noard     Start I-9     Employee →     E-Verify     Reports       rper     Employee Access     Refresh     Re-Evaluate Dashboards       Job Details     Tasks     I-9 Forms     OnDocs     Login Info     Custom Fields     E-Verify       View <sup>V</sup> [*] Setup RH/RA     Date Created     Name on Form     I-9 Date     I-9 Date     I-9 Date	Noard     Start I-9     Employee →     E-Verify     Reports       rper     Employee Access     Refresh     Re-Evaluate Dashboards     Update and       Job Details     Tasks     I-9 Forms     OnDocs     Login Info     Custom Fields     E-Verify       View V     [Pimary] Type I-9     Date Created     Name on Form     I-9 Date Created     I-9 Date Started     I-9 Date Started     Section 1	Noard     Start I-9     Employee →     E-Verify     Reports       rper     Employee Access     Refresh     Re-Evaluate Dashboards     Update and Go Back       Job Details     Tasks     I-9 Forms     OnDocs     Login Info     Custom Fields     E-Verify       View V     [Pimary] Type [*] Setup RH/RA     Date Created     Name on Form     I-9 Location     I-9 Business Unit     I-9 Date Started     Section 1 Signed     Section 2 Signed	Noard       Start I-9       Employee →       E-Verify       Reports         rper       Final Start I-9       Employee →       E-Verify       Reports         start I-9       Employee →       E-Verify       Reports       Refresh       Re-Evaluate Dashboards       Update and Go Back       Update Info         Job Details       Tasks       I-9 Forms       OnDocs       Login Info       Custom Fields       E-Verify       I-9 Location       I-9 Date       Section 1       Section 2       Date         View V       [*] Setup RH/RA       Date       Name on Form       I-9 Location       I-9 Date       Section 1       Section 2       Date	Noard       Start I-9       Employee →       E-Verify       Reports         rper       Employee Access       Refresh       Re-Evaluate Dashboards       Update and Go Back       Update Info       Go Back         Job Details       Tasks       I-9 Forms       OnDocs       Login Info       Custom Fields       E-Verify         View V       [Pimary] Type I-9       Date Created       Name on Form       I-9 Location       I-9 Location       I-9 Date Started       Section 1       Section 2       Date Signed       Date Approved

#### Select the **Amendments** Tab.

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Dashboar	rd Start I-9	Employee 🗸	E-Verify	Reports							
I-9 for Harpe	er, Bryce										
	OnDocs Issues Amer	ndments			View Employee	View E-Verity	Refresh	Update and Go Back	Update Info	Go Back	Delete
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Harper,	Hire Date: 10/01/2020	Current Business I	Unit: Eastern US				View Emp	loyee			
Bryce, I		Signed: Harper 10/01/2	Bryce 020 @ 10:23:26				View Sec	tion 1			
Prepare	er/Translator										
No Assi	istance Provided	Signed:					View	Prep			
Section	2										

To amend the I-9, click the **Add** button.

View Employee View E-Verity Refresh Update and Go Back Update Into Go Back Dele	
	e
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I-9 Amendments	-
	Add
Data Field A Original Value Amended Value Note of Record Modified By Approved By	W
□ No Amendments (1)	
Issues with I-9 Amendments	^

Select the desired I-9 section. Section 3 will only be available if the I-9 has one or more Section 3's.

### Guardian

Dashboard	Start I-9	Employee 🚽	E-Verify	Reports						
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sues with I-9 Amendments

#### Locate the desired field to amend.

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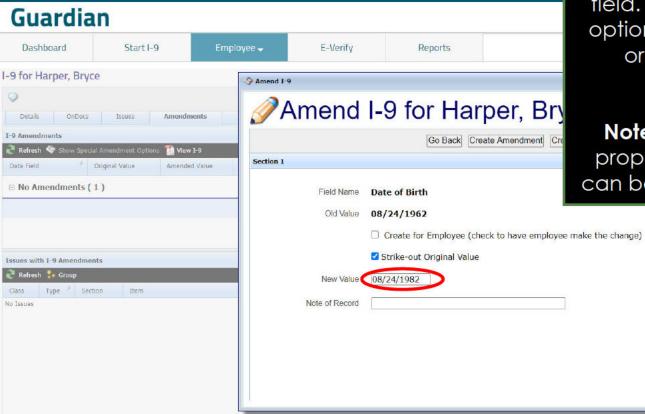
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■ No Amendments (	1)			Street Address	123 W. Biscayne Ave.				
e de la companya de l			Section 2	Apt Number	N/A				
		1		City	Miami				
				State	FL				
				Zip Code	33101				
				Date of Birth	08/24/1962				
				Social Security Number					
				E-mail Address	N/A				
				Telephone Number	N/A				
				Alien Number	N/A				
				Work Until Date	N/A				
				I-94 Admission Number	N/A				
				Foreign Passport Number	N/A				
				Foreign Passport Country					
				Emp Date Signed	10/01/2020				
				Preparer or Translator Usage	I did not use a preparer or translator				
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sues with I-9 Amendments

Click the **Edit Field** button, or double click the field name.

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Dashboard Start I-9 Employe	ee 🗸 E-Verify	Reports					
-9 for Harper, Bryce	🏈 Amend I-9			. o ×			
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		State	FL				
		Zip Code	33101				
		Date of Birth	08/24/1962				
		Social Security Number					
		E-mail Address	N/A				
		Telephone Number	N/A				
		Alien Number	N/A				
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sues with E-9 Amendments

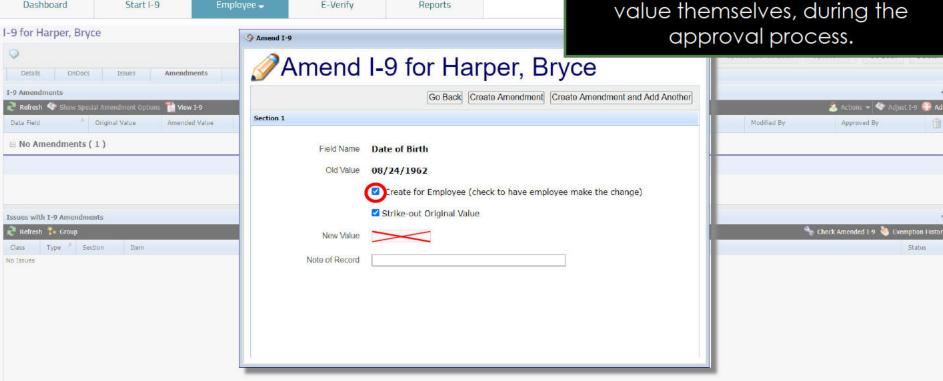


If desired, enter a proposed value for the employee in the **New Value** field. The employee will have the option to approve the new value or edit it before approving the amendment.

**Note:** The ability for HR users to propose the replacement value can be disabled by Administrators.

	Check A	mended I-9	👌 Exe	mption Histo
				Status

Alternatively, users can select **Create** for **Employee**. This locks the **New Value** field and will require that the employee enter the replacement value themselves, during the approval process.



#### Table of Contents

Guardian

E-Verify

Employee -

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If a value is already present in the field, **Strike-out Original Value** will be selected by default.

# If needed, users may manually enable/disable this setting.

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Details OnDocs Issues Amendments	Amend I-9 for Harper, Bryce	Update and Go Back	Update into Go Back Delete
I-9 Amendments	Go Back Create Amendment Create Amendment and Add Another	p l l	^
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Data Field * Original Value Amended Value	Section 1	Modified By	Approved By
□ No Amendments ( 1 )	Field Name       Date of Birth         Old Value       08/24/1962            Create for Employee (check to have employee make the change)		
Issues with I-9 Amendments	Z Strike-out Original Value		~
🔁 Refresh 🚺 Group	New Value 08/24/1982		🐁 Check Amended I-9 🍓 Exemption History
Class Type <sup>A</sup> Section Item			Status
No Issues	Note of Record		

Reports

Table of Contents

Guardian

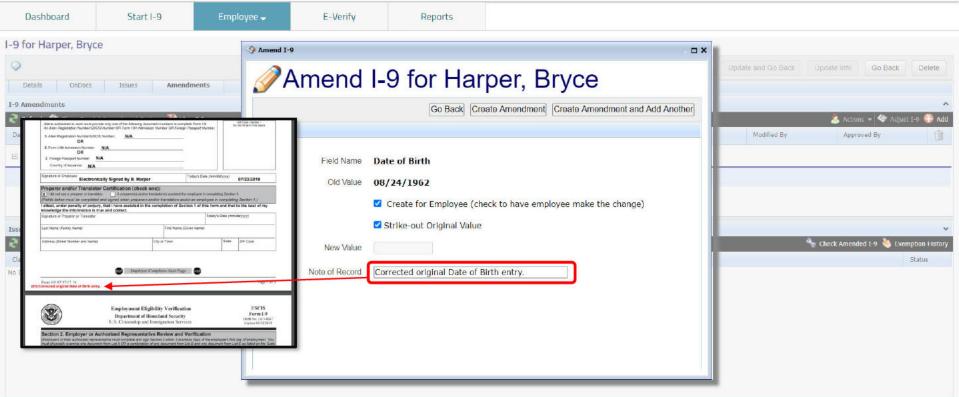
Start I-9

Dashboard

I-9 for Harper, Bryce

If desired, enter the reason for the update. It will appear as a footnote on the I-9 image.

### Guardian



Click Create Amendment, or if additional fields need amending, continue by clicking the Create Amendment and Add Another button.

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			_					95			

#### Table of Contents

Guardian

Employee -

E-Verify

User can double-click the unapproved amendment to edit.

User can also c	click the <b>Garl</b>	bage Can ic	on
to delete an ι	unapproved	amendmen	<b>†</b> .

Once approved, amendments cannot be edited or deleted.

1-9 Amendments											
nefresh < Show	Special Amendment Opti	ons 搅 View I-9		🙇 Actions 👻 🐣 Adjust I-9 🌔							
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(I) Date of Birth	08/24/1962	08/24/1982					Moreno, Denise 10/06/2020 @ 14:10:49		Û		

Reports

Guardian

Start I-9

Amendments

Issues

Dashboard

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Details

I-9 for Harper, Bryce

**OnDocs** 

E-Verify

The Actions pull-down menu will present options for notifying the employee of the pending Amendment.

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Start I-9

Dashboard

1-9

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(I) Date of Birth	08/24/1952	08/24/1982						Moreno, Denise 10/06/2020 @ 14:1		rove Section 1 rove Non Section	1 Amendments

Reports

## FAQ – Section 1

### What function does the Employee Approve Section 1 button serve?

This button provides the employee access to an amendment approval interface that allows approval of the Section 1 amendment(s). This can be used when you are meeting with the employee in-person.

### Why is the Approve Section 1 button grayed out?

This option will be grayed out for those organizations that require Section 1 amendments be approved by the employee. This button may be enabled/disabled through the Administrative settings. Please consult with legal counsel before allowing HR users to approve Section 1 amendments themselves.

# FAQ – Section 1

### What if the employee is remote?

If an HR user is unable to meet with the employee in-person, the user may click **Notify Employee by E-mail** to send the employee a direct link to the employee portal, which will prompt them to review and approve the Section 1 amendment(s). This option may only be used if employee record has an E-mail address on file.

### Can an employee amend Section 1 of their I-9 by themselves?

Guardian Users authorized to amend I-9s must identify the Section 1 field(s) requiring a change. Employees may not amend Section 1 until an HR user has initiated the amendment on the desired field(s).

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Dashboard	Start I-9		Employee <del>-</del>	E-Verify	Reports	To have the e
or Harper, Br						amendments click <b>Emp</b> l
	is Issues	Amendments				
nendments fresh < Shaw Sp	ecial Amendment Options	Tiew I-9				
Field A	Original Value	Amended Value	Note of Record			
ection 1 (1)						
e of Birth	08/24/1952	08/24/1982				

Section 1 Amendments To have an employee review and approve Employee by E-mail.

> employee approve Section 1 in-person using your device, loyee Approve Section 1.

> > Modified By

Moreno, Denise

10/06/2020 @ 14:10:49

ssues with I-9 Amendments

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1-9 f

I-9 A R B

Data

E S

(I) Dat

Adjust I-9 🧲

send Employee Approval Notes

Approve Non Section 1 Amendments

E-Verify

Employee -

If notifying the employee by email, review the provided message and click **Send the E-mail**.

**Note:** The email template can be customized through the Administrative settings.

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B I U ABE X, X <sup>2</sup> ≡ Ξ Ξ Ξ I Font Size ▼ Font Family ▼   - Ω	
Dear Bryce,	
Section 1 of your I-9 form has been amended in order to correct one or more issues found in error since you signed the form.	
Please use the link below to login and view the changes made.	
If everything looks correct, please use the button to approve the changes.	
If something is not correct, please get back to me and let me know what is not right. I will make any changes needed and then you can review and approve the changes that were not correct before.	
Thanks for your assistance in this matter!	
Sincerely,	
Denise Moreno	
Login Link: https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/EMP/5BAC53B7A7F55D498C77EF46F5FA5F27000000.	

Reports

Guardian

E Mail

Start I-9

Dashboard

🚽 E-Mail Employee

E-Verify

Employee -

If desired, click **View/Send Employee Approval Notes** to create a note to display to the employee when they are reviewing the amendment(s).

#### I-9 for Harper, Bryce

Dashboard

Guardian

Start I-9

<b>Q</b>					View Employee	View E-Verity	Refresh	Update and Go Back	Update Info	Go Back	Delete
Details On	Docs Issues	Amendments									
I-9 Amendments											^
🔁 Refresh 👙 Show	Special Amendment Opt	ions  🏂 View I-9							🙇 Action	15 👻 🗳 Adjust	1-9 🛟 Add
Data Field	A Original Value	Amended Value	Note of Record					Modified By	Notify	Employee by E-	Mail
										Send Employee	
Section 1 (1)										oyee Approve Sec	tton 1
I) Date of Birth	08/24/1962	08/24/1982						Moreno, Denise 10/06/2020 @ 14:1		we Section 1 we Non Section 1	L Amendments

Reports

# Enter the desired note and click the **Update Info** button.

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I-9 for Harper, Bryo	e		S Employee Approval Notes			4				
Details OnDocs	Issues Amendm	ents	Employee ID Employee Name	Harper, Bryce		-Verify Refrest	Update and Go Ba	ck Updale Info	Go Back	Delete
Nefresh < Show Speci	al Amendment Options  🎆 View	1-9	Approval Comments fro	om/to Employee				🙇 Action:	s 👻 < Adjust	1-9 🛟 Add
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(I) Date of Brth 0	8/24/1962 08/24/198	2	Update Info  Cancel		Clear Comments		Moreno, Dent 10/06/2020 @	se 5 14:10:49		
Issues with I-9 Amendments										~

#### Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, Snown here, Will be display following data fields appearing in Section 1 of the I-9 have either been flagged for your review or have proposed enunges

entered. Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

#### **I-9 Section 1 Amendments**

Original Value	New Value	Reason	Modified By	Approval
1990-01-26			Smith, Jane	*

#### **Issues with I-9 Amendments**

Class	Туре	Section	Item	Explanation	Status*
I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[ Valid ]

\* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

**Approval Comments** 

**Table of Contents** 

Please enter your correct Date of Birth and approve the Amendment.
Update Comments Check Issues

Whether the employee is remote or in-person, the Section 1 Amendments Approval screen, shown here, will be displayed.

# If applicable, employee enters or adjusts the **New Value** for each field.

#### **Hello Bryce!**

One or more items in Section 1 of your I-9 form are believed to be incorrect, out of date, or entered in error. As a result, the following data fields appearing in Section 1 of the I-9 have either been flagged for your review or have proposed changes entered. Please enter or confirm the correct information in each New Value field to amend your current I-9. This will take less time than asking you to fill out a completely new I-9 form.

#### **I-9 Section 1 Amendments**

Data Field		Origi	nal Value	New Value	Reason	Modified By	Approval
[1] Date			01-26	02/26/1991		Smith, Jane	*
Issues <sub>Class</sub>	with I-9 Type	Amendmei Section	nts Item	Explanation			<b>S</b> tatus*
I-9	Error	Section I	Date of Birth	Required Field. Should	not be left blank.		[Valid]

\* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

**Approval Comments** 

Please enter your correct Date of Birth and approve the Amendment.

#### Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, following data fields appearing in Section 1 of the I-9 have either been flagge

entered. Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

#### **I-9 Section 1 Amendments**

Data Field		Origi	inal Value	New Value	Reason	Modified By	Approval
[1] Date	of Birth	1990	-01-26	02/26/1991		Smith, Jane	*
Issues	with I-9	Amendme	nts				
Class	Туре	Section	Item	Explanation			Status*

I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[ Valid ]

\* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

Approval Comments

Please enter your correct Date of Birth and approve the Amendment.

I have entered my correct Date of Birth and will proceed with approving the amendment.

Update Comments Check Issues

In the **Approval Comments** section, employee may view any notes provided by the HR user, as well as add comments/questions of their

own.

#### Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, following data fields appearing in Section 1 of the I-9 have either been flagge entered. Please enter or confirm the correct information in each New Value f This will take less time than asking you to fill out a completely new I-9 form.

Employee will be unable to approve amendments if there are still Section 1 issues that have not been amended or exempted, or if there was no replacement value provided by the HR user.

#### In these cases, the employee runs error-checking by clicking the **Check Issues** button.

#### **I-9 Section 1 Amendments**

Data Field	Original Value	New Value	R
[1] Date of Birth	1990-01-26	02/26/1991	

#### **Issues with I-9 Amendments**

Class	Туре	Section	Item	Explanation	Status*
I-9	Error	Section I	Date of Birth	Required Field. Should not be left blank.	[ Valid ]

\* There are issues (errors) with the amendments as they currently stand. Please review each issue and make the appropriate correction(s) above. When done, click the "Check Issues" button. If you have any questions for your HR, enter them into the "Approval Comments" box below.

**Approval Comments** 



#### Hello Bryce!

One or more items in Section 1 of your I-9 form are believed to be incorrect, out of date, or entered in the I-9 have either been flagged for your review or have proposed changes entered.

Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

Once there are no remaining Section 1 issues, employee approves each amendment by clicking the I Approve checkbox and then clicking Electronically Sign Amendment.

#### I-9 Section 1 Amendments

Data Field	Original Value	New Value	Reason	Modified By	Approval
[1] Date of Birth	1990-01-26	02/26/1991		Harper, Bryce 07/31/2018 @ 14:13:04	I Approve

If a proposed change above is not needed because the value is already correct, please let the HR know by entering a comment in the 'Approval Comments' field below. Once all changes/confirmations are complete click the "Check Issues" button below to verify the changes.

#### **Approval Comments**

Please enter your correct Date of Birth and approve the Amendment.

I have entered my correct Date of Birth and will proceed with approving the amendment.

Update Comments Check Issues

#### **Approve Amendments**

Once all issues are addressed, click 'I Approve' next to each item above, then click the 'Electronically Sign Amendments' button below to finalize your updates.



#### **Hello Bryce!**

One or more items in Section	
the I-9 have either been fla	

Please enter or confirm the

This will take less time than

I-9 Section 1 Amendmen

Data Field

[1] Date of Birth

If a proposed change above all changes/confirmations a

#### **Approval Comments**

Please enter your co	rrect Date
I have entered my co	orrect Date
Update Comments	Check Is
Approve Amend	
Approve Amend Once all issues are	

#### **Electronic Signature** You, the employee, must approve the changes you made above by electronically signing this amendment to yo under penalty of periury that the information you provided is complete, true and correct. Step 1: Please verify that the first name, last name, and date of birth shown below belong to you by clicking the chee rst Name Bryce act Namo e Of Birth 01/26/1991 Step 2: Read the following statement and select "I Accept" to acknowledge your agreement: be binding as though I had physically initialed and dated this document by hand. . Accept What is the name of the first major city you visited? **Ouestion:** New York

Employee confirms their First Name, Last Name, Date of Birth, and accepts the agreement. Employee will then enter a memorable answer to one of the chosen signature questions.

Once these items are completed, employee will click the Electronically Sign button.

tes

Sign Amendments

field below. Once I consent to provide an electronic signature in connection with this Form I-9 amendment and understand that by verifying my name and date of birth in Step 1 above, providing the requested information in Step 3 below, clicking on the 'I Accept box', and clicking on the 'Electronically Sign' button, that I am electronically signing this amendment to the Form I-9, and recording my initials and today's date next to each amended entry. I understand that my electronic signature will Step 3: Please select a signature question from the dropdown list, provide an answer, and click 'Electronically Sign' to complete your electronic signature. The question selected should call for information that you have committed to long-term memory and is not easily guessed or researched. Please note that the guestion and answer may be presented to the Department of Homeland Security in the event of an audit as proof that you have electronically signed this document. lectronically

Employee receives a confirmation page and may print a receipt of the approved amendment.

Company company slogan	I-9 No. 2218383	Employee Receipt of Electronically Filed Form I-9
Welcome back Bryce! You are currently up-to-date with your employment eligibility paperwork. There is nothing for you to do at this time. If you would like to view and/or print a receipt for your electronic I-9, click <u>Here</u> .	Section 1 Amendments	
	[1, Dute of Birth] Originally: *1990-01-26", Chang	ed To: "01/26/1991", Approved by: "Harper, Bryce" on 2018-08-01 @ 08:06.42

**Section 1 Amendments** appear at the top of the **Amendments** screen.

#### Clicking the **View I-9** link will display the I-9 PDF, which will display any amendments in red.

Actions  Actions  Actions  Actions  Approved By	Adjust I-9 🧯
	Adjust I-9 🧯
Modified By Approved By	
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<b>1</b>	
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9 for Harper	, Bryce			3
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Last Name (Family Name Bryce	Harp				Ministe Initial	NA	Land Nume		
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ssues with I-9 Amendments

# Section 2 & Section 3 Amendments

#### From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Gua	ard	ian							Announc	ements	Help 🗸	Denise More	eno 🚽 Lo	ogout
Dashb	oard	Start I-	9	Employee <del>-</del>	E-Verify	Reports								
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2 Refresh			.01									e-I bbA 🛟	🛟 Add I-9 for R	emote Processing
I-9 Number	View I-9	(Primary) Type [*] Setup RH/RA	Date Created	Name on Form			I-9 Location	I-9 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2675171	1	[P] Electronic I-9	10/01/2020	Bryce, Harper			Miami	Eastern US	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020	

### Select the **Amendments** Tab.

Guar	'dian					Anno	uncements	Help 🚽 De	nise Moreno	- Logo	out
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I-9 for Harpe	er, Bryce										
	OnDocs Issues Amer	ndments			View Employee	View E-Verity	Refresh	Update and Go Back	Update Info	Go Back	Delete
I-9 No: 2 Type: Ele Version: Expires: Date Con	2,675,171 (Primary) ectronic I-9 3/17/20 mpleted: 10/01/2020 proved: 10/01/2020	I-9 Location: MI I-9 Business Unit I-9 Hire Date: <b>10</b> /	ami Eastern US 01/2020	v v							*
Harper,	Hire Date: 10/01/2020	Current Business I	Unit: Eastern US				View Emp	loyee			
Bryce, I		Signed: Harper 10/01/2	Bryce 020 @ 10:23:26				View Sec	tion 1			
Prepare	er/Translator										
No Assi	istance Provided	Signed:					View	Prep			
Section	2										

# To amend the I-9, click the **Add** button.

Guardia	In					Annou	incements	Help 🗸 🛛 Dei	nise Moreno	- Logo	out
Dashboard	Start I-9	Employee 🚽	E-Verify	Reports							
-9 for Harper, Bryc	e										
9					View Employee	View E-Verity	Refresh	Update and Go Back	Update Info	Go Back	Delete
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Issues with I-9 Amendments											^

Select the desired I-9 section. Section 3 will only be available if the I-9 has one or more Section 3's.

### Guardian

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9 for Harper, Bry	ce		🤄 Amend I-9			□ × □			
Details OnDocs	Issues	Amendments	Go Back Edit Field			Update and Go Ba	ack Update I	nio Go Back	Delete
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📱 Refresh < Show Spe			Section 1	Section 2 Header Last Name	Bryce			Actions 👻 冬 Adjust I-9	^
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Castlen 1 ( 1 )				Section 2 Header Immigration Status	1				
Section 1 (1)				List A 1st Document Title					
Date of Birth	1962-08-24	08/24/1982	Section 2	List A 1st Issuing Authority		Harper, Bryci		farper, Bryce	
				List A 1st Document Number		10/07/2020 (	@ 13:42:08 1	0/07/2020 @ 13:42:08	
				List A 1st Expiration Date					
				List A 2nd Issuing Authority					
				List A 2nd Document Number					
				List A 2nd Expiration Date					
				List A 3rd Issuing Authority					
				List A 3rd Document Number					
				List A 3rd Expiration Date					
				List B Document Title	US Driver's License				
				List B Issuing Authority	Florida				
				List B Document Number	1234567890				
				List B Expiration Date	10/10/2020				
				List B Military DL	false				
				List B List B Photo confirmed	false				
			4	List C Document Title	Social Security Card (Unrestricted)	•			

sues with I-9 Amendments

### Locate the desired field to amend.

A

Guard	ian						Announcements	Help 🚽 🛛 Denise N	Moreno 🗸 Logo	ut
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Section 1 (1)				and the second	List B Document Number	1234567890				
and a second				ection 2	List B Expiration Date List B Military DL	10/10/2020 false		Harper, Bryce	Harper, Bryce	
(I) Date of Birth	1962-08-24	08/24/1982			List B List B Photo confirmed	false		10/07/2020 @ 13:42:08	10/07/2020 @ 13:42:08	
					List C Document Title					
						Social Security Card (Unrestricted)				
					List C Issuing Authority	Social Security Administration				
					List C Document Number	799-69-9974				
					List C Expiration Date	N/A				
					Employment Start Date	10/01/2020				
					Employer Representative Last Name	Moreno				
					Employer Representative First Name	Denise				
					Representatives Title	Training Consultant				
					HR Date Signed	10/01/2020 @ 10:28:20				
					Business or Organization	Eastern US				
					Business Address	100 N. Central Ave.				
					Business City	Miami				
					Business State	FL				
			4		Business Zip Code	55555	-			

sues with T-9 Amendments

# Click the **Edit Field** button, or double click the field name.

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(I) Date of Birth 1962-08-	8-24 08/24/1982		ection 2	B Military DL	false		Harper, Bryce	Harper, Bryce	
			List	B List B Photo confirmed	false		10/07/2020 @ 13:42:08	10/07/2020 @ 13:42:08	
			List	C Document Title	Social Security Card (Unrestricted)				
			List	C Issuing Authority	Social Security Administration				
			List	C Document Number	799-69-9974				
			List	C Expiration Date	N/A				
			Em	ployment Start Date	10/01/2020				
			Em	ployer Representative Last Name	Moreno				
			Em	ployer Representative First Name	Denise				
			Rep	presentatives Title	Training Consultant				
			HR	Date Signed	10/01/2020 @ 10:28:20				
			Bus	iness or Organization	Eastern US				
			Bus	iness Address	100 N. Central Ave.				
			Bus	siness City	Miami				
			Bus	siness State	FL.				
		4	Bus	siness Zip Code	55555				

sues with I-9 Amendments

#### If a value is already present in the Guardian field, Strike-out Original Value will Dashboard Start I-9 Employee -E-Verify Reports be selected by default. I-9 for Harper, Bryce Amend I-9 Amend I-9 for Harper, Bry If needed, users may manually Details OnDocs Amendments enable/disable this setting. Go Back Create Amendment Creat T-9 Amendments View I-9 Section 2 A Original Value Data Field Modified By Amended Value E Section 1(1) Field Name Document # Harper, Bryce (I) Date of Birth 1962-08-24 08/24/1982 Old Value 1234567890 10/07/2020 @ 13:42:08 trike-out Original Value New Value 123456788 Note of Record

Enter corrected value in the

New Value field.

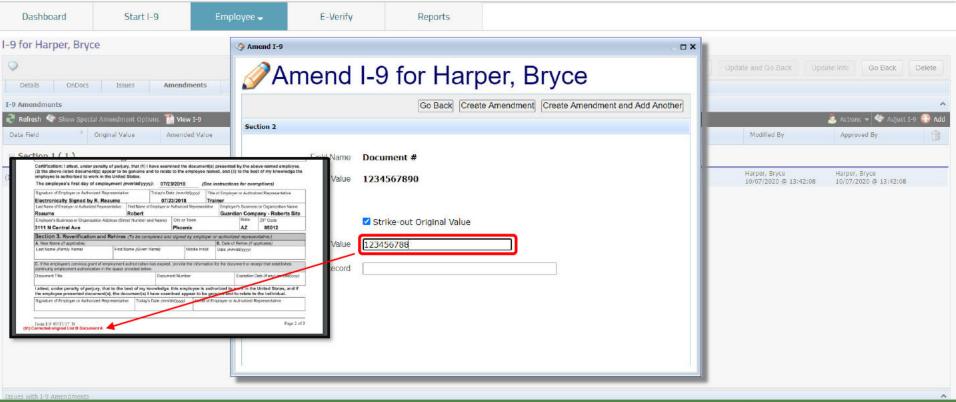
Approved By

Harper, Bryce

10/07/2020 @ 13:42:08

If desired, enter the reason for the update. It will appear as a footnote on the I-9 image.

### Guardian



Employee -

E-Verify

### Guardian

Dashboard

Start I-9

Click **Create Amendment**, or if additional fields need amending, continue by clicking the **Create Amendment and Add Another** button.

-9 for Harper, Bryce	Amend I-9			
Details OnDocs Issues Amendments	Amend I-9 for Harper, Bryce	Update and Go Back Upo	ate Info Go Back	Delete
I-9 Amendments	Go Back Create Amendment Create Amendment and Add Another			^
Refresh         Show Special Amondment Options         New 1-9           Data Field         Original Value         Amonded Value	Section 2	Modified By	Actions - Adjust I-	9 🛟 Add
E Section 1 ( 1 )	Field Name Document #			
(I) Date of Birth 1962-08-24 06/24/1982	Old Value 1234567890	Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08	
Issues with F-9 Amendments	Strike-out Original Value New Value 123456788 Note of Record			

Reports

If amending a **Document Title**, a dropdown will be provided of the acceptable documents.

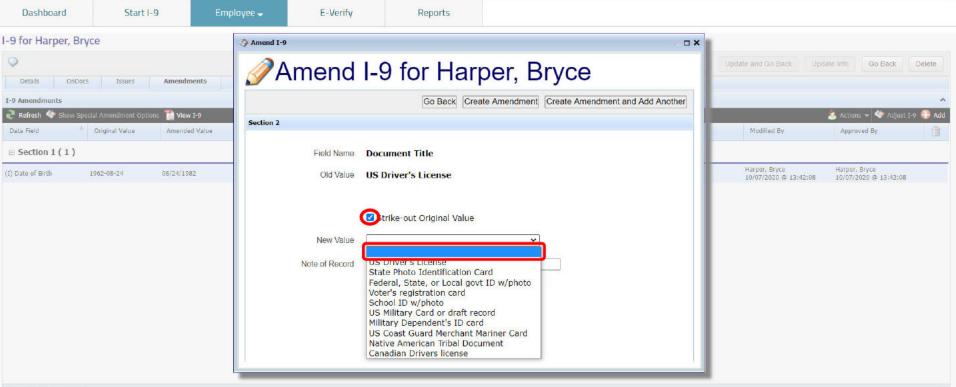
### Guardian

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ce .		Amend I-9			×			
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			Go Back Cre	ate Amendment Create Amendment and Add And	other			^
		Section 2						
Original Value	Amended Value					Modified By	Approved By	Û
		Field Nam	e Document Title					
962-08-24 0	8/24/1982	Old Valu	e US Driver's License			Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08	
			Strike-out Original Value					
		New Valu	е	<b>~</b> ]				
		Note of Recor	State Photo Identification C Federal, State, or Local gov Voter's registration card School ID w/photo US Military Card or draft re Military Dependent's ID car US Coast Guard Merchant I	t ID w/photo cord d fariner Card				
	al Amendment Options Original Value	al Amendment Options View 1-9 Original Value Amended Value	Amendments  Amendments  Amendments  Amendments  Amendments  Amendments  Amendments  Amended Value  Field Nam  Old Valu  New Valu	Amend T-9      Amend T-9      Amend T-9      Amend T-9      Amend T-9      Amend I-9      A	Ce Amendments Aneendment Cytows Vew F9 Original Value Amended Value B02-08-24 08/24/1982 Amended Value Note of Record US Driver's License State Photo Identification Card Federal, State Photo Identifica	Ce Amendments Tous Amendments Amended Value 962-09-24 08/24/1982	Ce Issues Amend L9 Corgonal Value Amended Value Peield Name Document Title Old Value US Driver's License Note of Record Note of Record US Driver's License Note of Record US Military Deptodio US driver Card Harper, Bryce 10/07/3201 @ 13.42,08	Construction of the cost

ssues with 1-9 Amendments

# To strikeout a document previously selected, select the blank **New Value** option.

### Guardian



ssues with I-9 Amendments

To strikeout a data field that will not be replaced, select the radio button indicating N/A as the entry. Or, if the N/A option isn't visible, insert a space in the data field.

Dashboard	Start I-9 E	Employee 🚽 🛛 🗧 E-Verity	Reports	Insert a s	space in the c	iata fiela.
I-9 for Harper, Bry	ce	Amend I-9			×	
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1-9 Amendments	Gal Amendment Options 📸 <b>View 1-9</b> Original Value Amended Value	Section 2	Go Back Create Amend	Iment] Create Amendment and Add Another]	Modified By	Actions - 🎸 Adjust I-9 🌍 Add Approved By.
E Section 1 (1)	1962-08-24 08/24/1982	Field Name Old Value	Expiration Date		Harper, Bryce 10/07/2020 @ 13:42:08	Harper, Bryce 10/07/2020 @ 13:42:08
		New Value Note of Record	Strike-out Original Value N/A O New Date (MM/DD/YYYY)  N/A			
Issues with 1-9 Amendments	6					^

#### Table of Contents

Guardian

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Dashboard	Start I-9	Employee	e 🗸 E-Verify	Reports	icon to delete an unapproved
I-9 for Harper, B	ryce				amendment.
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Details OnD	ocs Issues Am	nendments			Once approved, amendments
nefresh < Show S	and the second	View I-9			cannot be edited or deleted.
Data Field	Original Value An	mended Value Note	e of Record		
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□ Section 2 ( 1 )					
(II-B) Document #	1234567890 123	3456788			Moreno, Denise 10/07/2020 @ 14:27:45
Issues with I-9 Amendme	ints				~
Table of Cr	ontonte				

User can double-click the

inapproved amendment to edit

# Approving Section 2 & 3 Amendments

### Approving Section 2 & 3 Amendments

E-Verify

Employee 🚽

Once all Section 1 Amendments have been approved, the **Actions** pull-down menu will allow the user to **Approve Non Section 1 Amendments**.

~

\*

#### Guardian

Dashboard

1-9 f	or H	arper.	Bryce	
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Start I-9

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(I) Date of Birth	1962-08-24	08/24/1982							Harper, Bryce 10/07/2020 @ 13:4		ove Section 1 ove Non Section	1 Amendments
□ Section 2 (1)												
(II-B) Document #	1234567890	123456788							Moreno, Denise 10/07/2020 @ 14:2	17:45		Û
□ Section 2 (1)									10/07/2020 @ 13:4 Moreno, Denise	42:08 Appro		

Reports

### **Approving Section 2 & 3 Amendments**

User enters their Guardian password (or SSO credential) and clicks **Submit** to approve the Non-Section 1 amendments.



### FAQ – Adjustments

### What types of adjustments can be made to the image?

All amended data (information appearing in red on the I-9) may be moved to ensure legibility of the correction and original data. Strikethrough lines may be shortened or lengthened based on necessity.

### How do adjustments appear on the PDF image of uploaded Paper Form I-9s?

Corrections and adjustments appear on the new PDF version of the corrected I-9 in red print along with the initials of the individual who approved the amended values. Initial placement is based on the assumed position of the I-9 field on the page.

#### From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Gua	ardia	an						Annound	cements	Help 🗸	Denise More	no 🚽 Lo	ogout
Dashb	oard	Start I-9	Employee 🚽	E-Verify	Reports								
Bryce Har	per												
🥥 E	Employee A	ccess				Refresh	Re-Evaluate E	ashboards	Update and	Go Back	Update Info	Go Back	Delete
Personal	Job De	talls Tasks 1-9 Forms	OnDocs Login Info	Custom Fields E	-Verify								
2 Refresh											🛟 Add I-9	G Add I-9 for Re	emote Processing
I-9 Number		[Primary] Type Date [*] Setup RH/RA Created	Name on Form			I-9 Location	I-9 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2675356	1	P] Archival Paper I-9 10/07/2020	Harper, Bryce			DM Import	Central US		08/01/2020		10/07/2020	10/07/2020	

### Select the Amendments Tab.

Guardia	an					Annou	uncements	Help 🚽 Der	nise Moreno	- Logo	ut
Dashboard	Start I-9	Employee 🚽	E-Verify	Reports							
-9 for Harper, Bry	ce										
🥥 <del>-</del>					View Employee	View E-Verify	Refresh	Update and Go Back	Update Info	Go Back	Delete
Details OnDocs	Issues Amenda	nents									
I-9 Overview											*
Expires. Date Gompleted: Date approved: 1	Paper I-9 //2020  V 10/07/2020 0/07/2020	I-9 Location: L I-9 Business Unit: I-9 Hire Date:	OM Import Central US	v							
Current Employ Harper, Bryce Current Hire Date:	yee Information 08/01/2020	Current Business	Unit: Central US				View Emp	loyee			
Section 1											
Harper, Bryce		Signed: 08/01/	/2020				View Sec	tion 1			
- Preparer/Trans	slator										
No Assistance	Provided	Signed:					View	Prep			
- Faction 3											

E Marifu

#### Click Adjust I-9.

If Adjust I-9 is greyed out, either no amendments have been made, or the I-9 image has not yet been uploaded to OnDocs.

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(I) City	Pheonix	Phoenix							Harper, Bryce 10/07/2020 @ 15:55:23	Harper, Bryce 10/07/2020 @ 15:56:05	
(I) Other Names Used	None	N/A							Harper, Bryce 10/07/2020 ⊕ 15:55:31	Harper, Bryce 10/07/2020 Ф 15:56:05	

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Guardian

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#### The uploaded I-9 appears and the user may inspect the amendment positioning.

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₩ Amendments - Google Chrome

If the amendment positioning requires adjustment, click on the desired amendment to be repositioned on the **Amended Items** list on the left.

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I-9 for Harper, Bryce	Amended Items	Preview Adjustment	
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	1. Click the desired <b>amended item</b> from the list above. Its parts will appear on the right.	A. A lawful permanent resident. (Alen Registration NumberUSCIS Number):     A. An alien sutherized to work: until (expiration date, if applicable, mini/dd/yyy);     Some aliens may antite "NA" in the expiration date field. (See instruction)	
Issues with I-9 Amendments	<ol> <li>2. Click the amended item, the Strikeout, or the audit to initiate edit mode on that item part.</li> <li>3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.</li> </ol>	Alives authorized to near must purpose of the RAtionality document numbers to complete From 1.9: An Alian Registration Number/USCIS Number/ DR Form 194 Advances OR Formiger Passport Number: 1. Alion Registration Number: <u>N A</u> 2. Form 1.9t Admission Number: <u>N A</u> 3. Foreign Passport Number: <u>N A</u> Country of Issuance: <u>N A</u>	^

Table of Contents

Guardian

Amended Items		Preview Adjustment
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Field Name	Old Value New Value	Hide Update Cancel Reset gibility Verification USC:
(I) City	Pheonix Phoenix	Department of Homeland Security Form I U.S. Citizenship and Immigration Services OMB No. 161
(I) Other Names Used	None N/A	Expires 1031
		during completion of this form. Employers are liable for errors in the completion of this form. ANTI-DISCRIMINATION NOTICE: It is liegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) employee may present to establish employment authorization and identity. The refusal to his or continue to employ an individual because the documentation presented has a future expiration date may also consisture liegal discrimination. Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form 1-9 no lat
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		3. A lawful permanent reside
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New Value Phoenix		2. Ferm I-94 Admission Numbe
		3. Foreign Passroot Number Red – Strikeout (if used)

Amended Items			Preview Adjustment
Field Name	Old Value     Pheonix	Print I-9 New Value Phoenix	Hide Update Cancel Reset Igibility Verification USCIS Department of Homeland Security U.S. Citizenship and Immigration Services OMB No. 1615-0647 Express 1031/2022
I) Other Names Used	None	N/A	START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish amployment authorization and identity. The refusal to him or continue to employ an individual because the documentation presented thas a future expiration date may also constitute Hegal discrimination.
items Placement			Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.) Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names Librord and
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# If a Strikeout is used, the line can also be repositioned and resized.

	梵 Print I-9
Old Value	New Value
Pheonix	Phoenix
None	N/A
	Pheonix

1. Click the desired **amended item** from the list above. Its parts will appear on the right.

2. Click the amended item, the strikeout, or the audit to initiate edit mode on that item part.

3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

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connection with	the completion of th	for imprisonment and/or fines fo his form. at I am (check one of the following		er use of false doo	cuments in
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3. A lawful perm 4. An alien auth Some aliens	nanent resident (Alien norized to work until (e may write "N/A" in the e	n Registration Number/USCIS Number) axpiration date, if applicable, mm/dd/yyy expiration date field. (See instructions) sty one of the following document number mber OR Form I-94 Admission Number (	rs to complete Form I-9		R Code - Section 1 of Yelfas in This Spece
3. A lawful perm     3. A lawful perm     4. An alien suth     Some aliens     Aliens authorized i     An Alien Registrat	nanent resident (Alien norized to work until (e may writs "N/A" in the e to work must provide on ion Number/USCIS Num OR	expiration date, if applicable, mm/dd/yryy expiration date field. (See instructions) nly one of the following document number mber OR Form I-94 Admission Number (	rs to complete Form I-9		

#### Once the desired field adjustments have been made, click the **Update** button.

Amended Items			
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(I) Other Names Used		None	N/A
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2. Click the amended item, the strikeout, or the audit to initiate edit mode on that item part.

3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Amended Item		
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	Employment Ell Hide Department of L. J.S. Citizenship and Immig		cel Reset	USCIS Form 1-9 OMB No. 1615-0047 Expires 08/31/2019
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than the first day of employment, but i	oct before accepting a job offe	r.)		
Last Name (Family Name) Harper	First Name (Given Name) Bryce	Middle Initial	None	s Used (if any)
Address (Street Number and Name) 12.3 Main Street	Apt. Number City	y or Town	Audit	ZIP Code 85000
Date of Birth (mm/dd/yyyy) U.S. Social S O(-210-1990 544-		E-mail Address		Telephone Number
am aware that federal law provides t connection with the completion of thi I attest, under penalty of perjury, that I 1. A cilizen of the United States	s form.		r use of false doc	umenta in
2. A noncitizen national of the United St	ites (See instructions)			
3. A lawful permanent resident (Alien	Registration Number/USCIS Numb	en: N/A		
4. An alien authorized to work until (as Some aliens may write "NIA" in the ex Aliens authorized to work must provide only An Alien Registration Number/USCIS Num 1. Alien Registration Number/USCIS Number/	piration date field. (See instruction	18)		IR Code - Section 1 Ist Write In This Space

NA

NIA

2. Form I-94 Admission Number OR

Creater, Despect Number

User clicks on the **Preview** Tab again to ensure that the amendment has been positioned correctly. Repeat the repositioning process, if needed.



Preview

Adjustment

Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services USCIS Form I-9 OMB No. 1615-0047 Expires 08/31/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented as a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Atte. tation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Harper		ame (Given In a MCC	ie)	Middle Initial	ther Last Names Used (if any)				
Address (Street Number and N 123 Main St	lame)	Apt. Number	Phe		State AZ	ZIP Code 85000			
Date of Birth (mm/dd/yyyy) 01-26-1990	U.S. Social Security Nu Dobl - LLD - Fi		oyee's E-mail A ANdrew		 nployee's ん/¥	Telephone Number {			

I am aware that federal law promote an announce and/or fines for false statements or use of false documents in connection with the completion of this form.

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 (Alien Registration Number/USCIS Number):	
4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>N/A</u> Some aliens may write "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 Nu	OR Code - Section 1 Do Not Write In This Space umber.

 Amended Items

 Refresh

 Field Name
 Old Value
 New Value

 (I) City
 Pheonix
 Phoenix

 (I) Other Names Used
 None
 N/A

#### **Items Placement**

To adjust an amended item, strikeout or audit label:

1. Click the desired **amended item** from the list above. Its parts will appear on the right.

2. Click the amended item, the strikeout, or the audit to initiate edit mode on that item part.

3. Simply drag the part to its optimal location. You can also adjust the width of the strikeout by dragging its lower right corner.

Amended Item		
Field Name	(I) City	
Old Value	Dhooniy	

## **FAQ - Exemptions**

### What is an exemption?

Exemptions provide authorized users the ability to "waive" I-9 issues flagged by the Guardian system. This may be useful for items that may not be correctable or are determined to not need correction.

#### Who can exempt issues in the system?

System Administrators determine which Guardian Users shall be granted authorization to exempt issues by setting privileges within user profiles.

#### What happens to an exempted issue?

An exempted issue will continue to be displayed on the employee's I-9 Issues tab. However, it will not appear in an Issues Report or appear as part of the employee's I-9 issue count on the Pending Issues Dashboard.

From the **I-9 Forms** Tab, locate the desired I-9 record and click on the **Date Created** link.

Gua	uardian										Announcements		ements	Help 🚽	Denise More	eno 🚽 L	ogout
Dashbo	oard		Start I	-9	Employe	e 🗸	E-Verify		Reports								
Bryce Har	per																
<b>О</b> Е	mployee	e Access								Refresh	Re-Evaluate	Dashboards	Update and	I Go Back	Update Info	Go Back	Delete
Personal	Job	o Details	Tasks	I-9 Forms	OnDocs	Login Info	Custom Fields	E-Verify									
2 Refresh					- 3										e-I bbA 🛟	🛟 Add I-9 for R	emote Processing
I-9 Number	View I-9	[Primary] [*] Setu		Date Created	Name on F	Form				I-9 Location	I-9 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2675171	1	[P] Electro	nic I-9	10/01/2020	Bryce, Harp	er				Miami	Eastern US	10/01/2020	10/01/2020	10/01/2020	10/01/2020	10/01/2020	

#### Select the **Issues** tab to view any unresolved issues with the employee's I-9.

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Class '	Туре	Section	Item	Explanation						Status
⊟ I-9	(16)									
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I-9	Error	Section 2	List A, B, or C	No document selected in any column via popup r	nenu. A document from List A,	or 1 each from List B and C are required.			1	Valid ]
1-9	Error	Section 2	Title	Required Field. Should not be left blank.					1	Valid ]
I-9	Error	Section 2	Date Signed	Required Field. Should not be left blank.					C I	Valid ]
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.					C	valid ]
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.					J	Valid ]
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.					Ľ	valid ]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.					[	Valid ]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.					E	Valid ]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.					1	Valid ]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.					t	Valid ]
I-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name	from Section 1.				1	Valid ]
I-9	Error	Section 2	Last Name (Family Name)	Required Field. Must enter employee's last name	from Section 1.				t	Valid ]
I-9	Error	Section 2	M.I.	Required Field. Must enter employee's middle init	tial or N/A from Section 1.				E	Valid ]
1-9	Error	Section 2	Citizenship/Immigration Status	Required Field. Must contain the number correlat	ing to the employee's citizensh	ip or immigration status from Section 1.			ſ	Valid ]
I-9	Warning	Section 2	Date Signed	Section 2 is signed more than 3 days after the er	nployee's hire date.				1	Valid ]

Issues can also be viewed from the **Amendments** tab by expanding

Guardian					Annou	ncements	Help 🚽 D	enise Moreno	- Logo	out
Dashboard Start I-9	Employee 🗸	E-Verify	Reports							
-9 for Harper, Bryce										
				View Employee	View E-Verify	Refresh	Update and Go Back	Update Into	Go Back	Delete
Details OnDocs Issues	Amendments									
I-9 Overview										*
I-9 Information I-9 No: 2,675,171 (Primary) Type: Electronic I-9 Version: 3/17/20 Expires: Date Completed: 10/01/2020 Date approved: 10/01/2020	I-9 Location: I-9 Business Uni I-9 Hire Date: 1		v							
Current Employee Information Harper, Bryce Current Hire Date: 10/01/2020	Current Busines	s Unit: Eastern US				View Empl	loyee			
- Section 1										
Bryce, Harper		er Bryce /2020 @ 10:23:26				View Sect	tion 1			
Preparer/Translator										
No Assistance Provided	Signed:					View	Prep			
Section 2										

If the Issues are not yet populated on this panel, click **Check Amended I-9**.

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-9 for Harper, Bry	ce										
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Issues with I-9 Amendmo Refresh 🐐 Group	ants										~
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Table of Car											

E-Verify

Issues with a **Status** of **Valid** have not been Exempted.

To **Exempt** an issue, click the **Valid** link and wait for the screen to refresh.

I-9 for	Harpe	r, Bryce			to refresh.								
0				Viev	v Employee	View E-Verify	Refresh	Update and Go Back	Update Info	Go Back	Dele	te	
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1-9 Ame	ndments											^	
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I-9	Error	Section 2	List A, B, or C	No document selected in any column via popup menu. A document from List A, or 1 each from List B and C	are required.					[ Va	lid ]		
I-9	Error	Section 2	Title	Required Field. Should not be left blank.						[ Va	lid ]	- 1	
I-9	Error	Section 2	Date Signed	Required Field. Should not be left blank.						[ Va	lid ]		
I-9	Error	Section 2	Business or Organization Name	Required Field. Should not be left blank.						[ Va	lid ]		
I-9	Error	Section 2	Business or Organization Address	Required Field. Should not be left blank.							141		
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Should not be left blank.						[ Va	lid ]		
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.							-		
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.						[ Va	lid ]		
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.						[ Va	lid ]		
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.						[ Va	lid ]	-	
1-9	Error	Section 2	First Name (Given Name)	Required Field. Must enter employee's first name from Section 1.						[ Va	lid ]		

Reports

#### Table of Contents

Guardian

Start I-9

Dashboard

Required Field. Must enter employee's first name from Section 1.

Once the screen has refreshed, the **Status** should now appear as **Exempt**.

[ Valid ]

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I-9 for	Harper,	Bryce											
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Detai	s Or	Docs	Issues Amendments										
I-9 Amer	dments												~
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Class	Туре А	Section	Item	Explanation								Sta	tus
I-9	Error	Section 2	Date Hired	Required Field. Sho	ould not be left blank.							( Val	id ] 🔄
I-9	Error	Section 2	List A, B, or C	No document selec	cted in any column via popup	menu. A document from List A, or 1	each from List B and C are required.					[ Val	id ]
I-9	Error	Section 2	Title	Required Field. Sho	ould not be left blank.							[ Vali	id ]
1-9	Error	Section 2	Date Signed	Required Field. Sho	ould not be left blank.							[ Val	(d ]
I-9	Error	Section 2	Business or Organization Name	Required Field. Sho	ould not be left blank.							[ Vali	id ]
I-9	Error	Section 2	Business or Organization Address	Required Field, Sho	ould not be left blank.							- Link	41
I-9	Error	Section 2	Business or Organization City or Town	Required Field. Sho	ould not be left blank.							[ Exe	mpt ]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Sho	ould not be left blank.							-	
I-9	Error	Section 2	Business or Organization State	Required Field, Sho	ould not be left blank.							[ Val	id ]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Sho	ould not be left blank.							[ Val	id ]
I-9	Error	Section 2	Last Name (Verifier)	Required Field. Sho	ould not be left blank.							[ Val	id ]

Section 2

Error

First Name (Given Name)

1-9

### **Exemption History**

### Click on the **Exemption History** link.

Gu	arc	lian							Annou	incements	Help 🚽 Der	nise Moreno 🕤	- Logo	ut
Das	hboard		Start I-9 Emp	oloyee 🗸	E-Verify	Reports								
I-9 for	Harper,	Bryce												
<b>Q</b>							VI	ew Employee	View E-Verity	Refresh	Update and Go Back	Update Info	Go Back	Delete
Detai	s O	nDocs	Issues Amendments											
I-9 Amer	dments													^
2 Refre	ih 🧇 Shou	w Special Amen	dment Options   🚺 View I-9									💈 Action	s 🔻 🇳 Adjust	I-9 🛟 Add
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Issues w	th I-9 Ame	andments												~
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1-9	Error	Section 2	Date Hired		Should not be left blank.								( Vali	
I-9	Error	Section 2	List A, B, or C	No document s	elected in any column via popup	menu. A document from List	A, or 1 each from List B and	C are required.					[ Vali	and the second se
1-9	Error	Section 2	Title		Should not be left blank.								[ Vali	
1-9	Error	Section 2	Date Signed	Required Field.	Should not be left blank.								[ Vali	d ]
1-9	Error	Section 2	Business or Organization Name	Required Field.	Should not be left blank.								[ Vali	d ]
I-9	Error	Section 2	Business or Organization Address	Required Field.	Should not be left blank.								[ Vali	d ]
I-9	Error	Section 2	Business or Organization City or Tov	n Required Field.	Should not be left blank.								[ Exer	npt]
1-9	Error	Section 2	Business or Organization Zip Code	Required Field.	Should not be left blank.								[ Vali	d ]
I-9	Error	Section 2	Business or Organization State	Required Field.	Should not be left blank.								[ Vali	d ]
I-9	Error	Section 2	First Name (Verifier)	Required Field.	Should not be left blank.								[ Vali	d ]
1-9	Error	Section 2	Last Name (Verifier)	Required Field.	Should not be left blank.								[ Vali	.d ]
I-9	Error	Section 2	First Name (Given Name)	Required Field.	Must enter employee's first nam	e from Section 1.							[ Vali	d ]

## **Exemption History**

Once the screen has refreshed, the **History** window will appear with the **Issues Exemption History**.

### Guardian

Dashboard	Start I-9	Employee <del>-</del>	E-Verify	Reports							
I-9 for Harper, Bry	yce	History				D X					
Details OnDoce	cs Issues Amend		Exemption History				Verify Refresh	Update and Go Back	Update Info	Go Back	Delete
I-9 Amendments	Ameno	{Amende	idment) [Exempted] by Moreno, [ de: Required Field, Should not be		40: 1-9 Error, Business or Organization						^
nefresh 🧇 Show Spr	oecial Amendment Options   🗋 Vie	ew I-9	idment' [Evennted] by Moreno	Depise 2020-10-08 @ 14-12	30: I-9 Error, First Name (Verifier):				🙇 Actions	s 👻 🧇 Adjust I	1-9 🚯 Add
Data Reid 🔶	Original Value Amend	nded Value Required	ed Field. Should not be left blank.	»	in 1.2 clini, that have trender.			Modified By	Approve	ed By	Û
Section 1 ( 2 )		{Amend Field, S	idment} [Exempted] by Moreno, [ Should not be left blank.	Denise, 2020-10-08 @ 14:12:4	49: I-9 Error, Date Hired: Required						
(I) City	Pheonix Phoenix	×						Harper, Bryce 10/07/2020 @ 15:55:	Harper, Br 5:23 10/07/202	Bryce 020 @ 15:56:05	
(I) Other Names Used	None N/A					<b>T</b>		Harper, Bryce 10/07/2020 @ 15:55:	Harper, Br 5:31 10/07/202	Bryce 020 @ 15:56:05	

#### **Issues with I-9 Amendments**

Refr	resh 🏞 Gro	🌯 Check Amended I-9 🍓 Exemption History			
Class	Туре	Section	Item	Explanation	Status 🔺
I-9	Error	Section 2	Date Hired	Required Field. Should not be left blank.	[Exempt]
I-9	Error	Section 2	First Name (Verifier)	Required Field. Should not be left blank.	[ Valid ]
I-9	Error	Section 2	Business or Organization Zip Code	Required Field. Should not be left blank.	[ Valid ]
I-9	Error	Section 2	Citizenship/Immigration Status	Required Field. Must contain the number correlating to the employee's citizenship or immigration status from Section 1.	[ Valid ]
I-9	Error	Section 2	M.I.	Required Field. Must enter employee's middle initial or N/A from Section 1.	[ Valid ]
I-9	Error	Section 2	Last Name (Family Name)	Required Field. Must enter employee's last name from Section 1.	[ Valid ]
I-9	Error	Section 2	First Name (Given Name)	Required Field, Must enter employee's first name from Section 1.	[ Valid ]
[-9	Error	Section 2	Last Name (Verifier)	Required Field. Should not be left blank.	[ Valid ]
I-9	Error	Section 2	Business or Organization State	Required Field. Should not be left blank.	[ Valid ]
1-9	Error	Section 2	Business or Organization City or Town	Required Field, Should not be left blank.	[ Valid ]
I-9	Error	Section 2	Business or Organization Address	Required Field, Should not be left blank.	[ Valid ]
1-9	Error	Section 2	Business or Organization Name	Required Field, Should not be left blank.	[ valid ]

# 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.

Table of Contents

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