



Federal Contractor Tools:

Generating and Managing the FAR Queue

Key Notes:

➤ **Who needs to use the Federal Contractor Tools?**

Federal contractors awarded a new contract on or after September 8, 2009 that includes the Federal Acquisition Regulation (FAR) E-Verify clause are required to use E-Verify to confirm the employment eligibility of all persons hired during a contract term. This includes current employees who perform work under a Federal contract within the United States.

➤ **Who can enable the Federal Contractor Tools in the system?**

The LawLogix Account Coordinator or Customer Support Representative can enable the tools for the account.

Key Notes:

➤ **What is the FAR queue?**

The FAR queue is a designated area within Guardian in which to manage the I-9s and E-Verify submissions of existing employees impacted by the FAR rule. Through the queue, Guardian analyzes I-9 data and provides a step-by-step process to meet the additional requirements of the FAR rule.

➤ **How can the FAR queue be generated?**

The queue must be generated by an Administrator from within the Administration module in Guardian.

➤ **Who has access to the FAR queue?**

All users with E-Verify privileges have access to the FAR queue.

Key Notes:

➤ **What tools are available within the system to assist the User in managing the employees affected by the FAR rule?**

The Batch Processing Queue and Reporting features offer assistance for managing, preparing, auditing, completing I-9s and submitting to E-Verify FAR affected employees.

➤ **Who can waive FAR requirements that do not apply to the employer?**

System Administrators can disable non-applicable FAR Guidelines on the E-Verify page within the System Preferences area of the system.



Generate the Batch Processing Queue

Top Pending I-9s

View Refresh Mine All

	Date I-9 Created	Employee Name	Section 1 Deadline
	E 05/15/2012	Kruntz, Irma	05/15/2012
	E 05/22/2012	Kruntz, Irma	05/15/2012
	E 05/23/2012	Branson, Miguel	05/15/2012
	P 05/18/2012	Rogers, Jerry	05/22/2012

Top I-9s Needing Further Action

View Refresh Mine

	Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
	05/16/2012	Koreg, Jonas	No SS	06/05/2016	ASAP (30)

- [Minute I-9](#)
- [Dashboard](#)
- [My Info](#)
- [Employees](#)
- [Tasks](#)
- [I-9 Forms](#)
- [I-9 Instructions](#)
- [Reports](#)
- [Charts & Graphs](#)
- [Announcements](#)
- [Calendar](#)
- [Tutorials](#)
- [Administration](#)
- [Logout](#)

Select the *Administration* link.





Contracts

Add

Show All

0 Records found

Note: Use this module to define government contracts that require all employees assigned to the qualifying contract to be submitted to E-Verify for employment verification, regardless of hire date.

FAR Batch Processing Queue

Upon completion of at least one Eligible Contract and the attachment of *region, business unit or* to populate the FAR Batch

Select the *Contracts* link.

Click to fill the FAR Batch Processing Queue with employees attached to the selected contracts above. Use this function to fill the queue initially, or to update the queue if the contract terms have changed, or new employees have been attached to the contract.

Update Queue for Selected Contracts

Note: this may take several minutes to complete.

Click to open the FAR Batch Processing Queue.

[View Queue](#)



Preferences



Custom Help



Templates



Locations



Occupation C...



HR
Users



HR
Groups



HR
Assigments



Contracts



Remote Agents



Purge Data



Announcements



Exit Admin



Contracts

Add

Show All

1 Record found

[View Last Contract](#)

Effective Date ▲▼	Contract Number ▲▼	Name ▲▼	Type ▲▼	Eligibility ▲▼	Select
06/01/2012	FSR23434	Secret Defense Contract	Federal	None	

If only contract employees are to be E-Verified, Administrators select the desired contract(s) from the Contracts page and click *Update Queue*.

Update Queue for Selected Contracts

Click to fill the FAR Batch Processing Queue with employees attached to the selected contracts above. Use this function to fill the queue initially, or to update the queue if the contract terms have changed, or new employees have been attached to the contract.

Note: this may take several minutes to complete.

[View Queue](#)

Click to open the FAR Batch Processing Queue.

- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...
- HR Users
- HR Groups
- HR Assignments
- Contracts
- Remote Agents
- Purge Data
- Announcements
- Exit Admin



- System Preferences
- E-Verify
- Calendar
- E-Mail
- Privacy Policy
- Remote Hire
- Misc
- Custom Fields

E-Verify Information

E-Verify Settings

Require H

Require H
document

Effective date of first FAR Qualifying Contract: Date cannot precede 09/08/2009

Obscure SSN on TNC notices

Amend existing I-9 after data changes made during E-Verify process. If unchecked, new I-9 is created instead.

FAR Batch Processing Queue

Click to fill the FAR Batch Processing Queue with all employees in your system.
Use this function to fill the queue initially, determining the status of each employee.

Note: this may take several minutes to complete.

[View Queue](#)

Click to open the FAR Batch Processing Queue.

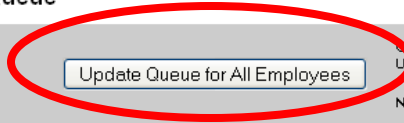
FAR Settings

Click to enable Batch submission of I-9s to E-Verify from the FAR Queue

FAR Guidelines specify that the following I-9 requirements be met for each current employee before an I-9 can be submitted to E-Verify. By default all applicable questions will be asked on the FAR Queue. Interpretation of these requirements may vary by legal experts. If, after consulting with your legal counsel, your organization wishes to waive any of these requirements, you may do so by checking the appropriate "Disable Question" box below.

U.S. Citizen/Current Form

If all employees are to be E-Verified, Administrators select the E-Verify tab in the System Preferences area and click Update Queue for All Employees.





Access the Batch Processing Queue

Top I-9s Needing Approval

View Refresh Analyze

No I-9s Needing Approval

Top Pending E-Verify Actions

View Refresh Analyze Chart

Date Started	Current Status	Employee Name	Date Initial Verification
04/24/2012	On Hold, waiting for user interaction [SSA TNC]	under, age	04/24/2012

Minute I-9

Dashboard

My Info

E-Verify

FAR Queue

Employees

Tasks

I-9 Forms

I-9 Instructions

Reports

Charts & Graphs

Announcements

Calendar

Tutorials

Administration

Logout

Select *FAR Queue*.

FAR Batch Processing Queue

Search Options

Show All Set Defaults Do Search

Employee (Last, First)

Group or Contract: All Employees

Location: All

HR Group: All

Business Unit: All

E-Verify Batch Name: All

Exemption Status: All

E-Verify Status: All

Hiring Manager: All

HR Group: All

Attestation: All

Use search fields as needed to locate records.

Results: 144 Employees

Search: Name:

Employee Name	I-9 Info	Status	Next Action	FAR Status	
I-9 - PDF - QA	2007-02-01	HR Group	USCs	Employee not under Fed contract	Check
Employee, Another	2010-10-01	HR Group	I-9 form has 12 Errors, 3 E-Verify Issues	Fix I-9	Check
Employee, Remote	2010-10-25	HR Group	I-9 form has 2 Errors	Fix I-9	Check
Employee, Remote	2010-04-01	HR Group	Pending: Case still open	Review E-Verify Status Pending Initial Verification, i9 not complet	Check
Employee, Remote	2010-04-10	HR Group	I-9 form has 5 Errors, 2 E-Verify Issues	Fix I-9	Check
Employee, Sara	2008-09-11	HR Group	I-9 form has 12 Errors, 4 E-Verify Issues	Fix I-9	Check
Enw, Emp	2011-10-14	HR Group	Pending: Case still open	Review E-Verify Status On Hold, waiting for user interaction	Check
Everify, Test	2010-11-18	HR Group	I-9 form has 5 Errors, 2 E-Verify Issues	Fix I-9	Check
Exempt, Issue	2010-01-12	HR Group	I-9 form has 5 Errors, 2 E-Verify Issues	Fix I-9	Check

FAR Batch Processing Queue

Search Options

Show All Set Defaults Do Search

Employee (Last, First)

Group or Contract: All Employees

Location: All

HR: All

Business Unit: All

E-Verify Batch Name: All

Exemption Status: All

E-Verify Status: All

Hiring Manager: All

HR Group: All

Attestation: All


Results: 144 Employees Found

Search: Name: Options Show All Pre

Follow the *action* prompts to fix the I-9 first.

Employee Name I-9 Info	Hire Date Term Date	HR/Group Exemption S		Next Action	FAR Status
I-9 - PDF - QA	2007-02-02	HR Group		Employee not under Fed contract	Check
Employee, Another I-9 - PDF - QA	2010-10-01	HR Group	I-9 form has 12 Errors, 3 E-Verify Issues	Fix I-9	Check
Employee, Remote I-9 - PDF - QA	2010-10-25	HR Group	I-9 form has 2 Errors	Fix I-9	Check
Employee, Remote I-9 - PDF - QA	2010-04-01	HR Group	Pending: Case still open	Review E-Verify Status Pending Initial Verification, i9 not complet	Check
Employee, Remote I-9 - PDF - QA	2010-04-10	HR Group	I-9 form has 5 Errors, 2 E-Verify Issues	Fix I-9	Check
Employee, Sara I-9 - PDF - QA	2008-09-11	HR Group	I-9 form has 12 Errors, 4 E-Verify Issues	Fix I-9	Check
Enw, Emp I-9 - PDF - QA	2011-10-14	HR Group	Pending: Case still open	Review E-Verify Status On Hold, waiting for user interaction [004 Test] [004 Test] [004 Test] [004 Test]	Check
Everify, Test I-9 - PDF - QA	2010-11-18	HR Group	I-9 form has 5 Errors, 2 E-Verify Issues	Fix I-9	Check
Exempt, Issue	2010-01-12	HR Group	I-9 form has 5 Errors, 2 E-Verify Issues	Fix I-9	Check

I-9 for Agent, Remote

 [View Employee](#) [Refresh](#) [Update and Go Back](#) [Update Info](#) [Go Back](#) [Delete](#)

[Details](#) [OnDocs](#) **[Issues](#)** [Amendments](#)

[Refresh](#) [Un-Group](#) [Check I-9](#) [Exemption History](#)

Class	Type	Section	Item	Explanation	Status
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E-Verify (2)

E-Verify	Error	Section II	List A, B, or C	Required Field(s). No Document ID # Specified	[Valid]
E-Verify	Error	Section II	List A, B, or C	Document Type Specified	[Valid]

I-9 (8)

I-9	Error	Section II	Business or Organization Name	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section I	Date Signed	Required Field. Should not be left blank.	[Exempt]
I-9	Error	Section II	Business or Organization Name	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section II	Date Signed	Required Field. Should not be left blank.	[Valid]
I-9	Error	Section II	Print Name (HR)	Required Field. Should not be left blank.	[Valid]
I-9	Warning	Section II	Date Hired	Please verify employee's start date in section 2. It may be correct, but this date is prior to the new-hire filing deadline.	[Valid]
I-9	Warning	Section II	Title (HR)	Not required, but should be filled in.	[Valid]
I-9	Error	Section II	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.	[Exempt]

Address all I-9 issues to prepare the I-9 for E-Verify submission.

FAR Batch Processing Queue

Search Options

Show All Set Defaults Do Search

Employee (Last, First) Exemption Status All

Group or Contract: All Employees E-Verify Status All

Location All Hiring Manager All

HR Business Unit E-Verify Batch Name:

Follow the question prompts to ensure the I-9 meets the FAR requirements and prepare the I-9 for E-Verify submission.

Results: 4 Employees Found

Employee Name I-9 Info	Hire Date Term Date	HR/Group Exemption Status	E-Verify Status	Next Action	FAR Status
Test, Employee I-9 - PDF - QA	10/28/2010	HR Group	Pending: Case still open	Review E-Verify Status On Hold, waiting for user interaction	Check
Test, Employee I-9 - PDF - QA	02/23/2012	HR Group	I-9 is ready, but has not been Approved	Approve I-9	Check
Test, Employee I-9 - PDF - QA	01/01/2006	HR Group	Pending: Case Still Open 2nd group	Review E-Verify Status On Hold, waiting for user interaction	Check
Test, Employee I-9 - PDF - QA	01/01/1990	HR Group	Old I-9 Version. Attestation may be an issue (FAR)	Q: Is employee really a Non Citizen National?	Check



FAR Batch Processing Queue

Question re: Passport, US

FAR rules require that an employee be asked if his/her actual status at the time of attestation was **Non-Citizen National** when he/she checked the attestation "**US Citizen or National**" on an I-9 with a revision date before 2/2/09. If so, it is recommended that a new I-9 be created.

- The question has not been answered
- The employee has been asked this question
- The employee has responded Yes, they are a US Citizen or National
- The employee has affirmed they are a US Citizen or National

**Answer the question
and click the button.**

Click [View Employee](#) to view employee contact details
Click [E-Mail Employee](#) to send employee an email regarding this issue
Click [View Correspondence](#) to view correspondence to the employee

Answer Question

Go Back

FAR Batch Processing Queue

Search Options

Show All Set Defaults Do Search

Employee (Last, First) Exemption Status All

Group or Contract: All Employees E-Verify Status Ready to Submit

Location All

HR All

Business Unit All

E-Verify Batch Name: All

Confirm the I-9 is E-Verify ready.

Results: 1 Employee Found

Search: Name: Options Show All Presets Results: Page 1

Employee Name I-9 Info	Hire Date Term Date	HR/Group Exemption Status	E-Verify Status	Next Action	FAR Status
Channing, Murphy I-9 - PDF - QA	01/01/2005	HR Group	I-9 ready for E-Verification	Send to E-Verify	Check



Reporting

Key Notes:

➤ **What report type is helpful in managing FAR affected employees?**

The Employees report type contains information related to the employee, the I-9, E-Verify.

➤ **How can the Employee report help?**

With the report, users can identify such things as employees without I-9s, I-9 attestation, I-9 issue count, E-Verify status, and FAR contract affiliation. This information can be used to develop a strategy for meeting the FAR rule requirements and preparing the I-9s for E-Verify submission.

- Minute I-9
- Dashboard
- My Info
- E-Verify
- FAR Queue
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout

Report Types

- Pending Receipts
- I-9 Issues
- E-Verify Status
- Employee**
- Users

Reports: Employee [All]

Filter Refresh Report

Name		
Employee (160)	Smith, Stephanie	02,
Employee (373)	HR Manager, Corporate	11,
Employee (394)	Smith, Stephanie	12,
Employee (474)	Smith, Stephanie	02,

Select the *Employee* report type.

Report Details & Settings

Help with Reports

ous report types that can be
able for viewing (based on the

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- To create a new report, first select the desired report type from the list, then click the **New** button in the list of **Reports:** shown.

Reports

- You can use the **Filter** menu to restrict the list of reports to:
 - **All** - show reports of the selected type
 - **Shared** - show reports that have been shared by users
 - **Mine** - show reports created by you
 - **Others** - show reports created by everyone but you
 - **Private** - shows private reports created by you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
 - **Duplicate** - duplicate the currently selected report
 - **Delete** - delete the currently selected report

Click the **New** button (if enabled) to create a new report of the selected type in

- Minute I-9
- Dashboard
- My Info
- E-Verify
- FAR Queue
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration
- Logout

- ### Report Types
- Pending Receipts
 - I-9 Issues
 - E-Verify Status
 - Employee**
 - Users

Reports: Employee [All]

Filter Refresh Report + New

Name	Created by	Created
Employee (160)	Smith, Stephanie	02/09/2010
Employee (373)		
Employee (394)		
Employee (474)		

Report Details & Settings

Report Information

Report Type: Employee
Created by: Smith, Stephanie : 02/09/2010 @ 12:38:25
Last Run: 08/24/2010 @ 13:51:24
[View Report](#) [Download Excel Report](#)

Report Settings

Report Name:

Do not show to others

Determine report settings and select a specific contract if preferred.

- Filter by Location: All
- Filter by Hiring Manager: All
- Business Unit: All
- Employee Status: All
- Group or Contract: **All Employees**

Date Range (Date Hired)

ABC Corporation
Employee
Friday, June 15, 2012

Employee Name	SSN	DOB	Location Name	Hiring Manager	Business Unit	HR/Group	Attestation	E-Mail	Employee ID	Date Hired
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Location Name:

Rogers, Steve	123-35-6789	07/04/1976								06/14/2010
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Analyze employee data.

Location Name: 0001 Retail Austin, TX

Robinson, Herald	123-45-6789	1976-07-04	0001 Retail Austin, TX	General (MD)	Educational Endeavors	HR Group	A citizen of the United States			06/01/2009
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Waive Select FAR Guidelines

Key Notes:

➤ **Who can waive FAR requirements that do not apply to the employer?**

System Administrators can disable non-applicable FAR Guidelines on the E-Verify page within the System Preferences area of the system.

➤ **Who can determine which questions should be waived?**

Administrators should consult legal counsel before disabling FAR Guidelines to confirm that the employer meets all necessary requirements and guidelines. Once waived, the corresponding question(s) will not be visible within the FAR queue.

Top Pending I-9s

View Refresh Mine All

	Date I-9 Created	Employee Name	Section 1 Deadline
	E 05/15/2012	Kruntz, Irma	05/15/2012
	E 05/22/2012	Kruntz, Irma	05/15/2012
	E 05/23/2012	Branson, Miguel	05/15/2012
	P 05/18/2012	Rogers, Jerry	05/22/2012

Top I-9s Needing Further Action

View Refresh Mine

	Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
	05/16/2012	Koreg, Jonas	No SS	06/05/2016	ASAP (30)

- Minute I-9
- Dashboard
- My Info
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Administration**
- Logout

Select the *Administration* link.





- System Preferences
- E-Verify**
- Calendar
- E-Mail
- Privacy Policy
- Remote Hire
- Misc
- Custom Fields

Employee Preferences

- Allow Future Hire Date: when checked, users will be able to create employees with hire dates into the future.
- Allow Future Termination Date: If you wish to allow future termination dates, enter the maximum # of days into the future allowed. Leave value of 0 to not allow future termination dates.
- Employee Minimum Age: In order to assist in data entry, please enter your company's minimum age requirement.
- Allow Employee Creation w/o SS #: when checked, employees can be added to the system without a Social Security No. Note: If you use E-Verify, Social Security Number will be required on the I-9 form. Without a Social Security No, it is not possible to detect the entry of duplicate employees into the system!
- Require Employee ID: When checked, employee records cannot be created without an employee ID.
- Personal Info: Click to make the "My Info" tab data non-editable for employees.



Employee I-9 Completion I

I-9 Preferences

- I-9 Style:
- Incomplete I-9s can be Parked: If checked, an incomplete I-9 can be "Parked" or saved in the incomplete state. Once Parked, it cannot be modified, amended, or used again. Use this option if employees cannot produce Section 2 documents within 3 days, and end up being terminated. This provides a record of the incomplete I-9 for future reference.
- Employee Can Pre-Select Section 2 Documents: If checked, when an employee filling out the I-9 in the employee module or Kiosk is presented with the List of Acceptable Documents Page, the screen will include popup menus detailing the List A and List B/C document choices. The employee must select which documents he or she is intending to use. If not checked, no choices are shown, just the official document itself.
- Show All Documents in Section 2: If checked, I-9 section 2 List A/B/C documents will show all possible documents, even those that are not valid for the employee's attestation in section 1. Left unchecked, only eligible documents are shown based on the employee's current section 1 attestation.
- Auto Task I-9 Review: when checked, a task for the HR & Employee will be created automatically and a notification email sent when an employee completes an I-9. Leave unchecked to disallow this notification.
- Auto Book I-9 Review Appt: when checked, an I-9 Review appointment for the HR & Employee will be created automatically. Leave unchecked if the HR's need to book their appointments manually.
- Hide HR Appointment Info: Click to hide the HR appointment information at the bottom of Step 4
- Allow Current Archival Dates: when checked, users will be able to enter Archival I-9s with a start date up through the current date. (not recommended, but appropriate for some companies)
- Allow Archival I-9s to be Completed Despite Issues: when checked, an Archival I-9 entered can be completed, even if it has issues (errors). If left unchecked, an Archival I-9 cannot be completed until all issues are resolved.



Preferences



Custom Help



Templates



Locations



Occupation C...



HR Users



HR Groups



HR Assignments



Contracts



Remote Agents



Business Units



Purge Data



Announcements



Exit Admin

E-Verify Settings

Require HRs to Confirm List B Documents have Valid photo

In order to comply with the terms of E-Verify, require HRs to confirm List B documents include a photograph of the employee.

Require HRs to observe E-Verify rules and scan/upload certain work authorization documents

In order to comply with the terms of E-Verify, require HRs to scan/upload documents required by E-Verify to be retained.

Effective date of first FAR Qualifying Contract: Date cannot precede 09/08/2009

Obscure SSN on TNC notices

Amend existing I-9 after data changes made during E-Verify process.

If unchecked, new I-9 is created instead.

FAR Batch Processing Queue

Click the appropriate box(s) to disable desired question(s).

FAR Settings

Click to enable Batch submission of I-9s to E-Verify from the FAR Queue

FAR Guidelines specify that the following I-9 requirements be met for each current employee before an I-9 can be submitted to E-Verify. By default all applicable questions will be asked on the FAR Queue. Interpretation of these requirements may vary by legal experts. If, after consulting with your legal counsel, your organization wishes to waive any of these requirements, you may do so by checking the appropriate "Disable Question" box below.

Disable Question 1

U.S. Citizen/Current Form

FAR rules require that an employee be asked if his/her actual status at the time of attestation was **Non-Citizen National** when he/she checked the attestation "**US Citizen or National**" on an I-9 with a revision date before 2/2/09. If so, it is recommended that a new I-9 be created.

Disable Question 2

Lawful Permanent Resident

If the employee attested in Section I of the I-9 form to be a **Lawful Permanent Resident**, FAR requires the employee be contacted by the employer to determine if the employee has since become a naturalized citizen.

Disable Question 3

Retention of I-551 Document

If the employee presented an **I-551** alien registration card as a List A document on the current I-9 form, E-Verify requires the company to have retained a photocopy or scan of this document. If the photocopy or scan of this document was not retained at the time the I-9s was completed or cannot now be retained, it is recommended that a new I-9 be created.

Disable Question 4

Alien Authorized to Work

If the employee attested in Section I of the I-9 form to be a **Alien Authorized to Work**, FAR requires the employee be contacted

- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...
- HR Users
- HR Groups
- HR Assignments
- Contracts
- Remote Agents
- Business Units
- Purge Data
- Announcements
- Exit Admin

Disable Question 1 **U.S. Citizen/Current Form**
FAR rules require that an employee be asked if his/her actual status at the time of attestation was **Non-Citizen National** when he/she checked the attestation "**US Citizen or National**" on an I-9 with a revision date before 2/2/09. If so, it is recommended that a new I-9 be created.

Disable Question 2 **Lawful Permanent Resident**
If the employee attested in Section I of the I-9 form to be a **Lawful Permanent Resident**, FAR requires the employee be contacted by the employer to determine if the employee has since become a naturalized citizen.

Disable Question 3 **Retention of I-551 Document**
If the employee presented an **I-551** alien registration card as a List A document on the current I-9 form, E-Verify requires the company to have retained a photocopy or scan of this document. If the photocopy or scan of this document was not retained at the time the I-9s was completed or cannot now be retained, it is recommended that a new I-9 be created.

Disable Question 4 **Alien Authorized to Work**
If the employee attested in Section I of the I-9 form to be a **Alien Authorized to Work**, FAR requires the employee be contacted by the employer to determine if the employee has since become a Lawful Permanent Resident.

Disable Question 5 **Retention of I-766 Document**
If the employee presented an **I-766** EAD card as a List A document on the current I-9 form, E-Verify requires the company to have retained a photocopy or scan of this document. If the photocopy or scan of this document was not retained at the time the I-9 was completed or cannot now be retained, it is recommended that a new I-9 be created.

Disable Question 6 **List B Documents**
If the employee presented a List B document on the current I-9 form, E-Verify requires that this document contain a photograph of the employee. If the List B document did not contain a photograph or it cannot be determined whether it contained a photograph, it is recommended that a new I-9 be created.

Disable Question 7 **Document no Longer Acceptable**
If the document presented when the I-9 was completed is no longer acceptable on the current I-9, it is recommended that a new I-9 should be created with unexpired

Disable Question 8 **Expired Document**
If the document presented when the I-9 was completed is expired, it is recommended that a new I-9 should be created showing current work authorization.

Disable Question 9 **Presented Document no Longer Acceptable**
If the document presented when the I-9 was originally completed is no longer acceptable on the current I-9, it is recommended that a new I-9 should be created with document(s) selected from the current list of acceptable docs.

Expert

Enable:

N/A

Update Info

Cancel Changes

Add Expert

Click *Update Info* to save.

Further Assistance

- Select *Tutorials and Information* from the vertical toolbar to access other system tutorials.
- Select the help icon  located in the upper left hand corner of the vertical toolbar.
- Send an e-mail to support@lawlogix.com



Confidential User Guide

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Thank you.