

Guardian Dashboard Overview

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FAQ

> What is the Dashboard?

The Dashboard is a Guardian module that offers multiple panels that list the top items needing attention, and is usually the first page users see when logging in. Users can track and manage I-9 completion, E-Verify submission, work authorization reverifications, and more. Some features may be limited by user privileges or organizational configuration.

> Can users customize the Dashboard?

Yes, users may customize their Dashboard from **My Settings** > **Preferences**. Users can choose to have 1, 2 or 4 Dashboard panels, and can set which panels should be displayed by default when logging in.



Does the Dashboard update automatically?

Dashboard results update automatically every 15 minutes. Users may refresh the Dashboard manually, at any time, by clicking the **Refresh All** button.

> How many entries may be displayed on a single Dashboard panel?

Each Dashboard panel can display up to **100** I-9s or Employees. If needed, additional results may be displayed by clicking the **Analyze** button on the Dashboard panel, or by using the **I-9 Forms** or **Employees** tabs on the left-hand navigation menu.

Accessing the Dashboard

Click the **Dashboard** button on the top left navigation bar.

G	iuard	lian										Announcements	Help 🗸	Denise M	oreno 👻	Logout
	Dashboard	Start I-9	Emp	oloyee 🗸	E-Veri	ify	Re	ports								
● Er ○ Lo	mployee Group ocation	My Managed Groups	v	Refresh All											Type of I-9: Cr	Current Imported reate New Employee
Тор Р	Pending I-9s							^	То	o I-9s Needing A	pproval					^
🧩 \	view 📄 All	🗞 Analyze							*	View 🐁 Ana	lyze					
	Date I-9 Created	Location	Employee Name	Status	Si D	ection 1 eadline	Section 2 Deadline			Date I-9 Created	Location	Employee Name		Employee Start Date	Approval E- Verify Deadline	
🔴 E	08/12/2020	Portland:	Moore, David	Signed Se	c 2 08/	/18/2020	08/21/2020			09/28/2020	Miami:	Smith, David		09/28/2019	N/A	^
🔴 E	09/09/2020	Portland:	Nestor, Sabina	Started	09/	/04/2020	09/10/2020			08/17/2020	Miami:	Hope, Bob		08/28/2020	09/02/2020	
🔴 E	08/13/2020	Miami:	Smith, Joy	Signed Se	c 2 09/	/07/2020	09/10/2020		•	09/09/2020	Portland:	Salek, Tim		09/03/2020	09/09/2020	
🔴 E	08/28/2020	Portland:	Brady, Sam	Signed Se	c 1 09/	16/2020	09/21/2020		•	09/09/2020	Portland:	Adams, Sam		09/04/2020	09/10/2020	
🔴 E	09/18/2020	Phoenix:	Jones, Steve	Started	09/	18/2020	09/23/2020		•	08/18/2020	Los Angeles:	Jones, Robert		09/17/2020	09/22/2020	
e	09/21/2020	Portland:	Sanchez, Samuel	Started	09/	/21/2020	09/24/2020		•	09/24/2020	Portland:	Stevens, Justin		09/21/2020	N/A	
🔴 E	09/21/2020	Portland:	Chavez, Donald	Started	09/	/21/2020	09/24/2020		•	09/24/2020	Portland:	Mitchell, Sally		10/01/2020	10/06/2020	
🔵 E	09/21/2020	Portland:	Michaels, Sandra	Started	09/	/25/2020	09/30/2020	-	0	09/21/2020	Portland:	Jones, Michael		10/01/2020	10/06/2020	-
Тор І	(-9s Needing Fu	rther Action						~	То	Pending Re-Ve	rifications					~
🧩 \	view 📄 All								*	View 📄 All	🐁 Analyze					
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left				Date I-9 Created	Location	Employee Nam	ie	Expiration Date	e Days Left	
۲	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	7	7		0	08/17/2020	Phoenix:	Lopez, Deborah		10/10/2020	12	A
									0	08/12/2020	E-Verify Cases:	Jones, Douglas		10/10/2020	12	
										09/14/2020	Portland:	Bennett, Susan		11/25/2020	58	
									•	09/28/2020	Miami:	Smith, David		12/01/2020	64	
										08/17/2020	Portland:	Duncan, Sandra		12/31/2020	94	
									•	09/21/2020	Portland:	Stevens, Justin		01/10/2021	104	
									0	08/28/2020	Phoenix:	Stevens, Brent		02/15/2021	140	

Visibility Options

Guardian

Dashboard	Start I-9	Employe	e 🗸 🛛 E	E-Verify	Reports	
Employee Group C Location	My Managed Groups	s F	efresh All			

Employees displayed on the Dashboard are dependent on the visibility option selected. Available options may vary depending on user permissions and organizational configuration.

Top	Donding L-Oc								To	n I-Oc Nooding A	pproval					
- TOP I		A dealers								PT 95 Needing A	pprovar					
40	Date I-9 Created	Location	Employee Name	Status		Section 1 Deadline	Section 2 Deadline			Date I-9 Created	Location	Employee Name		Employee Start Date	Approval E- Verify Deadline	
🔴 E	08/12/2020	Portland:	Moore, David	Signed S	ec 2 0	8/18/2020	08/21/2020			09/28/2020	Miami:	Smith, David	0	9/28/2019	N/A	
🔴 E	09/09/2020	Portland:	Nestor, Sabina	Started	0	9/04/2020	09/10/2020			08/17/2020	Miami:	Hope, Bob	0	8/28/2020	09/02/2020	
🔴 E	08/13/2020	Miami:	Smith, Joy	Signed S	ec 2 0	9/07/2020	09/10/2020			09/09/2020	Portland:	Salek, Tim	0	9/03/2020	09/09/2020	
🔴 E	08/28/2020	Portland:	Brady, Sam	Signed S	ec 1 0	9/16/2020	09/21/2020			09/09/2020	Portland:	Adams, Sam	0	9/04/2020	09/10/2020	
🔴 E	09/18/2020	Phoenix:	Jones, Steve	Started	C	9/18/2020	09/23/2020			08/18/2020	Los Angeles:	Jones, Robert	0	9/17/2020	09/22/2020	
🔴 E	09/21/2020	Portland:	Sanchez, Samuel	Started	C	9/21/2020	09/24/2020			09/24/2020	Portland:	Stevens, Justin	0	9/21/2020	N/A	_
🔴 E	09/21/2020	Portland:	Chavez, Donald	Started	C	9/21/2020	09/24/2020			09/24/2020	Portland:	Mitchell, Sally	1	0/01/2020	10/06/2020	
🔵 E	09/21/2020	Portland:	Michaels, Sandra	Started	0	9/25/2020	09/30/2020	•	- 🥥	09/21/2020	Portland:	Jones, Michael	1	0/01/2020	10/06/2020	-
Тор	(-9s Needing Fu	urther Action							/ To	p Pending Re-Ve	rifications					~
*	view ो All									View 📄 All	Analyze					
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left				Date I-9 Created	Location	Employee Name		Expiration Dat	te Days Left	
۲	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020) 77	7		0	08/17/2020	Phoenix:	Lopez, Deborah		10/10/2020	12	
									0	08/12/2020	E-Verify Cases:	Jones, Douglas		10/10/2020	12	
										09/14/2020	Portland:	Bennett, Susan		11/25/2020	58	
										09/28/2020	Miami:	Smith, David		12/01/2020	64	
										08/17/2020	Portland:	Duncan, Sandra		12/31/2020	94	
									0	09/21/2020	Portland:	Stevens, Justin		01/10/2021	104	
									0	08/28/2020	Phoenix:	Stevens, Brent		02/15/2021	140	

Visibility Options

If LawLogix Data Services migrated your existing I-9s into Guardian, set the **Type of** I-9 to **Imported** to display those I-9s.

Gu	ardi	ian										Announcements Help	→ Denise Mo	reno 👻	Logout
Dash	board	Start I-9	Empl	oyee 🗸	E-Veri	fy	Repo	orts							
 Employe Location 	ee Group າ	My Managed Groups	¥	Refresh All										Type of I-9: C	current Imported eate New Employee
Top Pendin	ig I-9s											\sim			^
🦸 View	🗎 All 🐴	Analyze								Type	of I-9: C	urrent (Imported)			
Da Cre	te I-9 eated	Location	Employee Name	Status	Si D	ection 1 eadline	Section 2 Deadline			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Crea	ate New Employee	Employee Start Date	Approval E- Verify Deadline	
🔴 E 08/1	12/2020	Portland:	Moore, David	Signed Se	c 2 08/	18/2020	08/21/2020				0100	ate New Employee	09/28/2019	N/A	^
🔴 E 🛛 09/0	9/2020	Portland:	Nestor, Sabina	Started	09/	04/2020	09/10/2020						08/28/2020	09/02/2020	
🔴 E 🛛 08/1	13/2020	Miami:	Smith, Joy	Signed Se	c 2 09/	07/2020	09/10/2020					^	09/03/2020	09/09/2020	
🔴 E 🛛 08/2	28/2020	Portland:	Brady, Sam	Signed Se	c 1 09/	16/2020	09/21/2020						09/04/2020	09/10/2020	
🔴 E 🛛 09/1	8/2020	Phoenix:	Jones, Steve	Started	09/	18/2020	09/23/2020						09/17/2020	09/22/2020	
🔴 E 🛛 09/2	21/2020	Portland:	Sanchez, Samuel	Started	09/	21/2020	09/24/2020		٠	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
🔴 E 09/2	21/2020	Portland:	Chavez, Donald	Started	09/	21/2020	09/24/2020		۲	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	
E 09/2	21/2020	Portland:	Michaels, Sandra	Started	09/	25/2020	09/30/2020	•	0	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	-
Top I-9s N	eeding Furth	her Action						~	Тор	Pending Re-Ve	rifications				~
🧳 View	🚔 All								*	View 💧 All	褖 Analyze				
Date Creat	I-9 I ted	Location	Employee Name	Reason	Date Expires	Days Left				Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
08/17/	/2020 Pc	ortland:	Davis, Steve	Receipt	12/15/2020	7	7		0	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12	A
									0	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	12	
									۲	09/14/2020	Portland:	Bennett, Susan	11/25/2020	58	
									۲	09/28/2020	Miami:	Smith, David	12/01/2020	64	
									•	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	94	
									۲	09/21/2020	Portland:	Stevens, Justin	01/10/2021	104	
									0	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	140	

Refreshing the Dashboard

The **Refresh All** button updates all displayed Dashboard panels.

Gua	rdian								Announcements	Help 🗸 Denise Me	oreno 👻	Logout
Dashboa	ard Sta	art I-9 Emp	oloyee 🗸	E-Verify	Reports							
Employee G C Location	roup My Managed	Groups •	Refresh All								Type of I-9: Ci	Current Imported reate New Employee
Top Pending I-	9s					 Тор 	I-9s Needing A	pproval				^
🧳 View 🗎	All 🏾 🐁 Analyze					*	View 🔧 Ana	alyze				
Date I- Created	Decation	Employee Name	Status	Section 1 Deadline	Section 2 Deadline		Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline	
🔴 E 08/12/20	20 Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	^ 0	09/28/2020	Miami:	Smith, David	09/28/2019	N/A	A
🔴 E 09/09/20	20 Portland:	Nestor, Sabina	Started	09/04/2020	09/10/2020		08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
🔴 E 08/13/20	20 Miami:	Smith, Joy	Signed Sec 2	09/07/2020	09/10/2020		09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
🔴 E 08/28/20	20 Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020		09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
🔴 E 09/18/20	20 Phoenix:	Jones, Steve	Started	09/18/2020	09/23/2020	•	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
🔴 E 09/21/20	20 Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020		09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
🔴 E 09/21/20	20 Portland:	Chavez, Donald	Started	09/21/2020	09/24/2020		09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	
E 09/21/20	20 Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020	- 0	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	-
Top I-9s Needi	ng Further Action					∨ Тор	Pending Re-Ve	rifications				~
🦸 View 🗎	All					*	View 📄 All	褖 Analyze				
Date I-9 Created	Location	Employee Name	Reason Dat	e Expires Days Left			Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
08/17/202	Portland:	Davis, Steve	Receipt	12/15/2020 7	7	0	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12	A
						0	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	12	
							09/14/2020	Portland:	Bennett, Susan	11/25/2020	58	
						0	09/28/2020	Miami:	Smith, David	12/01/2020	64	
						0	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	94	
						0	09/21/2020	Portland:	Stevens, Justin	01/10/2021	104	
						0	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	140	

Changing Dashboard Panels

The **View** button provides access to the numerous Dashboard panels available.

Guardian Announcements Help 🚽 Denise Moreno 🚽 Logout Dashboard Start I-9 Employee -E-Verifv Reports Employee Group Type of I-9: Current | Imported My Managed Groups Refresh All ○ Location Create New Employee **Top Pending I-9s** Top I-9s Needing Approval ~ ^ 📸 View 🚔 All 🛛 👆 Analyze 🐉 View 🛛 🐁 Analvze Refresh e Name Status Section 1 Section 2 Date I-9 Employee Start Approval E-Location Employee Name Deadline Deadline Created Date Verify Deadline Maximize / Minimize vid Signed Sec 2 08/18/2020 08/21/2020 09/28/2020 Miami: Smith, David 09/28/2019 N/A Top Pending I-9s bina Started 09/04/2020 09/10/2020 08/17/2020 Miami: Hope, Bob 08/28/2020 09/02/2020 Top Pending Tasks Signed Sec 2 09/07/2020 09/10/2020 09/09/2020 Portland: Salek, Tim 09/03/2020 09/09/2020 Top Pending I-9 Issues 09/21/2020 09/09/2020 Portland: 09/04/2020 09/10/2020 Signed Sec 1 09/16/2020 Adams, Sam Top New Hires and Rehires without I-9 or Section 3 Started 09/18/2020 09/23/2020 08/18/2020 Los Angeles: Jones, Robert 09/17/2020 09/22/2020 Top Pending Re-Verifications Samuel Started 09/21/2020 09/24/2020 09/24/2020 Portland: Stevens, Justin 09/21/2020 N/A Top I-9s Needing Further Action onald Started 09/21/2020 09/24/2020 09/24/2020 Portland: Mitchell, Sally 10/01/2020 10/06/2020 Top Pending E-Verify Actions Sandra Started 09/25/2020 09/30/2020 Ŧ 09/21/2020 Portland: Jones, Michael 10/01/2020 10/06/2020 * Top I-9s Needing Approval Top Pending Re-Verifications * v Employee Counts Analyze 📸 View 🚔 All Top Amended I-9s needing Employee Approval Name Reason Date Expires Days Left Date I-9 Location Employee Name Expiration Date Days Left Top Amended I-9s needing HR Approval Created 08/17/2020 Davis, Steve 12/15/2020 77 08/17/2020 Phoenix: Lopez, Deborah 10/10/2020 12 Portland: Receipt 08/12/2020 E-Verify Cases: 10/10/2020 12 Jones, Douglas ۲ 58 09/14/2020 Portland: Bennett, Susan 11/25/2020 09/28/2020 Miami: Smith, David 12/01/2020 64 08/17/2020 Portland: Duncan, Sandra 12/31/2020 94 09/21/2020 Portland: Stevens, Justin 01/10/2021 104 08/28/2020 Phoenix: Stevens, Brent 02/15/2021 140

Printing Dashboard Panels

The **All** button provides a printable view of all items in the selected Dashboard panel.

DeniseMoreno 🚽

Logout

Help 🚽

Announcements

Guardian

Dashboard Start I-9 Employee -E-Verifv Reports My Managed Gro 💕 Pending I-9 Forms for all HRs - Google Chrome Employee Group Type of I-9: Current | Imported \times ○ Location Create New Employee Ð uat1.lawlogix.com/4DCGI/Web Menu/802044788/1055/0/4DWPG 092860914779 Top Pending 1-95 proval ^ Pending I-9 Forms for all HRs 📄 All Andivze LawLogix Guardian Demo - Denise"s New Site Date 1-9 Location Location Employee Name Employee Start Approval E-Created Date Verify Deadline Section 2 Section 1 Employee Responsible Section 1 Section 2 Date Created Date Started Completion Completion HR Date Signed Date Signed Name 08/12/2020 Portland: Miami: Smith, David 09/28/2019 N/A Deadline Deadline /09/2020 Portland: Moore Moreno, Miami: 08/28/2020 09/02/2020 08/12/2020 08/18/2020 00/00/0000 08/26/2020 08/18/2020 08/21/2020 Hope, Bob David Denise 08/13/2020 Miami: Portland: Salek, Tim 09/03/2020 09/09/2020 Moreno, Nestor. 09/09/2020 09/04/2020 00/00/0000 00/00/0000 09/04/2020 09/10/2020 Sabina Denise /28/2020 09/04/2020 Portland: Portland: Adams, Sam 09/10/2020 Smith Moreno, 08/13/2020 09/07/2020 08/26/2020 08/26/2020 09/07/2020 09/10/2020 Jov Denise 09/18/2020 Phoenix: Jones, Robert 09/17/2020 09/22/2020 Los Angeles: Brady, Moreno, 09/16/2020 09/21/2020 08/28/2020 09/16/2020 09/04/2020 00/00/0000 9/21/2020 Portland: Portland: Stevens, Justin 09/21/2020 N/A Sam Denise Jones, Moreno, 09/21/2020 Portland: 09/18/2020 09/18/2020 00/00/0000 00/00/0000 09/18/2020 09/23/2020 Portland: Mitchell, Sally 10/01/2020 10/06/2020 Steve Denise 09/21/2020 Portland: Chavez, Portland: Jones, Michael 10/01/2020 10/06/2020 * 🔵 E . Moreno, 09/21/2020 09/21/2020 00/00/0000 00/00/0000 09/21/2020 09/24/2020 Donald Denise Top I-9s Needing Further Action Sanchez. Moreno, fications * 09/21/2020 09/21/2020 00/00/0000 00/00/0000 09/21/2020 09/24/2020 Samuel Denise 📸 View 📄 All 👆 Analyze Michaels Moreno, 09/21/2020 09/25/2020 00/00/0000 00/00/0000 09/25/2020 09/30/2020 Sandra Denise Date I-9 Location Location Employee Name Expiration Date Days Left McNeil, Moreno, 09/02/2020 09/30/2020 00/00/0000 00/00/0000 09/30/2020 10/05/2020 Created Marv Denise Moreno Moreno 10/10/2020 12 08/17/2020 Portland: Phoenix: Lopez, Deborah 09/28/2020 10/01/2020 00/00/0000 00/00/0000 10/01/2020 10/06/2020 Tanisha Denise E-Verify Cases: 10/10/2020 12 Jones, Douglas Sanders Moreno, 09/21/2020 10/01/2020 00/00/0000 00/00/0000 10/01/2020 10/06/2020 Maria Denise 58 Portland Bennett, Susan 11/25/2020 Hoy, Moreno, 09/23/2020 10/10/2020 09/23/2020 00/00/0000 10/10/2020 10/15/2020 Daniel Denise Miami: Smith, David 12/01/2020 64 Smith Moreno, 08/25/2020 10/15/2020 08/25/2020 09/02/2020 10/15/2020 10/20/2020 Portland: Duncan, Sandra 12/31/2020 94 Marge Denise Portland: 01/10/2021 104 Stevens, Justin 08/28/202 Phoenix: Stevens, Brent 02/15/2021 140

Analyze

E-Verify

Employee -

The **Analyze** button launches either the **I-9 Forms** or **Employees** module (depending on the Dashboard panel), and displays all the records matching the criteria of the selected Dashboard panel.

Employee Group	My Managed Groups		Ψ	R	Refresh All							3010			Joard	Park	51.
C Location		-														Cr	eate New Employee
Top Pending I-9s	\frown		 ∕∕ _9	9 F	Form	าร											^
🚀 View 📄 All	🔩 Analyze				0111	10											
Date I-9 Created	Location	Emp	Results: 64 I-	-9s Four	nd	~									Employee Start Date	Approval E- Verify Deadline	
E 08/12/2020	Portland:	Moor	e, Options	Searc	ch by Name:	Presets -	Results: 🚺 🖌 Page 1		A						09/28/2019	N/A	A
E 09/09/2020	Portland:	Nesto	I-9 Number	I-9 PDF	[Type] OnDocs	Employee Name	Employee Group	Employee Status	Date Created	Date S1 Signed	Date S2 Signed	Date Completed	Date Approved	Date I-9 Expires	08/28/2020	09/02/2020	
E 08/13/2020	Miami:	Smith	1832644 1842398		[E] [P] 🗐	Baker, Sean Baffert, Jim	Southwest > Arizona > Brand Southwest > Arizona > Brand	Current (04/05/2016)	04/05/2016	04/05/2016	04/07/2016				09/03/2020	09/09/2020	
E 08/28/2020	Portland:	Brady	1843420		[E] [P] 🗍	Washington, Bill	Southwest > Arizona > Brand	Current (04/21/2016)	04/20/2016	11/09/2016	11/09/2016			01/31/2016	09/04/2020	09/10/2020	
E 09/18/2020	Phoenix:	Jones	1843544 5, 1843584	뒶	(E) (P)) (E) (P))	Jennifer, Cooper Peters, Julie	Southwest > Arizona > Branc Southwest > Arizona > Branc	Current (04/25/2016)	04/22/2016 04/26/2016	04/22/2016 04/26/2016	04/27/2016				09/17/2020	09/22/2020	
E 09/21/2020	Portland:	Sanch	1843624		(E) (P)	Wright, Janet	Southwest > Arizona > Brand	Current (04/27/2016)	04/27/2016	04/27/2016	04/27/2016				09/21/2020	N/A	
E 09/21/2020	Portland:	Chave	1843650 e: 1845776	E	[E] [P]]	Jones, Stacey Aker, Ben	Southwest > Arizona > Brand Southwest > Arizona > Brand	r Current (04/28/2016) F Current (04/29/2016)	04/28/2016	04/28/2016	04/28/2016				10/01/2020	10/06/2020	
000/21/2020	r ordana.	Chur	1848594	ħ	[E] [P]	Lopez, Ann	Southwest > Arizona > Brand	Current (05/08/2016)	05/04/2016	05/04/2016	05/04/2016				10/01/2020	10/00/2020	
E 09/21/2020	Portland:	Micha	1848607		(E] (P] 🗍	Baker, Ann	Southwest > Arizona > Brand	Current (05/04/2016)	05/04/2016	05/04/2016					10/01/2020	10/06/2020	•
		_	1848717	A	[E] [P] 🗐	Robles, Ann	Southwest > Arizona > Branc	Current (05/13/2016)	05/09/2016	05/09/2016	05/13/2016						
Top 1-9s Needing Fu	rther Action		1851403	-	(E) (P) 🗐	Robles, Alfonso	Southwest > Arizona > Branc	Current (05/19/2016)	05/17/2016	05/17/2016	05/24/2016						*
😻 View 📄 All			1851502		[E] [P] 🗐	Evans, Jeff	Southwest > Arizona > Branc	l Current (05/24/2016)	05/18/2016	05/18/2016							
			1852293		[E] [P] 🕘	Connor, John	Southwest > Arizona > Branc	ł Current (05/27/2016)	05/27/2016	05/27/2016							
Date 1-9 Created	Location	Emplo	1852295		[E] [P]	Felix, Beth	Southwest > Arizona > Brand	Current (05/31/2016)	05/27/2016	05/27/2016					Expiration Date	Days Left	
Created			1852321			Evans, Dan	Southwest > Arizona > Branc	r Current (06/01/2016)	06/01/2016	06/01/2016	0.5 /0.4 /0.04 /5						
08/17/2020	Portland:	Davis, S	St 1852353		[E] [P]]	Daniels, Evan	Southwest > Arizona > Brand	r Current (06/21/2016)	06/03/2016	06/03/2016	05/24/2016				10/10/2020	12	^
			1052491	- E		Jones Melissa	Southwest > Arizona > Branc	Current (12/15/2016)	06/09/2016	11/17/2016	12/16/2016			01/01/2020	10/10/2020	12	
			1852620		[E] [P] []	Brown Jeff	Southwest > Arizona > Branc	Current (06/24/2016)	06/16/2016	06/16/2016	06/24/2016			01/01/2020	10, 10, 2020		
			1863820		(E) (P)	Felix, Bill	Southwest > Arizona > Branc	Current (07/02/2016)	06/24/2016	06/24/2016	00/24/2010				11/25/2020	58	
			1871058	-	[E] [P] []	Johnson, Rainh	Southwest > Arizona > Branc	Current (10/18/2016)	07/02/2016	07/02/2016	10/21/2016				12/01/2020	64	
			1877671	1	[E] [P]	Allen, Beth	Southwest > Arizona > Brand	Current (07/18/2016)	07/18/2016	07/18/2016				04/17/2025	,,		
			1879072		[E] [P]	Phillips, Thomas	Southwest > Arizona > Brand	Current (08/22/2016)	07/19/2016	07/19/2016					12/31/2020	94	
			1908580		[E] [P] 🗐	Price, Robert	Southwest > Arizona > Branc	Current (08/04/2016)	08/04/2016	08/04/2016	_	_			01/10/2021	104	
									08/28/2	020 Pho	penix:		Steven	s, Brent	02/15/2021	140	

Reports

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Guardian

Start I-9

Dashboard

Top Pending I-9 Status

The **Status column** displays an updated I-9 status based on the latest action.

Logout

Guardian

Announcements Help 🚽 Denise Moreno 🚽

	uuiu													
I	Dashboard	<u>.</u>	Start I-9	Emp	oloyee 🗸	E-Ver	ify	R	eports					
● Em ○ Loo	nployee Group cation	Western US	S > Portland	¥	Refresh All							Type of I	I-9: Current J Create New E	Imported Employee
Top P	ending I-9s						^	Тор	I-9s Needing Ap	proval				^
🧳 V	iew 💼 All 🧯	👆 Analyze						*	View 🔧 Analy	/ze				
	Date I-9 Created	Location	Employee Name	Status		Section 1 Deadline	Section 2 ^ Deadline		Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline	
🔴 E	08/12/2020	Portland:	Moore, David	Signed Sec	2	08/18/2020	08/21/2020	۲	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	^
🔴 E	08/28/2020	Portland:	Brady, Sam	Signed Sec	: 1	09/16/2020	09/21/2020		09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
e	09/28/2020	Portland:	Moreno, Tanisha	Started		10/01/2020	10/06/2020		09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
🔵 E	09/23/2020	Portland:	Hoy, Daniel	Uploaded D	Documents (Employed	e) 10/10/2020	10/15/2020	•	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	
						_		•	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	
4							•		09/24/2020	Portland:	Smith, Donald	11/01/2020	11/04/2020	•
Top I	-9s Needing Fur	ther Action					~	Тор	Pending Re-Veri	fications				~
🧩 V	iew 📄 All							*	View 📄 All	🔖 Analyze				
	Date I-9 Created	Location	Emp	loyee Name	Reason	Date Expires	Days Left		Date I-9 Created	Location	Employee Name	Expiration Date	e Days Left	
0	08/17/2020	Portland:	Davis	, Steve	Receipt	12/15/2020	77		09/14/2020	Portland:	Bennett, Susan	11/25/2020	58	
								۲	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	94	
								0	09/21/2020	Portland:	Stevens, Justin	01/10/2021	104	
									09/09/2020	Portland:	Milbarge, Joe	08/01/2021	307	

Sorting Dashboard Panels

Dashboard panels may be sorted by clicking on the available columns. Sorting can be toggled between ascending and descending.

	Dashboa	rd	-	Start I-9	Emp	loyee 🗸	E-Ver	ify	F	Reports			C	na aesce	naing.		
•	Employee Gr Location	oup My	/ Manage	ed Groups	Ŧ	Refresh All									Type of I-9: C Cre	urrent Impo ate New Emplo	rted byee
Το	p Pending I-9	s							^	Top I-9s	Needing A	pproval					^
2	View 📄	All 🔧 A	nalyze							🚀 Viev	ı 🔧 Ana	lyze					
	Date I-9 Created	Loca	tion	Employee Name	Status		Section 1 Deadline	Section 2 Deadline	× 🔪	Da Cr	ate I-9 eated	Location		Employee Name	Employee Start Date	Approval E- Verify Deadline	
0	E 08/25/202	0 Clevel	and: S	Smith, Marge	Signed Sec 2		10/15/2020	10/20/2020						nith, David	09/28/2019	N/A	-
۲	E 09/23/202	0 Portlar	nd: H	Hoy, Daniel	Uploaded Docum	ents (Employee)	10/10/2020	10/15/2020	_					ope, Bob	08/28/2020	09/02/2020	
0	E 09/21/202	0 Portlar	nd: S	Sanders, Maria	Started		10/01/2020	10/06/2020	- 1					alek, Tim	09/03/2020	09/09/2020	
۲	E 09/28/202	0 Portlar	nd: N	Moreno, Tanisha	Started		10/01/2020	10/06/2020			Se	ection 2		lams, Sam	09/04/2020	09/10/2020	
0	E 09/02/202	0 Phoen	ix: N	McNeil, Mary	Started		09/30/2020	10/05/2020			De	adlina		nes, Robert	09/17/2020	09/22/2020	
0	E 09/21/202	0 Portlar	nd: N	Michaels, Sandra	Started		09/25/2020	09/30/2020	•			aunne		evens, Justin	09/21/2020	N/A	•
Тој	p I-9s Needin	g Further /	Action						*	6	01/	04/2019					*
2	View 📄	All								P	01/	04/2010)				
	Date I-9 Created	Loca	tion	En	nployee Name	Reason	Date Expires	Days Left			Created			Employee Name	Expiration Date	Days Left	
0	08/17/2020	Portlar	nd:	Dav	is, Steve	Receipt	12/15/2020	77		0	8/17/2020	Phoenix:		Lopez, Deborah	10/10/2020	12	-
										0	8/12/2020	E-Verify Cases:		Jones, Douglas	10/10/2020	12	
										0	9/14/2020	Portland:		Bennett, Susan	11/25/2020	58	
										0	9/28/2020	Miami:		Smith, David	12/01/2020	64	
										0	8/17/2020	Portland:		Duncan, Sandra	12/31/2020	94	

Guardian

Top Pending I-9s

										- 26
G	iuard	lian								
	Dashboard		Start I-9	Employee 🗸	E-Ve	rify	F	Report	s	
● Er ○ Lo	nployee Group cation	My Manag	ged Groups	• Refresh	All					
Top F	ending I-9s						^	Top I	-9s Needing A	rt.
<i>🍀</i> \	/iew 📄 All	🔩 Analyze						🧩 V	'iew 🔧 Ana	al
	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	▼		Date I-9 Created	Locat
🔵 E	09/21/2020	Portland:	Sanders, Maria	Started	10/01/2020	10/06/2020	•	•	09/28/2020	Miami
😑 E	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020		•	08/17/2020	Miami
🔵 E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020		•	09/09/2020	Portlar
😑 E	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020		•	09/09/2020	Portlar
💛 E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020		•	08/18/2020	Los Ar
ЭE	09/21/2020	Portland:	Chavez, Donald	Started	09/23/2020	09/28/2020		٠	09/24/2020	Portlar
ΦE	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020		0	09/24/2020	Portlar
۰E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020		0	09/21/2020	Portlar
۹E	09/09/2020	Portland	Nestor Sahina	Started	09/04/2020	09/10/2020	•	0	08/07/2020	Los Ar
Top I	-9s Needing Fu	urther Action					*	Тор Р	ending Re-Ve	rificatio
🧩 \	/iew 📄 All							🧩 V	'iew 📄 All	ት A
	Date I-9 Created	Location	Emplo	yee Name Reason	Date Expires	Days Left			Date I-9 Created	Loc
0	08/17/2020	Portland:	Davis, S	teve Receipt	12/15/2020	77		0	08/17/2020	Phoe
								0	08/12/2020	E-Ve

Top Pending I-9s displays incomplete I-9s (either Section 1, Section 2, or Section 3 has not been signed, or the I-9 has not been marked Completed).

Green = Section 2 deadline in the future Yellow = Section 2 deadline is today Red = Section 2 deadline in the past

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline		
۲	09/28/2020	Miami:	Smith, David	09/28/2019	N/A		
٠	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020		
٠	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020		
٠	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020		
٠	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020		
٠	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A		
۲	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020		
۲	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020		
۲	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020		
Тор	Pending Re-Ver	ifications				~	
*	View 📄 All	🔩 Analyze					
	Date I-9 Created	Location	Employee Name	Expiration Date	e Days Left		
0	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12		
0	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	12	ľ	
	09/14/2020	Portland:	Bennett, Susan	11/25/2020	58		

Top Pending Tasks

(Guard	ian								created automatically or manu				
	Dashboard	Start I	-9	Employee 🗸	E-Verit	Fy	Reports					ž		
● I ○ I	Employee Group Location	My Managed Gro	ups	• Refresh All						Gree Yello	en = Reminder & E. w = Reminder Dat	xpiry Date e in the p	in the 1 ast, but	future Expiry
Тор	Pending Tasks						^	Тор	I-9s Needing A	ppr			. ,,	,
*	View				5 1 0 1			*	View 🥎 Ana	lyze <mark>Re</mark>	d = Reminder & E	piry Date	in the p	Dast
	Reminder Date	Subject	Location	Employee Nam	e Expiry Dat	e			Created	Location	Employee Name	Date	Verify Deadline	
	09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deboran	10/10/2020			٠	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
	10/26/2020	Reverification Reminder	Portland:	Bennett Susan	11/25/2020		_	٠	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
ă	11/01/2020	Reverification Reminder	Miami	Smith, David	12/01/2020			0	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
	11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020			0	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
	11/15/2020	Receipt Reminder	Phoenix:	Davis, Steve	12/15/2020			۰	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
6	12/01/2020	Reverification Reminder	Portland:	Moore, David	12/31/2020			•	09/29/2020	Phoenix:	Goodell, Elaine	09/22/2020	09/25/2020	
	12/01/2020	Reverification Reminder	Portland:	Duncan, Sandra	12/31/2020			•	09/29/2020	Phoenix:	Nesstin, Sabrina	09/25/2020	09/30/2020	
-				-			*	٠	09/29/2020	Phoenix:	Cook, David	09/30/2020	10/05/2020	
тор) I-9s Needing Fur	ther Action					~	Тор	Pending Re-Ve	rifications				¥
*	View 📄 All							*	View 📄 All	🗞 Analyze				
	Date I-9 Created	Location	Employee Na	me Reason	Date Expires	Days Left			Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
۲	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75		0	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10	4
								0	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10	
								۲	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56	
								۲	09/28/2020	Miami:	Smith, David	12/01/2020	62	
								•	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92	
								•	09/21/2020	Portland:	Stevens, Justin	01/10/2021	102	
									08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	138	

Top Pending Tasks displays a list of

reminders (reverifications, receipts,

y be

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Top Pending I-9 Issues

	Guard	lian									resolv
	Dashboard	Start I-9	Emp	loyee 🗸	E-Ver	rify	Reports			A	men
C	Employee Group	My Managed Groups	÷ •	Refresh All						in	lssue com
т	op Pending I-9 Issu	ues					^	Тор	I-9s Needing A	ppr	
1	🖗 View 🛛 🗞 Anal	yze						*	View 🐁 Ana	alyze	
Γ	Date I-9 Created	Location	Employee Name	e	Employee Start Date	Issue Count		Г	Date I-9 Created	Location	
Е	09/28/2020	Miami:	Smith, David		09/28/2019	1			08/18/2020	Los Angeles:	
Е	08/12/2020	Portland:	Moore, David		08/18/2020	1		•	09/24/2020	Portland:	
E	09/21/2020	Portland:	Stevens, Justin		09/21/2020	1			09/29/2020	Phoenix:	
F	08/28/2020	Portland:	Brady, Sam		09/16/2020	4		1.5	09/29/2020	Phoenix:	
E	09/23/2020	Portland:	Hoy, Daniel		10/10/2020	11		l 👗	00/20/2020	Phoenix	
А	09/08/2020	Portland:	Smith, Mary		09/08/2019	20			09/29/2020	Phoenix.	
Е	09/09/2020	Phoenix:	Nestor, Sabina		09/04/2020	25		•	08/26/2020	Phoenix:	
E	09/21/2020	Phoenix:	Sanchez, Samue		09/21/2020	25		•	08/07/2020	Los Angeles:	
E	09/18/2020	Phoenix:	Jones, Steve		09/23/2020	25	•	•	09/24/2020	Portland:	
т	op I-9s Needing Fu	rther Action					v	Тор	Pending Re-Ve	rifications	
1	🖗 View 📄 All							*	View 📄 All	褖 Analyze	
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left			Date I-9 Created	Location	
	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75		0	08/17/2020	Phoenix:	
								0	08/12/2020	E-Verify Cases:	
									09/14/2020	Portland:	
									09/28/2020	Miami:	
									08/17/2020	Portland:	
									09/21/2020	Portland:	
									08/28/2020	Phoenix:	
									00/00/2020	Portland	

Top Pending I-9 Issues displays I-9s with one or more remaining Issues (Errors or Warnings). Issues may be resolved with an appropriate Amendment, by Exempting the Issue, or by completing any incomplete Sections (for I-9s that are still in progress).

Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline	
08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	-
09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
09/29/2020	Phoenix:	Goodell, Elaine	09/22/2020	09/25/2020	I
09/29/2020	Phoenix:	Nesstin, Sabrina	09/25/2020	09/30/2020	I
09/29/2020	Phoenix:	Cook, David	09/30/2020	10/05/2020	I
08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020	I
08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020	
09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	-

op P	p Pending Re-Verifications										
i 1	/iew 📄 All 📍	👆 Analyze									
	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left						
)	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10		1				
)	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10		I				
	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56		I				
	09/28/2020	Miami:	Smith, David	12/01/2020	62		I				
	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92		I				
	09/21/2020	Portland:	Stevens, Justin	01/10/2021	102		I				
	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	138		Î				
	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	305						

Top New Hires and Rehires without I-9 or Section 3

Guardian													
C	Dashboard	Start I-9		Empl	loyee 🗸	E	E-Ver	ify	Reports				
● Em ○ Loc	nployee Group cation	My Managed Groups		*	Refresh All								
Top N	ew Hires and F	Rehires without I-9 or Sect	ion 3						^	Тор I	I-9s Needing Ap		
🧳 V	iew 📄 All	🗞 Analyze								*	View 🗞 Analy		
Locat	ion	Employee Name	Date C	reated	Date Started	Days	Nex	t Action			Date I-9		
Phoeni	x:	Goodell, Elaine	09/08/2	020	09/01/2020	29	Creat	e I-9			Created		
Phoeni	x:	John, Doe	08/18/2	020	09/01/2020	29	Creat	e I-9		•	08/18/2020		
Phoeni	x:	Doe, Jane	08/18/2	020	09/08/2020	22	22 Create I-9				09/24/2020		
Portlan	id:	Greene, Fred	09/11/2	020	09/11/2020	19	19 Create I-9				09/29/2020		
Portlan	id:	Smith, Debbie	09/08/2	020	09/15/2020	15 Create I-9				5	00/20/2020		
Phoeni:	x:	Ness, Sabina	09/08/2	020	09/15/2020	15 Create I		e I-9			09/29/2020		
Portlan	id:	Marcia, Lopez	09/18/2	020	09/18/2020	12 Create I-9		e I-9		•	09/29/2020		
Portian	ia: Ile:	Honors, David	09/23/2	020	10/10/2020	-10	Creat	e I-9		•	08/26/2020		
Nastivii	ne.	Dennett, Mary	09/06/2	020	10/13/2020	-15	Creat	e 1-9		•	08/07/2020		
										•	09/24/2020		
Top I-	9s Needina Fu	rther Action							×	Top	Pendina Re-Veri		
N V	iew 🖹 All										View 📥 All		
	Date I-9 Created	Location	Employee Na	me	Reason	Date Exp	ires	Days Left			Date I-9 Created		
0	08/17/2020	Phoenix:	Davis, Steve		Receipt	12/15	/2020	75		0	08/17/2020		
										0	08/12/2020		
										•	09/14/2020		
										•	09/28/2020		
										•	08/17/2020		
											09/21/2020		
											08/28/2020		

Top New Hires and Rehires without I-9 or Section 3 displays new employee records without an associated I-9 record, as well as rehires without a Section 3 or new I-9 for their new period of employment.

The **Days** column displays the number of days since their hire date.

For rehires, **Create Section 3** will be available if permitted by the organization, and if the rehire date is within 3 years of the previous I-9's completion date. Otherwise, the **Next Action** will be **Create I-9**.

21/2020	Portland:	Stevens, Justin	01/10/2021	102
28/2020	Phoenix:	Stevens, Brent	02/15/2021	138

Top Pending Re-Verifications

G	iuard	lian									+	heir work
	Dashboard	Start I-9	Emp	loyee 🗸	E-Ver	ify	Reports					achieve
● Er ○ Lo	nployee Group cation	My Managed Groups	5 v	Refresh All								
Тор І	Pending Re-Ver	ifications						^	Тор І	[-9s Needing /	Appro	C
*	/iew 📄 All	🔩 Analyze							*	View 🏾 🗞 An	alyze	Green = Exp
7	Date I-9 Created	Location	Employee Na	me	Expiration Da	te Days Left				Date I-9 Created	I Ye	llow = Expirat
•	08/17/2020	Phoenix:	Lopez, Debora	h	10/10/2020		10	^	٠	08/18/2020	Lo	Red = Exp
•	08/12/2020	E-Verify Cases:	Jones, Dougla	5	10/10/2020		10		٠	09/24/2020	Portland:	Stevens, Ju
0	09/14/2020	Portland:	Bennett, Susa	n	11/25/2020		56		٠	09/29/2020	Phoenix:	Goodell, Ela
0	09/28/2020	Miami:	Smith, David		12/01/2020		62		0	09/29/2020	Phoenix:	Nesstin, Sa
•	08/17/2020	Portland:	Duncan, Sandi	ra	12/31/2020		92		•	09/29/2020	Phoenix:	Cook, Davi
•	09/21/2020	Portland:	Stevens, Justin	ı	01/10/2021	1	02		۲	08/26/2020	Phoenix:	Brady, Mar
٠	08/28/2020	Phoenix:	Stevens, Brent		02/15/2021	1	38		۲	08/07/2020	Los Angeles:	Tucker, Ma
۲	09/09/2020	Portland:	Milbarge, Joe		08/01/2021	3	05	•	۲	09/24/2020	Portland:	Mitchell, Sa
Тор І	-9s Needing Fu	rther Action						~	Тор I	Pending I-9s		
*	/iew 📄 All								*	View 📄 All	🔩 Analyze	
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left				Date I-9 Created	Location	Employee Nar
۲	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75			🔴 E	09/28/2020	Miami:	Smith, David
									🔴 E	08/12/2020	Portland:	Moore, David
									🔴 E	09/09/2020	Phoenix:	Nestor, Sabina
									🔴 E	08/13/2020	Miami:	Smith, Joy
									🔴 E	08/28/2020	Portland:	Brady, Sam
									🔴 E	09/21/2020	Phoenix:	Sanchez, Samu
									e E	09/18/2020	Phoenix:	Jones, Steve

Top Pending Re-Verifications displays employees with Approved I-9s who will require reverification of their work authorization (typically achieved by completing a Section 3).

Green = Expiration date 30+ days away (ellow = Expiration date less than 30 days away Red = Expiration date is in the past

09	9/24/2020	Portland:	Stevens, Justin	09/21/2020	N	I/A	
09	9/29/2020	Phoenix:	Goodell, Elaine	09/22/2020	09/25/20	20	
09	9/29/2020	Phoenix:	Nesstin, Sabrina	09/25/2020	09/30/20	20	
09	9/29/2020	Phoenix:	Cook, David	09/30/2020	10/05/20	20	
08	8/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/20	20	
08	8/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/20	20	
09	9/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/20	20	•
Тор Ре	nding I-9s						~
💞 Vie	ew 📄 All	🔧 Analyze					
	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
🔴 E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A	^
🔴 E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
🔴 E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
🔴 E	08/13/2020	Miami:	Smith, Joy	Signed Sec 2	09/07/2020	09/10/2020	
🔴 E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
🔴 E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
A F	09/18/2020	Phoenix:	Jones Steve	Started	09/23/2020	09/28/2020	

Top I-9s Needing Further Action

Guardian

Dashboard	Start I-9	Employee 🗸	E-Verify	Reports	
Employee Group Location	My Managed Groups	Refresh All			

Тор	I-9s Needing Fu	urther Action					^	Top Pending E	Top Pending E-Verif	
*	View 📄 All							🦸 View 🔌	Anal	
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left		Date Started	Cur	
۲	09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	30		08/12/2020	On H	
۲	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75			Error	
۲	09/30/2020	Portland:	Adams, Sam	No SS	10/30/2020	30		08/12/2020	[i76 num	
0	08/17/2020	Phoenix:	Jones, Robert	Receipt	12/15/2020	75		08/13/2020	Pend	
0	09/30/2020	Portland:	Stevens, Justin	No SS	10/30/2020	30		00/15/2020	Actio	
•	08/17/2020	Phoenix:	Brady, Marcia	Receipt	12/15/2020	75		08/13/2020	Read Final	
								08/14/2020	Read	

Top I-9s Needing Further Action displays I-9s in which a receipt was provided in lieu of an original document, or where an E-Verify eligible employee did not provide a Social Security Number in Section 1.

Receipt

Green = Due date 30+ days away Yellow = Due date 10 to 30 days away Red = Due date less than 10 days away

No SS

Green = Due date more than 14 days away Yellow = Due date 7 to 14 days away Red = Due less than 7 days away

1	View 🔧 Ana	lyze					💞 Vie	ew 📄 All 🖞	4				
	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadline			Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
۲	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	•	0	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10	^
۲	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020		0	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10	
۲	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020		0	09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15	
۲	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020		0	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56	
۲	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A		0	09/28/2020	Miami:	Smith, David	12/01/2020	62	
۲	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020		0	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92	
•	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020		•	09/21/2020	Portland:	Stevens, Justin	01/10/2021	102	

Pending

Top Pending Re-Verific

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Top I-9s Needing Approval

Top Pending E-Verify Actions

Guardian

I ocation

shboard	Start I-9	Employee 🗸	E-Verify	Reports
oyee Group	My Managed Groups	Refresh All		

Top Pending E-Verify Actions displays all open (unresolved) E-Verify cases. Click the Analyze button, or the E-Verify tab on the left-hand menu, to view additional details.

_							_							
Тор	Pending E-	Verify Actions					^ То	Top I-9s Needing Further Action						
*	View 🔧	Analyze					*	🕴 View 🛛 📄 All						
Dat	e Started	Current Status		Location	Employee Name	Date Initial Verification	Т	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
09/30	0/2020	Pending Further SSA/DHS Act	tion [SSA Referred, waiting for Resolution]	Phoenix:	Nesstin, Sabrina	09/30/2020	<u>^</u>	09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	30	
09/28	8/2020	On Hold, waiting for user inte	raction [SSA Case Incomplete]	Portland:	Lorenzo, Maryanna	09/28/2020		08/17/2020	Phoenix:	Davis Steve	Receipt	12/15/2020	75	
09/24	\$/2020	Pending Further SSA/DHS Act	tion [SSA Referred, waiting for Resolution]	Phoenix:	Nestin, Sabrina	09/24/2020		00/17/2020	ribelix.	Davis, Steve	Receipt	12/13/2020	,5	
09/2:	1/2020	On Hold, waiting for user inte	raction [SSA Case Incomplete]	Portland:	Smith, Deborah	09/21/2020								
09/2:	1/2020	On Hold, waiting for user inte	raction [SSA Case Incomplete]	Portland:	Jones, Robert	09/21/2020								
09/2:	1/2020	On Hold, waiting for user inte	raction [SSA Case Incomplete]	Portland:	Jones, Michael	09/21/2020								
09/18	3/2020	Pending Further SSA/DHS Act	tion [SSA Referred, waiting for Resolution]	Portland:	Nestin, Sabina	09/18/2020								
09/18	3/2020	On Hold, waiting for user inte	raction [SSA TNC]	Portland:	Goodell, Elaine	09/18/2020								
09/18	3/2020	On Hold, waiting for user inte	eraction [SUCCESSFUL]	Portland:	Goodell, Elaine	09/18/2020								
09/10	5/2020	Pending Further SSA/DHS Act	tion [SSA Referred, waiting for Resolution]	E-Verify Cases:	Nestor, Sabrina	09/16/2020	-							
Top	T-Os Noodi	ng Approval					и то	n Donding Ro-Vo	rifications					
TOP	i bi necun							p r chung ite ve	a					•
45	View 🐾	Analyze					4	View 📄 All	🛬 Analyze					
	Date I-9 Created	Location	Employee Name	Employee Star Date	rt Approval E- Verify Deadline			Date I-9 Created	Location	Employee Na	ime	Expiration Dat	e Days Left	
۲	08/17/2020) Miami:	Hope, Bob	08/28/2020	09/02/2020		^ I	08/17/2020	Phoenix:	Lopez, Debora	ıh	10/10/2020	10	
٠	09/09/2020) Portland:	Salek, Tim	09/03/2020	09/09/2020			08/12/2020	E-Verify Cases:	Jones, Dougla	s	10/10/2020	10	
۲	09/09/2020) Portland:	Adams, Sam	09/04/2020	09/10/2020			09/30/2020	Portland:	Donaldson, Ma	arie	10/15/2020	15	
٠	08/18/2020) Los Angeles:	Jones, Robert	09/17/2020	09/22/2020			09/14/2020	Portland:	Bennett, Susa	n	11/25/2020	56	
٠	09/24/2020) Portland:	Stevens, Justin	09/21/2020	N/A			09/28/2020	Miami:	Smith, David		12/01/2020	62	
۲	08/26/2020) Phoenix:	Brady, Marcia	10/01/2020	10/06/2020			08/17/2020	Portland:	Duncan, Sand	ra	12/31/2020	92	
-		Los Angolos:	Tucker, Marshall	10/01/2020	10/06/2020			00/21/2020	Portland	Ctoward Justi		01/10/2021	102	

Top I-9s Needing Approval

Guardian

09/24/2020

08/26/2020

08/07/2020

09/21/2020

Portland:

Phoenix:

Portland:

Los Angeles:

Guardian												
Dashboard Start I-9		Start I-9	Employee 🗸	E-Verify		Reports						
● Er ⊃ Lo	nployee Group ocation	My Managed Groups	Refresh All									
Top I-9s Needing Approval ^ Top I												
*	view 🐁 Anal	yze						🧳 View 🐴				
	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E- Verify Deadlin	e		Date Started				
•	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/202	D	^	08/12/2020				
•	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/202	D						
•	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/202	D		08/12/2020				
•	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/202	D		08/12/2020				

09/21/2020

10/01/2020

10/01/2020

10/01/2020

Stevens, Justin

Brady, Marcia

Jones, Michael

Tucker, Marshall

09/10/2020

10/06/2020

10/06/2020

10/06/2020

Top I-9s Needing Approval displays all I-9s that are **Completed** but not yet **Approved**. E-Verify submission (if participating) does not occur until the I-9 has been approved.

Green = E-Verify deadline in the future Yellow = E-Verify deadline is today Red = E-Verify deadline in the past

Top Pending Re-Verifications									
	Pending Further SSA/DHS				*				
08/14/2020	Ready to Resolve Case (SSA Final Non-Confirmation)	E-Verify Cases:	Sipes, Emerald	08/14/2020					
08/13/2020	Ready to Resolve Case (SSA Final Non-Confirmation)	E-Verify Cases:	Ness, Sabina	08/13/2020					
08/13/2020	Pending Further SSA/DHS Action [Waiting for E-Verify]	E-Verify Cases:	Jones, Martin	08/13/2020					
08/12/2020	Error returned from E-Verify [i766_number: Document number is invalid.]	E-Verify Cases:	Jones, Douglas	N/A					
08/12/2020	On Hold, waiting for user interaction [SUCCESSFUL]	E-Verify Cases:	Lawrence, Rebecca	08/13/2020	^				

тор	Pending Tasks								Top Pending Re-Vertifications						
*	View						*	View 📄 All	🔧 Analyze						
	Reminder Date	Subject	Location	Employee Name	Expiry Date			Date I-9	Location	Employee Name	Expiration Date	Days Left			
0	09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deborah	10/10/2020		·	Created							
×.								08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10		<u>^</u>	
0	09/10/2020	Reverification Reminder	E-Verify Cases:	Jones, Douglas	10/10/2020			00/10/2020	E Maife Carrie	James Develop	10/10/2020	10			
0	09/15/2020	Reverification Reminder	Portland:	Donaldson, Marie	10/15/2020			08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10			
					,,			09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15			
۲	10/26/2020	Reverification Reminder	Portland:	Bennett, Susan	11/25/2020										
	11/01/2020	Reverification Reminder	Miami:	Smith David	12/01/2020		•	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56			
-	11/01/2020	Neverineadon Nenimaer	- nam.	Shinely David	12/01/2020			09/28/2020	Miami:	Smith, David	12/01/2020	62			
۲	11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020										
	11/15/2020	Pocoint Pomindor	Phoonix:	Davis Stove	12/15/2020		-	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92			
-	11/13/2020	Receipt Reminder	Theelix.	Davis, Steve	12/13/2020			09/21/2020	Portland:	Stevens, Justin	01/10/2021	102			
_			—												

-Verify Ac

Analyze

Current

Employee Counts

Guard	lian			te				
Dashboard	Start I	-9	Employee 🗸	E-Verify	F	Reports		te
Employee Group C Location	My Managed Gro	ups	 Refresh All 					
Employee Counts						^	Top Pending E	-Verify Ac
💞 View							🧳 View 🔌	Analyze
Description	Count						Date Started	Current
Termin	Current ated - Purgeable	119 3					08/12/2020	On Hold, interactio
Terminat	ed - Must Retain	U					08/12/2020	Error retu [i766_nu number i:
							08/13/2020	Pending I Terr
							08/13/2020	Ready to If
								Final Non Ready to
							08/14/2020	Final Non
								Pending
Top Pending Tasks						*	Top Pending F	te-Verifications
💞 View							🧩 View 🛛 📋	a All 🛛 🐁 Analyze
Reminder Date	Subject	Location	Employee Nam	e Expiry Date			Date I Create	-9 Location
09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deborah	10/10/2020		^	08/17/2	2020 Phoenix:
09/10/2020	Reverification Reminder	E-Verify Cases:	Jones, Douglas	10/10/2020			08/12/2	2020 E-Verify Cases:
09/15/2020	Reverification Reminder	Portland:	Donaldson, Mari	ie 10/15/2020			09/30/2	2020 Portland:
0/26/2020	Reverification Reminder	Portland:	Bennett, Susan	11/25/2020			09/14/2	2020 Portland:
11/01/2020	Reverification Reminder	Miami:	Smith, David	12/01/2020			09/28/2	2020 Miami:
11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020			08/17/2	2020 Portland:
11/15/2020	Receipt Reminder	Phoenix:	Davis, Steve	12/15/2020			_	

Employee Counts displays the number of current employees, rminated employees who's I-9s must still be retained, and minated employees who's I-9s may now be purged.

Once terminated, I-9s must be ained until three years from the ire date, or one year from the nination date, whichever is later. esired, I-9s may be purged from within **Administration**.

тор	Pending Tasks					*	Top F	Fop Pending Re-Verifications					
*	View						🧩 V	View 📄 All 👘	👆 Analyze				
	Reminder Date	Subject	Location	Employee Name	Expiry Date			Date I-9	Location	Employee Name	Expiration Date	Days Left	
0	09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deborah	10/10/2020	A		Created					
0	09/10/2020	Reverification Reminder	E-Verify Cases:	Jones, Douglas	10/10/2020		-	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10	î
0	09/15/2020	Reverification Reminder	Portland:	Donaldson, Marie	10/15/2020		0	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10	
	10/26/2020	Reverification Reminder	Portland:	Rennett Susan	11/25/2020		0	09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15	
-	11/01/2020	Devenification Reminder	Mismir	Certific Devid	12/23/2020	_	0	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56	
-	11/01/2020	Revenincation Reminder	Miami:	Smith, David	12/01/2020		•	09/28/2020	Miami:	Smith, David	12/01/2020	62	
•	11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020		•	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92	
0	11/15/2020	Receipt Reminder	Phoenix:	Davis, Steve	12/15/2020			00/21/2020	Portland:	Stavans Justin	01/10/2021	102	
								09/21/2020	ronanu.	Stevens, Sustin	01/10/2021	102	

Top Amended I-9s needing Employee Approval

G	iuar	Section									
	Dashboard	Start I-9	Emp	loyee 🗸	E-Ver	ify	Reports	5			Waiting
● Er ○ Lo	mployee Grou ocation	My Managed Groups	5 *	Refresh All							numb Amer
Тор	Amended I-9s	needing Employee Approva	I					^ To	op I-9s Needing /	Appr	/
*	View 🛛 😽 An	alyze						1	🦻 View 🛛 🔧 An	alyze	
Date Crea	e I-9 Lo ated	cation	Employee Name		Date I-9 Approved	Days Wait Approval	ing		Date I-9 Created	L	Amendr
08/14	/2020 Mia	mi:	Sipes, Emerald		08/14/2020		47		08/17/2020	Mi	A
08/17	/2020 Por	tland:	Duncan, Sandra		09/02/2020		0		09/09/2020	Pc	Approv
09/21	./2020 Por	tland: tland:	Stevens, Justin		09/21/2020		0	- 4	09/09/2020	Pc	
									09/24/2020 08/26/2020 08/07/2020 09/21/2020	Pc Pł Lc Portiano:	n-person, Ei
Тор	I-9s Needing I	Further Action						∨ To	op Pending Re-Ve	erifications	
*	View 🗎 All								🐉 View 🗎 All	🔧 Analy	ze
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left			Date I-9 Created	Locatio	n Emp
۲	09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	3	D		08/17/2020	Phoenix:	Lopez
۲	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	7	5	0	08/12/2020	E-Verify	Cases: Jones
									09/30/2020	Portland	: Dona
									09/14/2020	Portland	: Benn
									09/28/2020	Miami:	Smith
									08/17/2020	Portland	: Dunc

Top Amended I-9s needing Employee Approval displays I-9s with pending (not yet Approved) Amendments. Days **Approval** displays the er of days since the ndment was made.

nents are not final until ved. Employees may Section 1 Amendments or remotely by using the mployee Portal.

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Top Amended I-9s needing HR Approval

C	Guardian											
	Dashboa	ard	Start I-9		Employee 🗸		E-Verify		Reports			
● E ○ L	mployee G ocation	roup	My Managed Groups		¥	Refresh All					_	
Тор	Amended I	-9s need	ling Employee Approval							^	Тор	I-9s Needing Ap
*	View 🐁	Analyze									*	View 🛛 😽 Anal
Dat Cre	e I-9 ated	Location	1	Em	iployee Name		Date I-9 Approved	Days Wait Approval	ing			Date I-9 Created
08/1	4/2020	Miami:		Sipe	s, Emerald		08/14/2020		47		•	08/17/2020
08/1	7/2020	Phoenix:		Lope	ez, Deborah		08/17/2020		0			09/09/2020
08/1	7/2020	Portland:	Duncan, Sandra			09/02/2020		0			00/00/2020	
08/2	3/2020	Phoenix:	Stevens, Brent			09/02/2020		0			09/09/2020	
09/14	+/2020	Portland:	Bennett, Susan Stevens Justin			09/14/2020		15		•	08/18/2020	
09/3	0/2020	Portland:		Don	aldson, Marie		09/30/2020				•	09/24/2020
											٠	08/26/2020
											•	08/07/2020
											٠	09/21/2020
Тор	I-9s Needi	na Furthe	er Action							~	Тор	Pendina Re-Ver
**	View 눰	All									*	View 🚔 All
	Date I-9 Created	Lo	ocation	Employ	vee Name	Reason	Date Expires	Days Left				Date I-9 Created
۲	09/30/2020) Por	rtland:	Donalds	on, Marie	No SS	10/30/2020	3	0		0	08/17/2020
•	08/17/2020) Pho	oenix:	Davis, S	teve	Receipt	12/15/2020	7	5		0	08/12/2020
-											5	09/30/2020
												00/28/2020
												00/14/2020
											-	09/14/2020
											•	08/17/2020

Top Amended I-9s needing HR Approval displays I-9s with pending (not yet Approved) Section 2 and/or Section 3 Amendments. Days Waiting Approval displays the number of days since the Amendment was made.

Amendments are not final until Approved. Section 2 and Section 3 Amendments must be Approved be a Guardian User, not the employee. **Responsible HR or Group** displays who is assigned to the employee within Guardian.

Created				,	
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10	i
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10	
09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15	
09/28/2020	Miami:	Smith, David	11/01/2020	32	
09/14/2020	Portland:	Bennett, Susan	11/25/2020	56	
08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92	
09/21/2020	Portland:	Stevens, Justin	01/10/2021	102	

For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

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