



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.

FAQ

➤ 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.

Guardian

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups ▾

Refresh All

Location

Type of I-9: [Current](#) | [Imported](#)

[Create New Employee](#)

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
● E	09/09/2020	Portland:	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	09/18/2020	Phoenix:	Jones, Steve	Started	09/18/2020	09/23/2020	
● E	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Chavez, Donald	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020	

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	09/28/2020	Miami:	Smith, David	09/28/2019	N/A	
●	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
●	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
●	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	
●	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77	

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12	
●	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	
●	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	140	

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Visibility Options

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

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

Top Pending I-9s

View All Analyze

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
● E	09/09/2020	Portland:	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	09/18/2020	Phoenix:	Jones, Steve	Started	09/18/2020	09/23/2020	
● E	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Chavez, Donald	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020	

Top I-9s Needing Approval

View Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	09/28/2020	Miami:	Smith, David	09/28/2019	N/A	
●	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
●	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
●	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	
●	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	

Top I-9s Needing Further Action

View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77	

Top Pending Re-Verifications

View All Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12	
●	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	
●	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.

Guardian

Announcements Help ▾ Denise Moreno ▾ Logout

Dashboard Start I-9 Employee ▾ E-Verify Reports

Employee Group Location My Managed Groups ▾ Refresh All

Type of I-9: Current | **Imported** Create New Employee

Top Pending I-9s						
	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020
● E	09/09/2020	Portland:	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	09/18/2020	Phoenix:	Jones, Steve	Started	09/18/2020	09/23/2020
● E	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020
● E	09/21/2020	Portland:	Chavez, Donald	Started	09/21/2020	09/24/2020
● E	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020

Top I-9s Needing Further Action						
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77

Top Pending Re-Verifications						
	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12	
●	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	
●	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	140	

Type of I-9: Current | **Imported**
Create New Employee



Refreshing the Dashboard

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

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#) Employee Group LocationType of I-9: [Current](#) | [Imported](#)[Create New Employee](#)

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	
● E	09/09/2020	Portland:	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	09/18/2020	Phoenix:	Jones, Steve	Started	09/18/2020	09/23/2020	
● E	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Chavez, Donald	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020	

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	09/28/2020	Miami:	Smith, David	09/28/2019	N/A	
●	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
●	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	
●	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020	
●	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77	

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12	
●	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	
●	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-Verify Reports

Employee Group My Managed Groups Refresh All

Type of I-9: [Current](#) | [Imported](#)
[Create New Employee](#)

Top Pending I-9s

Refresh

Maximize / Minimize

Top Pending I-9s

Top Pending Tasks

Top Pending I-9 Issues

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

Top Pending Re-Verifications

Top I-9s Needing Further Action


Top Pending E-Verify Actions

Top I-9s Needing Approval



Employee Counts









Top Amended I-9s needing Employee Approval

Top Amended I-9s needing HR Approval

Name	Reason	Date Expires	Days Left
 08/17/2020 Portland: Davis, Steve	Receipt	12/15/2020	77

Top I-9s Needing Approval

Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
 09/28/2020	Miami:	Smith, David	09/28/2019	N/A
 08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020
 09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020
 09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020
 08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020
 09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A
 09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020
 09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020

Printing Dashboard Panels

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

Guardian

Employee Group My Managed Groups Location

Type of I-9: Current | Imported Create New Employee

Top Pending I-9s

	Date I-9 Created	Location
E	08/12/2020	Portland:
E	09/09/2020	Portland:
E	08/13/2020	Miami:
E	08/28/2020	Portland:
E	09/18/2020	Phoenix:
E	09/21/2020	Portland:
E	09/21/2020	Portland:
E	09/21/2020	Portland:

Top I-9s Needing Further Action

	Date I-9 Created	Location
	08/17/2020	Portland:

Pending I-9 Forms for all HRs
LawLogix Guardian Demo - Denise's New Site

Date Created	Employee Name	Responsible HR	Date Started	Section 1 Date Signed	Section 2 Date Signed	Section 1 Completion Deadline	Section 2 Completion Deadline
08/12/2020	Moore, David	Moreno, Denise	08/18/2020	00/00/0000	08/26/2020	08/18/2020	08/21/2020
09/09/2020	Nestor, Sabina	Moreno, Denise	09/04/2020	00/00/0000	00/00/0000	09/04/2020	09/10/2020
08/13/2020	Smith, Joy	Moreno, Denise	09/07/2020	08/26/2020	08/26/2020	09/07/2020	09/10/2020
08/28/2020	Brady, Sam	Moreno, Denise	09/16/2020	09/04/2020	00/00/0000	09/16/2020	09/21/2020
09/18/2020	Jones, Steve	Moreno, Denise	09/18/2020	00/00/0000	00/00/0000	09/18/2020	09/23/2020
09/21/2020	Chavez, Donald	Moreno, Denise	09/21/2020	00/00/0000	00/00/0000	09/21/2020	09/24/2020
09/21/2020	Sanchez, Samuel	Moreno, Denise	09/21/2020	00/00/0000	00/00/0000	09/21/2020	09/24/2020
09/21/2020	Michaels, Sandra	Moreno, Denise	09/25/2020	00/00/0000	00/00/0000	09/25/2020	09/30/2020
09/02/2020	McNeil, Mary	Moreno, Denise	09/30/2020	00/00/0000	00/00/0000	09/30/2020	10/05/2020
09/28/2020	Moreno, Tanisha	Moreno, Denise	10/01/2020	00/00/0000	00/00/0000	10/01/2020	10/06/2020
09/21/2020	Sanders, Maria	Moreno, Denise	10/01/2020	00/00/0000	00/00/0000	10/01/2020	10/06/2020
09/23/2020	Hoy, Daniel	Moreno, Denise	10/10/2020	09/23/2020	00/00/0000	10/10/2020	10/15/2020
08/25/2020	Smith, Marge	Moreno, Denise	10/15/2020	08/25/2020	09/02/2020	10/15/2020	10/20/2020

Approval

Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
Miami:	Smith, David	09/28/2019	N/A
Miami:	Hope, Bob	08/28/2020	09/02/2020
Portland:	Salek, Tim	09/03/2020	09/09/2020
Portland:	Adams, Sam	09/04/2020	09/10/2020
Los Angeles:	Jones, Robert	09/17/2020	09/22/2020
Portland:	Stevens, Justin	09/21/2020	N/A
Portland:	Mitchell, Sally	10/01/2020	10/06/2020
Portland:	Jones, Michael	10/01/2020	10/06/2020

Notifications

Location	Employee Name	Expiration Date	Days Left
Phoenix:	Lopez, Deborah	10/10/2020	12
E-Verify Cases:	Jones, Douglas	10/10/2020	12
Portland:	Bennett, Susan	11/25/2020	58
Miami:	Smith, David	12/01/2020	64
Portland:	Duncan, Sandra	12/31/2020	94
Portland:	Stevens, Justin	01/10/2021	104
Phoenix:	Stevens, Brent	02/15/2021	140

Analyze

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

[Create New 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.

Top Pending I-9s

[View](#) [All](#) [Analyze](#)

	Date I-9 Created	Location	Emp
	08/12/2020	Portland:	Moore
	09/09/2020	Portland:	Nesto
	08/13/2020	Miami:	Smith
	08/28/2020	Portland:	Brady
	09/18/2020	Phoenix:	Jones
	09/21/2020	Portland:	Sanch
	09/21/2020	Portland:	Chave
	09/21/2020	Portland:	Micha

Top I-9s Needing Further Action

[View](#) [All](#)

	Date I-9 Created	Location	Employ
	08/17/2020	Portland:	Davis, S

I-9 Forms

Search Options

Results: 64 I-9s Found

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
1832644		[E] [P]	Baker, Sean	Southwest > Arizona > Brand	Current (04/05/2016)	04/05/2016	04/05/2016	04/07/2016			
1842398		[E] [P]	Beffert, Jim	Southwest > Arizona > Brand	Current (04/18/2016)	04/13/2016	04/13/2016	04/13/2016			
1843420		[E] [P]	Washington, Bill	Southwest > Arizona > Brand	Current (04/21/2016)	04/20/2016	11/09/2016	11/09/2016			01/31/2016
1843544		[E] [P]	Jennifer, Cooper	Southwest > Arizona > Brand	Current (04/25/2016)	04/22/2016	04/22/2016	04/27/2016			
1843584		[E] [P]	Peters, Julie	Southwest > Arizona > Brand	Current (04/28/2016)	04/26/2016	04/26/2016				
1843624		[E] [P]	Wright, Janet	Southwest > Arizona > Brand	Current (04/27/2016)	04/27/2016	04/27/2016	04/27/2016			
1843650		[E] [P]	Jones, Stacey	Southwest > Arizona > Brand	Current (04/28/2016)	04/28/2016	04/28/2016	04/28/2016			
1845776		[E] [P]	Aker, Ben	Southwest > Arizona > Brand	Current (04/29/2016)	04/29/2016	04/29/2016				
1848594		[E] [P]	Lopez, Ann	Southwest > Arizona > Brand	Current (05/08/2016)	05/04/2016	05/04/2016	05/04/2016			
1848607		[E] [P]	Baker, Ann	Southwest > Arizona > Brand	Current (05/04/2016)	05/04/2016	05/04/2016				
1848717		[E] [P]	Robles, Ann	Southwest > Arizona > Brand	Current (05/13/2016)	05/09/2016	05/09/2016	05/13/2016			
1851403		[E] [P]	Robles, Alfonso	Southwest > Arizona > Brand	Current (05/19/2016)	05/17/2016	05/17/2016	05/24/2016			
1851502		[E] [P]	Evans, Jeff	Southwest > Arizona > Brand	Current (05/24/2016)	05/18/2016	05/18/2016				
1852293		[E] [P]	Connor, John	Southwest > Arizona > Brand	Current (05/27/2016)	05/27/2016	05/27/2016				
1852295		[E] [P]	Felix, Beth	Southwest > Arizona > Brand	Current (05/31/2016)	05/27/2016	05/27/2016				
1852321		[E] [P]	Evans, Dan	Southwest > Arizona > Brand	Current (06/01/2016)	06/01/2016	06/01/2016				
1852353		[E] [P]	Daniels, Evan	Southwest > Arizona > Brand	Current (06/21/2016)	06/03/2016	06/03/2016	06/24/2016			
1852491		[E] [P]	Smith, Melissa	Southwest > Arizona > Brand	Current (07/13/2016)	06/09/2016	06/09/2016	07/13/2016			
1852570		[E] [P]	Jones, Melissa	Southwest > Arizona > Brand	Current (06/15/2016)	06/15/2016	11/17/2016	12/16/2016			01/01/2020
1852620		[E] [P]	Brown, Jeff	Southwest > Arizona > Brand	Current (06/24/2016)	06/16/2016	06/16/2016	06/24/2016			
1863820		[E] [P]	Felix, Bill	Southwest > Arizona > Brand	Current (07/02/2016)	06/24/2016	06/24/2016				
1871058		[E] [P]	Johnson, Ralph	Southwest > Arizona > Brand	Current (10/18/2016)	07/02/2016	07/02/2016	10/21/2016			
1877671		[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				
1908580		[E] [P]	Price, Robert	Southwest > Arizona > Brand	Current (08/04/2016)	08/04/2016	08/04/2016				

Employee Start Date	Approval E-Verify Deadline
09/28/2019	N/A
08/28/2020	09/02/2020
09/03/2020	09/09/2020
09/04/2020	09/10/2020
09/17/2020	09/22/2020
09/21/2020	N/A
10/01/2020	10/06/2020
10/01/2020	10/06/2020
Expiration Date	Days Left
10/10/2020	12
10/10/2020	12
11/25/2020	58
12/01/2020	64
12/31/2020	94
01/10/2021	104
02/15/2021	140

Top Pending I-9 Status

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

Guardian

[Announcements](#)[Help](#)[Denise Moreno](#)[Logout](#)[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#) Employee Group LocationType of I-9: **Current** | **Imported**[Create New Employee](#)

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline
E	08/12/2020	Portland:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020
E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020
E	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020
E	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020
	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020
	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A
	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020
	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020
	09/24/2020	Portland:	Smith, Donald	11/01/2020	11/04/2020

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	09/14/2020	Portland:	Bennett, Susan	11/25/2020	58
	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	94
	09/21/2020	Portland:	Stevens, Justin	01/10/2021	104
	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	307

Sorting Dashboard Panels

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

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

- Employee Group
 Location

My Managed Groups

Refresh All

Type of I-9: **Current** | **Imported**
[Create New Employee](#)

Top Pending I-9s							Top I-9s Needing Approval				
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 08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020				Smith, David	09/28/2019	N/A
E 09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020				Lopez, Bob	08/28/2020	09/02/2020
E 09/21/2020	Portland:	Sanders, Maria	Started	10/01/2020	10/06/2020				Wheeler, Tim	09/03/2020	09/09/2020
E 09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020				Jones, Sam	09/04/2020	09/10/2020
E 09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020				Smith, Robert	09/17/2020	09/22/2020
E 09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020				Evans, Justin	09/21/2020	N/A

Top I-9s Needing Further Action							Top I-9s Needing Approval (Continued)				
Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left		Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77		08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12
							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

Section 2 Deadline
01/04/2018

Top Pending I-9s

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group
 Location

My Managed Groups

Refresh All

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

Top Pending I-9s						
	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline
●	09/21/2020	Portland:	Sanders, Maria	Started	10/01/2020	10/06/2020
●	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020
●	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020
●	09/21/2020	Portland:	Michaels, Sandra	Started	09/25/2020	09/30/2020
●	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020
●	09/21/2020	Portland:	Chavez, Donald	Started	09/23/2020	09/28/2020
●	09/21/2020	Portland:	Sanchez, Samuel	Started	09/21/2020	09/24/2020
●	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020
●	09/09/2020	Portland:	Nestor, Sahina	Started	09/04/2020	09/10/2020

Top I-9s Needing Further Action						
	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	08/17/2020	Portland:	Davis, Steve	Receipt	12/15/2020	77

Top Pending Re-Verifications					
	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	12
●	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	12
●	09/14/2020	Portland:	Bennett, Susan	11/25/2020	58

Top I-9s Needing Action					
	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
●	09/28/2020	Miami:	Smith, David	09/28/2019	N/A
●	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020
●	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020
●	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A
●	09/24/2020	Portland:	Mitchell, Sally	10/01/2020	10/06/2020
●	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020
●	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020

Top Pending Tasks

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Top Pending Tasks displays a list of reminders (reverification, receipts, missing SSN, etc.). Tasks may be created automatically or manually.

Green = Reminder & Expiry Date in the future
Yellow = Reminder Date in the past, but Expiry Date in the future
Red = Reminder & Expiry Date in the past

Top Pending Tasks					
Reminder Date	Subject	Location	Employee Name	Expiry Date	
09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deborah	10/10/2020	Red
09/10/2020	Reverification Reminder	E-Verify Cases:	Jones, Douglas	10/10/2020	Red
10/26/2020	Reverification Reminder	Portland:	Bennett, Susan	11/25/2020	Yellow
11/01/2020	Reverification Reminder	Miami:	Smith, David	12/01/2020	Yellow
11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020	Green
11/15/2020	Receipt Reminder	Phoenix:	Davis, Steve	12/15/2020	Green
12/01/2020	Reverification Reminder	Portland:	Moore, David	12/31/2020	Green
12/01/2020	Reverification Reminder	Portland:	Duncan, Sandra	12/31/2020	Green

Top I-9s Needing Approval					
Date I-9 Created	Location	Employee Name	Employee Start Date	Approval Verify Deadline	
08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	Red
09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	Red
09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	Yellow
08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	Yellow
09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A	Green
09/29/2020	Phoenix:	Goodell, Elaine	09/22/2020	09/25/2020	Green
09/29/2020	Phoenix:	Nesstin, Sabrina	09/25/2020	09/30/2020	Green
09/29/2020	Phoenix:	Cook, David	09/30/2020	10/05/2020	Green

Top I-9s Needing Further Action					
Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top Pending Re-Verifications					
Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10	Yellow
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10	Yellow
09/14/2020	Portland:	Bennett, Susan	11/25/2020	56	Green
09/28/2020	Miami:	Smith, David	12/01/2020	62	Green
08/17/2020	Portland:	Duncan, Sandra	12/31/2020	92	Green
09/21/2020	Portland:	Stevens, Justin	01/10/2021	102	Green
08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	138	Green

Top Pending I-9 Issues

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Top Pending I-9 Issues

	Date I-9 Created	Location	Employee Name	Employee Start Date	Issue Count
E	09/28/2020	Miami:	Smith, David	09/28/2019	1
E	08/12/2020	Portland:	Moore, David	08/18/2020	1
E	09/21/2020	Portland:	Stevens, Justin	09/21/2020	1
E	08/25/2020	Cleveland:	Smith, Marge	10/15/2020	1
E	08/28/2020	Portland:	Brady, Sam	09/16/2020	4
E	09/23/2020	Portland:	Hoy, Daniel	10/10/2020	11
A	09/08/2020	Portland:	Smith, Mary	09/08/2019	20
E	09/09/2020	Phoenix:	Nestor, Sabina	09/04/2020	25
E	09/21/2020	Phoenix:	Sanchez, Samuel	09/21/2020	25
E	09/18/2020	Phoenix:	Jones, Steve	09/23/2020	25

Top I-9s Needing Appro

	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
●	09/29/2020	Phoenix:	Nesstin, Sabrina	09/25/2020	09/30/2020
●	09/29/2020	Phoenix:	Cook, David	09/30/2020	10/05/2020
●	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020
●	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

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
●	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
●	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
●	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
●	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	305

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).

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

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

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

View All Analyze

Location	Employee Name	Date Created	Date Started	Days	Next Action
Phoenix:	Goodell, Elaine	09/08/2020	09/01/2020	29	Create I-9
Phoenix:	John, Doe	08/18/2020	09/01/2020	29	Create I-9
Phoenix:	Doe, Jane	08/18/2020	09/08/2020	22	Create I-9
Portland:	Greene, Fred	09/11/2020	09/11/2020	19	Create I-9
Portland:	Smith, Debbie	09/08/2020	09/15/2020	15	Create I-9
Phoenix:	Ness, Sabina	09/08/2020	09/15/2020	15	Create I-9
Portland:	Marcia, Lopez	09/18/2020	09/18/2020	12	Create I-9
Portland:	Honors, David	09/23/2020	10/10/2020	-10	Create I-9
Nashville:	Bennett, Mary	09/08/2020	10/15/2020	-15	Create I-9

Top I-9s Needing Further Action

View All

Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top I-9s Needing Appro

View Analyze

Date I-9 Created	Location
08/18/2020	Lo
09/24/2020	Ph
09/29/2020	Ph
09/29/2020	Ph
09/29/2020	Ph
08/26/2020	Ph
08/07/2020	Lo
09/24/2020	Ph

Top Pending Re-Verifi

View All Analyze

Date I-9 Created	Location	Employee Name	Days
08/17/2020			
08/12/2020			
09/14/2020			
09/28/2020			
08/17/2020			
09/21/2020	Portland:	Stevens, Justin	102
08/28/2020	Phoenix:	Stevens, Brent	138

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**.

Top Pending Re-Verifications

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
●	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
●	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
●	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
●	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	305

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
●	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	08/18/2020	Portland:	Stevens, Justin	09/21/2020	N/A
●	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A
●	09/29/2020	Phoenix:	Goodell, Elaine	09/22/2020	09/25/2020
●	09/29/2020	Phoenix:	Nesstin, Sabrina	09/25/2020	09/30/2020
●	09/29/2020	Phoenix:	Cook, David	09/30/2020	10/05/2020
●	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020
●	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

Top Pending I-9s

	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
● E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020

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

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

Top I-9s Needing Further Action

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
	09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	30
	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75
	09/30/2020	Portland:	Adams, Sam	No SS	10/30/2020	30
	08/17/2020	Phoenix:	Jones, Robert	Receipt	12/15/2020	75
	09/30/2020	Portland:	Stevens, Justin	No SS	10/30/2020	30
	08/17/2020	Phoenix:	Brady, Marcia	Receipt	12/15/2020	75

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020
	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020
	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020
	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020
	09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A
	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020
	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020

Top Pending E-Verify A

	Date Started	Current
	08/12/2020	On Hold interacti
	08/12/2020	Error ret [I766.n number
	08/13/2020	Pending Action [V
	08/13/2020	Ready to Final No
	08/14/2020	Ready to Final No
		Pending

Top Pending Re-Verifi

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
	09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15
	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
	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

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

Top Pending E-Verify Actions

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Dashboard

Start I-9

Employee ▾

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[Create New Employee](#)

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.

Top Pending E-Verify Actions

Date Started	Current Status	Location	Employee Name	Date Initial Verification
09/30/2020	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]	Phoenix:	Nesstin, Sabrina	09/30/2020
09/28/2020	On Hold, waiting for user interaction [SSA Case Incomplete]	Portland:	Lorenzo, Maryanna	09/28/2020
09/24/2020	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]	Phoenix:	Nestin, Sabrina	09/24/2020
09/21/2020	On Hold, waiting for user interaction [SSA Case Incomplete]	Portland:	Smith, Deborah	09/21/2020
09/21/2020	On Hold, waiting for user interaction [SSA Case Incomplete]	Portland:	Jones, Robert	09/21/2020
09/21/2020	On Hold, waiting for user interaction [SSA Case Incomplete]	Portland:	Jones, Michael	09/21/2020
09/18/2020	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]	Portland:	Nestin, Sabina	09/18/2020
09/18/2020	On Hold, waiting for user interaction [SSA TNC]	Portland:	Goodell, Elaine	09/18/2020
09/18/2020	On Hold, waiting for user interaction [SUCCESSFUL]	Portland:	Goodell, Elaine	09/18/2020
09/16/2020	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]	E-Verify Cases:	Nestor, Sabrina	09/16/2020

Top I-9s Needing Further Action

Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	30
08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top I-9s Needing Approval

Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020
09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020
09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020
08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020
09/24/2020	Portland:	Stevens, Justin	09/21/2020	N/A
08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020
08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020

Top Pending Re-Verifications

Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15
09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
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

Top I-9s Needing Approval

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

Guardian

Dashboard Start I-9 Employee ▼ E-Verify Reports

Employee Group My Managed Groups Refresh All
 Location

Top I-9s Needing Approval						
	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
●	09/09/2020	Portland:	Salek, Tim	09/03/2020	09/09/2020	
●	09/09/2020	Portland:	Adams, Sam	09/04/2020	09/10/2020	
●	08/18/2020	Los Angeles:	Jones, Robert	09/17/2020	09/22/2020	
●	09/24/2020	Portland:	Stevens, Justin	09/21/2020	09/10/2020	
●	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020	
●	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020	
●	09/21/2020	Portland:	Jones, Michael	10/01/2020	10/06/2020	

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

Top Pending Tasks					
	Reminder Date	Subject	Location	Employee Name	Expiry Date
●	09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deborah	10/10/2020
●	09/10/2020	Reverification Reminder	E-Verify Cases:	Jones, Douglas	10/10/2020
●	09/15/2020	Reverification Reminder	Portland:	Donaldson, Marie	10/15/2020
●	10/26/2020	Reverification Reminder	Portland:	Bennett, Susan	11/25/2020
●	11/01/2020	Reverification Reminder	Miami:	Smith, David	12/01/2020
●	11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020
●	11/15/2020	Receipt Reminder	Phoenix:	Davis, Steve	12/15/2020

Top Pending Re-Verifications					
	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
●	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
●	09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15
●	09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
●	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

Employee Counts

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

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Refresh All

Location

Employee Counts

View

Description	Count
Current	119
Terminated - Purgeable	3
Terminated - Must Retain	0

Top Pending E-Verify A

View Analyze

Date Started	Current
08/12/2020	On Hold, interaction
08/12/2020	Error ret [I766_n number i
08/13/2020	Pending Action [V
08/13/2020	Ready to Final Nor
08/14/2020	Ready to Final Nor
	Pending

Top Pending Tasks

View

Reminder Date	Subject	Location	Employee Name	Expiry Date
09/10/2020	Reverification Reminder	Phoenix:	Lopez, Deborah	10/10/2020
09/10/2020	Reverification Reminder	E-Verify Cases:	Jones, Douglas	10/10/2020
09/15/2020	Reverification Reminder	Portland:	Donaldson, Marie	10/15/2020
10/26/2020	Reverification Reminder	Portland:	Bennett, Susan	11/25/2020
11/01/2020	Reverification Reminder	Miami:	Smith, David	12/01/2020
11/15/2020	Reverification Reminder	DM Import:	Malone, Chris	12/15/2020
11/15/2020	Receipt Reminder	Phoenix:	Davis, Steve	12/15/2020

Top Pending Re-Verifications

View All Analyze

Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15
09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
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

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

Once terminated, I-9s must be retained until three years from the hire date, or one year from the termination date, whichever is later. If desired, I-9s may be purged from within **Administration**.

Top Amended I-9s needing Employee Approval

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Top Amended I-9s needing Employee Approval

Date I-9 Created	Location	Employee Name	Date I-9 Approved	Days Waiting Approval
08/14/2020	Miami:	Sipes, Emerald	08/14/2020	47
08/17/2020	Portland:	Duncan, Sandra	09/02/2020	0
09/21/2020	Portland:	Stevens, Justin	09/21/2020	0
09/30/2020	Portland:	Donaldson, Marie	09/30/2020	0

Top I-9s Needing Further Action

Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	30
08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top I-9s Needing Approval

Date I-9 Created	Location	Employee Name	Date I-9 Approved	Days Waiting Approval
08/17/2020	Miami:	Sipes, Emerald	08/14/2020	47
09/09/2020	Portland:	Duncan, Sandra	09/02/2020	0
09/09/2020	Portland:	Stevens, Justin	09/21/2020	0
08/18/2020	Portland:	Donaldson, Marie	09/30/2020	0
09/24/2020	Portland:	Duncan, Sandra	09/02/2020	0
08/26/2020	Portland:	Stevens, Justin	09/21/2020	0
08/07/2020	Portland:	Donaldson, Marie	09/30/2020	0
09/21/2020	Portland:	Donaldson, Marie	09/30/2020	0

Top Pending Re-Verifications

Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	10
09/30/2020	Portland:	Donaldson, Marie	10/15/2020	15
09/14/2020	Portland:	Bennett, Susan	11/25/2020	56
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

Top Amended I-9s needing Employee Approval displays I-9s with pending (not yet Approved) Section 1 Amendments. **Days Waiting Approval** displays the number of days since the Amendment was made.

Amendments are not final until Approved. Employees may approve Section 1 Amendments in-person, or remotely by using the **Employee Portal**.

Top Amended I-9s needing HR Approval

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Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Top Amended I-9s needing Employee Approval

Date I-9 Created	Location	Employee Name	Date I-9 Approved	Days Waiting Approval
08/14/2020	Miami:	Sipes, Emerald	08/14/2020	47
08/17/2020	Phoenix:	Lopez, Deborah	08/17/2020	0
08/17/2020	Portland:	Duncan, Sandra	09/02/2020	0
08/28/2020	Phoenix:	Stevens, Brent	09/02/2020	0
09/14/2020	Portland:	Bennett, Susan	09/14/2020	15
09/21/2020	Portland:	Stevens, Justin	09/21/2020	0
09/30/2020	Portland:	Donaldson, Marie	09/30/2020	0

Top I-9s Needing Further Action

Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
09/30/2020	Portland:	Donaldson, Marie	No SS	10/30/2020	30
08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	75

Top I-9s Needing Approval

Date I-9 Created	Location	Employee Name	Days Waiting Approval
08/17/2020	Miami:	Sipes, Emerald	47
09/09/2020	Phoenix:	Lopez, Deborah	0
09/09/2020	Portland:	Duncan, Sandra	0
08/18/2020	Portland:	Bennett, Susan	15
09/24/2020	Portland:	Stevens, Justin	0
08/26/2020	Phoenix:	Stevens, Brent	0
08/07/2020	Portland:	Duncan, Sandra	0
09/21/2020	Portland:	Stevens, Justin	0

Top Pending Re-Verify

Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	10
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

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 by a Guardian User, not the employee. **Responsible HR or Group** displays who is assigned to the employee within Guardian.

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

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Thank you.