



# Guardian I-9 Review Queue

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# FAQ

## ➤ What is the I-9 Review Queue?

The *I-9 Review Queue* is a permission-based queue for full feature users that allows for efficient review and approval of large volumes of Forms I-9. The Queue provides a centralized way to maintain compliance, decrease I-9 issue oversight and reduce the amount of time required to process large batches of I-9s.

- ✓ Quickly identify I-9s with common risk factors
- ✓ Access key I-9 data and supporting documents from one page
- ✓ Batch Complete, Approve and Submit I-9s to E-Verify
- ✓ Especially useful for organizations that defer final I-9 approval to other staff member(s).

# FAQ

## ➤ **Is the I-9 Review Queue right for my organization?**

The I-9 Review Queue can improve workflow and reduce compliance concerns for a variety of organizations. *Do any of the below apply to you?*

- Final I-9 Approval deferred to other staff members
- Large volume of new hires and I-9s
- Remote Hires with I-9's completed by Remote Agents or 3<sup>rd</sup> parties
- New Hires with complex I-9 and documentation requirements
- Participate in E-Verify and have frequent late submissions
- Desire additional oversight for less experienced document verifiers

# Getting Started

Click on the **I-9 Forms** tab to begin.

Guardian

Dashboard:

- Employee Group
- Location

Southwest > Arizona > Belmont

Refresh All

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

I-9 and E-Verify  
Compliance System

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms**
- Tasks
- Charts & Graphs
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout

## Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline	
	02/06/2018	Belmont:	<a href="#">Gilkysen, Tony</a>	01/01/2018	01/04/2018	
	01/03/2018	Belmont:	<a href="#">Wilson, Mario</a>	03/01/2018	03/06/2018	
	03/20/2018	Belmont:	<a href="#">Stein, Sally</a>	03/06/2018	03/09/2018	
	03/20/2018	Belmont:	<a href="#">Winston, Bailey</a>	03/20/2018	03/23/2018	

## Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
	04/03/2018	Belmont:	<a href="#">Marston, Rosa</a>	10/10/2020	920	
	01/23/2018	Belmont:	<a href="#">Alvin, Dave</a>	10/10/2025	2746	

## Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline	
	02/06/2018	Belmont:	<a href="#">Gilkysen, Tony</a>	01/01/2018	01/04/2018	
	01/03/2018	Belmont:	<a href="#">Wilson, Mario</a>	03/01/2018	03/06/2018	
	03/20/2018	Belmont:	<a href="#">Stein, Sally</a>	03/06/2018	03/09/2018	
	03/20/2018	Belmont:	<a href="#">Winston, Bailey</a>	03/20/2018	03/23/2018	

## Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
	01/31/2018	Belmont:	<a href="#">Mae, Daisy</a>	No SS	03/02/2018	-33	

# I-9 Review Queue

Complete and Approve I-9s

Guardian

## I-9 Forms

I-9 and E-Verify Compliance System

- Dashboard
- Start I-9
- E-Verify
- Reports
- Employees
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
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- Help
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Search Options

Results: 0 I-9s Found

Options Search by Name: All I-9s Presets Results: Page 1 Add

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	I9 Err	EV Err	FAR Err	Spec Err
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No Data

Click the **Complete and Approve I-9s** button. This button will only appear for users that have permission to use the feature.

# I-9 Review Queue

The Complete and Approve I-9 Forms page will launch in a new window.

Complete and Approve I-9s

Guardian

## I-9 Forms

I-9 and E-Verify Compliance System

Search Options

Results: 0 I-9s Found

Options Search by I-9

I-9 Number I-9 PDF [Type] OnDocs

No Data

## Complete & Approve I-9 Forms

Results: 29 I-9s Found

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gillyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gillyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un	
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un	
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199997	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199970	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199996	Missing A		Tempe	U.S. Citizen	U.S. Passport		

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# Navigation

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attest
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	García, Terry		1740286	Yes		Tempe	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Cit
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkysen, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkysen, Tony		2144891	Missing B & C		Tempe	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199997	Missing A		Tempe	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199970	Missing A		Tempe	U.S. Citizen
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199996	Missing A		Tempe	U.S. Citizen

I-9 records with the status **Ready to Complete/Approve** are eligible to be processed as a batch.

I-9 records with the status **Not Ready** cannot be batched Completed/Approved at this time, but may be reviewed using the tools provided.



# Navigation

Clicking on the **Options** button reveals opens a menu with a variety of search filters allowing the user to further narrow the search.

## Complete & Approve I-9 Forms

Search Options

Results: 20 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Select	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkysen, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-!		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkysen, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
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<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199996	Missing A		Tempe	U.S. Citizen	U.S. Passport		

# Options Menu Search Filters

The **Document List Type** filter is used to narrow results by the Section 2 supporting document type utilized (i.e. List A, List B, or List C.)

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s | Do Search

Document List Type: **All** (dropdown menu open showing: All, Provided List A Document, Provided List B and C Documents)

Attestation: [dropdown]

I-9 Type: [dropdown]

E-Verify Requirement: Any [dropdown]

Employee Name (I-9): Last, First [input]

Document Retention Status: All [dropdown]

Location Name: All [dropdown]

I-9 Status: All [dropdown]

Date Range Field: None [dropdown]

Date Range From/To: mm/dd/yyyy / mm/dd/yyyy [input]

Results: 29 I-9s Found

Options | Search by Name: [input] | All Eligible I-9s | Refresh | Results: [navigation icons] | Page 1 | Actions [dropdown]

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
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<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **Document Type** filter is used to narrow results by a specific Section 2 supporting document.

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s Do Search

Document Type: All

- Attestation
- I-9 Type
- E-Verify Requirement
- Employee Name (I-9)

Document Retention Status: All

Location Name: All

I-9 Status: All

Date Range Field: None

Date Range From/To: mm/dd/yyyy / mm/dd/yyyy

Results: 29 I-9s Found

Options Search by Name Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

## Complete & Approve I-9 Forms

The **Attestation** filter is used to narrow results based on the employee's Section 1 attestation:

- U.S. Citizen
- Non Citizen National
- Lawful Permanent Resident
- Alien Authorized to Work

Search Options

Hide Options | All Eligible I-9s

Document List Type: All

Document Retention: [dropdown]

Location: [dropdown]

Date Range From/To: [mm/dd/yyyy] / [mm/dd/yyyy]

**Attestation** (circled in red)

- All
- All
- U.S. Citizen
- Non Citizen National
- Lawful Permanent Resident
- Alien Authorized to Work

I-9 Type: [dropdown]

E-Verify Requirement: [dropdown]

Employee Name (I-9): [dropdown]

Results: 29 I-9s Found

Options | Search by Name: [input] | All Eligible I-9s | Refresh | Results: [navigation icons] | Page 1 | Actions [dropdown]

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **I-9 Type** filter is used to narrow results based on the type of I-9 completed.

## Complete & Approve I-9 Forms

**Search Options**

Hide Options | All Eligible I-9s | Do Search

Document List Type: All

Attestation: All

**I-9 Type** (circled): All (highlighted), Electronic I-9, New Hire Paper I-9, Remote Agent I-9

E-Verify Requirement

Employee Name (I-9)

Document Retention Status: All

Location Name: All

I-9 Status: All

Date Range Field: None

Date Range From/To: mm/dd/yyyy / mm/dd/yyyy

**Results: 29 I-9s Found**

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **E-Verify Requirement** filter narrows results based on whether the employee is subject to E-Verify.

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s Do Search

Document List Type: All

Attestation: All

I-9 Type: All

**E-Verify Requirement**: Any

Employee Name (I-9):

Document Retention Status: All

Location Name: All

I-9 Status: All

Date Range Field: None

Date Range From/To: mm/dd/yyyy / mm/dd/yyyy

Results: 29 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **Employee Name** filter allows for searching employees by name.

## Complete & Approve I-9 Forms

The required search syntax is ***lastName,firstName***

Search Options

Hide Options | All Eligible I-9s

Document List Type: All

Attestation: All

I-9 Type: All

E-Verify Requirement: Any

**Employee Name (I-9): Carmel, Jo**

Document Retention Status: All

Location Name: All

I-9 Status: All

Date Range Field: None

Date Range From/To: mm/dd/yyyy / mm/dd/yyyy

Results: 29 I-9s Found

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input checked="" type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **Document Retention Status** filter narrows results based on whether the required Section 2 documents, if any, have been retained.

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s Do Search

Document List Type: All

Attestation: All

I-9 Type: All

E-Verify Requirement: Any

Employee Name (I-9): Last, First

Document Retention Status: All

Location Name:

I-9 Status:

Date Range Field:

Date Range From/To: mm/dd/yyyy / mm/dd/yyyy

Results: 29 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un



# Options Menu Search Filters

The **Location Name** filter narrows results based on the employee's assigned **Location**.

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s | Do Search

Document List Type: All

Attestation: All

I-9 Type: All

E-Verify Requirement: Any

Employee Name (I-9): Last, First

Document Retention Status: All

**Location Name**: All

I-9 Status:

Date Range Field:

Date Range From/To:

Results: 29 I-9s Found

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location				
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **I-9 Status** filter is used to narrow results based on the I-9's status, for instance the readiness to be **Completed/Approved**.

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s | Do Search

Document List Type: All

Attestation: All

I-9 Type: All

E-Verify Requirement: Any

Employee Name (I-9): Last, First

Document Retention Status: All

Location Name: All

I-9 Status: All

Date Range Field: All

Date Range From/To:

Ready to Complete/Approve

Not Ready: Pending document retention

Not Ready: Pending I-9 issues

Results: 29 I-9s Found

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **Date Range Field** filter is used to narrow results based on either the employee's start date or the date Section 2 was signed.

## Complete & Approve I-9 Forms

Search Options

Hide Options | All Eligible I-9s | Do Search

Document List Type: All

Attestation: All

I-9 Type: All

E-Verify Requirement: Any

Employee Name (I-9): Last, First

Document Retention Status: All

Location Name: All

I-9 Status: All

**Date Range Field**: None (selected), I-9 Start Date, Section 2 Signed Date

Date Range From/To:

Results: 29 I-9s Found

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

The **Date Range From/To** filter will allow the user to search by a specific time period.

## Complete & Approve I-9 Forms

### Search Options

Hide Options | All Eligible I-9s

Do Search

Document List Type: All

Attestation: All

I-9 Type: All

E-Verify Requirement: Any

Employee Name (I-9): Last, First

Document Retention Status: All

Location Name: All

I-9 Status: All

Date Range Field: None

**Date Range From/To**: 01/01/2017 / 05/01/2018

### Results: 29 I-9s Found

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkysen, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkysen, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

Once all the desired search parameters have been entered, click **Do Search**.

## Complete & Approve I-9 Forms

**Search Options**

Hide Options | All Eligible I-9s Do Search

Document List Type	All	Document Retention Status	All
Attestation	All	Location Name	All
I-9 Type	All	I-9 Status	All
E-Verify Requirement	Any	Date Range Field	None
Employee Name (I-9)	Last, First	Date Range From/To	01/01/2017 / 05/01/2018

**Results: 29 I-9s Found**

Options | Search by Name:  | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Options Menu Search Filters

If desired, click **Hide Options** to collapse the **Options** menu.

## Complete & Approve I-9 Forms

**Search Options**

**Hide Options** | All Eligible I-9s Do Search

Document List Type	All	Document Retention Status	All
Attestation	All	Location Name	All
I-9 Type	All	I-9 Status	All
E-Verify Requirement	Any	Date Range Field	None
Employee Name (I-9)	Last, First	Date Range From/To	01/01/2017 / 05/01/2018

**Results: 29 I-9s Found**

Options | Search by Name:  | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-4		
<input checked="" type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input checked="" type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

# Toolbar Features

## Complete & Approve I-9 Forms

With the **Options** collapsed, users can search for an employee by name in the **Search by Name** field.

The required search syntax is ***lastName,firstName***

Search Options

Results: 29 I-9s Found

Options **Search by Name:**  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Document	Document	Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkysen, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei	
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkysen, Tony		2144891	Missing B & C		Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car	
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen	US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card	
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen	US Driver's License	Social Security Card (Un

# Toolbar Features

## Complete & Approve I-9 Forms

The **Results** icon will display the number of pages containing results. Use the navigation buttons to view additional pages, if any.

Search Options

Results: 29 I-9s Found

Options | Search by Name:  | All Eligible I-9s | Refresh | **Results:** Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-!		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un



# Toolbar Features

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options | Search by Name: | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 N	Location	U.S. Citizen	U.S. Passport or Passpo	US Driver's License	Social Security Card (Un		
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia									
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie									
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719968	Yes			1- PHX			
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes			1- PHX			
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes			1- PHX			
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes			Tempe			
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A			9-NYC	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes			10-CI	U.S. Citizen	U.S. Passport or Passpo	
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C			Vermont - NO E-V	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A			Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A			Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei	
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C			Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A			Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car	
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A			Tempe	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes			1- PHX (Location)	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes			Vermont - NO E-V	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes			Vermont - NO E-V	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A			Vermont - NO E-V	Non Citizen National	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes			Tempe	U.S. Citizen	US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C			Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a			Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes			Tempe	U.S. Citizen	U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes			Tempe	U.S. Citizen	U.S. Passport Card	
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a			Tempe	U.S. Citizen	US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a			Belmont	U.S. Citizen	US Driver's License	Social Security Card (Un

The **Actions** button is used to **Select All** or **De-Select All** the I-9 records that are ready to be approved.

Once the desired I-9's are selected, click **Complete and Approve Selected I-9's** to begin processing the I-9's as a batch.

# Column Features

The **Selected** column is enabled or disabled based on the I-9 status.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

## Complete & Approve I-9 Forms

The **I-9 Status** column will display the readiness of the I-9 to be completed and approved.

Search Options

Results: 29 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

## Complete & Approve I-9 Forms

The **I-9 Approval Deadline** column shows the date the I-9 should be marked as completed per the 3 Day Rule.

Search Options

Results: 29 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

The **Start Date** column displays the start date from the I-9.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

Clicking the **Employee Name** opens the Employee Record.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

The I-9 PDF column allows for quick review of the PDF version of the employee's Form I-9.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name: All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

Clicking the **I-9 number** opens the employee's I-9 record.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PD	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un



# Column Features

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options | Search by Name:  | All Eligible I-9s | Refresh | Results: | Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Citizen	Document	Document	Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe				
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX				
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX				
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX				
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX				
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe				
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen		U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen		U.S. Passport or Passpo	
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen		U.S. Passport or Passpo	
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen		U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen		U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen		U.S. Passport	
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National		U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen		U.S. Passport	
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen		U.S. Passport Card	
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

The **Documents Retained** column indicates whether Section 2 document retention is required, and whether the documents have been retained.

Users may wish to further review I-9's with a **Missing** status, prior to Approval.

# Column Features

The **OnDocs** column allows for quick access to all files contained in the employee's **OnDocs**.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

The **Location** column displays the current location assigned to the employee.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

The **Attestation** column displays the employee's attestation from Section 1.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

## Complete & Approve I-9 Forms

The List A/B/C Document columns specify what documents the employee provided for Section 2.

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-!		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

# Column Features

I-9's may be sorted ascending/descending by clicking on the various column headers.

## Complete & Approve I-9 Forms

Search Options

Results: 29 I-9s Found

Options Search by Name:  All Eligible I-9s Refresh Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input type="checkbox"/>	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkysn, Tony		2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199997	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199970	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkysn, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199996	Missing A		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		

# Batch Complete & Approve

# Batch Complete/Approve

I-9's in the **Ready to Complete/Approve** status can be selected for batch processing.

## Complete & Approve I-9 Forms

Search Options

Results: 34 I-9s Found

Options | Search by Name:  Refresh | Results: Page 1 Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input checked="" type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input checked="" type="checkbox"/>	Ready to Complete/Approve	07/04/2018	06/29/2018	Andrews, Robert		2212690	Yes		Mesa II	U.S. Citizen	U.S. Passport		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	06/25/2018	06/20/2018	Zurich, William		2212685	Yes		Mesa I	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Ready to Complete/Approve	06/26/2018	06/21/2018	Doe, John		2212441	Yes		Mesa I	Lawful Permanent Resident		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	05/11/2018	05/08/2018	Gambini, Milicent		2211407	Yes		11-PT	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	06/20/2018	06/15/2018	Wilson, Martin		2212437	Yes		Mesa II	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Ready to Complete/Approve	05/09/2018	05/04/2018	Wilkins, Susan		2204646	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	05/08/2018	05/03/2018	Goodwin, Elena		2204297	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Martinez, Stephen		2212768	Missing A		Mesa II	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	06/21/2018	06/18/2018	Diaz, Stacy		2212465	Missing B & C		Belmont II	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	06/14/2018	06/11/2018	Zurich, William		2212407	Missing A		Mesa I	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	04/11/2018	04/07/2018	Smith, Devon		2212380	Missing B & C		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	05/25/2018	05/22/2018	Wilson, Thomas		2211760	Missing A		11-PT	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	05/10/2018	05/07/2018	Pin, Bobby		2211391	Missing A		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		



# Batch Complete/Approve

Click on **Complete and Approve** Selected I-9's to begin batch processing for the selected I-9's.

## Complete & Approve I-9 Forms

Search Options

Results: 34 I-9s Found

Options | Search by Name:  Refresh | Results: Page 1 | Actions

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	<input type="checkbox"/> Select All <input type="checkbox"/> Do Not Select All <input checked="" type="checkbox"/> Complete and Approve Selected I-9s	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input checked="" type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	<input checked="" type="checkbox"/>		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	<input checked="" type="checkbox"/>		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	<input checked="" type="checkbox"/>		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	<input checked="" type="checkbox"/>		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	<input checked="" type="checkbox"/>		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input checked="" type="checkbox"/>	Ready to Complete/Approve	07/04/2018	06/29/2018	Andrews, Robert	<input checked="" type="checkbox"/>		Mesa II	U.S. Citizen	U.S. Passport		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	06/25/2018	06/20/2018	Zurich, William	<input checked="" type="checkbox"/>		Mesa I	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Ready to Complete/Approve	06/26/2018	06/21/2018	Doe, John	<input type="checkbox"/>		Mesa I	Lawful Permanent Resident		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	05/11/2018	05/08/2018	Gambini, Milicent	<input type="checkbox"/>		11-PT	Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	06/20/2018	06/15/2018	Wilson, Martin	<input type="checkbox"/>		Mesa II	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	<input type="checkbox"/>		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Ready to Complete/Approve	05/09/2018	05/04/2018	Wilkins, Susan	<input type="checkbox"/>		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	05/08/2018	05/03/2018	Goodwin, Elena	<input type="checkbox"/>		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	<input type="checkbox"/>		Vermont - NO E-V	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	<input type="checkbox"/>		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Martinez, Stephen	<input type="checkbox"/>		Mesa II	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	06/21/2018	06/18/2018	Diaz, Stacy	<input type="checkbox"/>		Belmont II	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	06/14/2018	06/11/2018	Zurich, William	<input type="checkbox"/>		Mesa I	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	04/11/2018	04/07/2018	Smith, Devon	<input type="checkbox"/>		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	05/25/2018	05/22/2018	Wilson, Thomas	<input type="checkbox"/>		11-PT	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	05/10/2018	05/07/2018	Pin, Bobby	<input type="checkbox"/>		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	<input type="checkbox"/>		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	<input type="checkbox"/>		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	<input type="checkbox"/>		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	<input type="checkbox"/>		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	<input type="checkbox"/>		Vermont - NO E-V	Non Citizen National	U.S. Passport		

# Batch Complete/Approve

## Complete & Approve I-9 Forms

The following prompt will appear with the total number of I-9's batched for **completion and approval**. Click **Continue** to proceed.

Search Options

Results: 34 I-9s Found

Options | Search by Name:  Refresh | Results: ◀ ▶ Page 1 ▶▶ Actions ▼

Selected	I-9 Status	I-9 Approval Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
<input checked="" type="checkbox"/>	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
<input checked="" type="checkbox"/>	Ready to Complete/Approve	07/04/2018	06/29/2018	Andrews, Robert		2212690	Yes		Mesa II	U.S. Citizen	U.S. Passport		
<input checked="" type="checkbox"/>	Ready to Complete/Approve	06/25/2018	06/20/2018	Zurich, William		2212683	Yes		Mesa I	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Ready to Complete/Approve	06/26/2018	06/21/2018	Doe, John		2212441	Yes		Mesa I	Lawful Permanent Resident		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Ready to Complete/Approve	05/11/2018	05/08/2018	Gambini, Milicent						Non Citizen National	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	06/20/2018	06/15/2018	Wilson, Martin						U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally						U.S. Citizen		US Driver's License	Certification of Birth Abr
<input type="checkbox"/>	Ready to Complete/Approve	05/09/2018	05/04/2018	Wilkins, Susan					NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	05/08/2018	05/03/2018	Goodwin, Elena					NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry					NO E-V	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam					location)	U.S. Citizen	U.S. Passport or Passpo		
<input type="checkbox"/>	Not Ready: Pending document retention	05/04/2018	05/01/2018	Martinez, Stephen						U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	06/21/2018	06/18/2018	Diaz, Stacy		2212465	Missing B & C		Belmont II	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	06/14/2018	06/11/2018	Zurich, William		2212407	Missing A		Mesa I	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	04/11/2018	04/07/2018	Smith, Devon		2212380	Missing B & C		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	05/25/2018	05/22/2018	Wilson, Thomas		2211760	Missing A		11-PT	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	05/10/2018	05/07/2018	Pin, Bobby		2211391	Missing A		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
<input type="checkbox"/>	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
<input type="checkbox"/>	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
<input type="checkbox"/>	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
<input type="checkbox"/>	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
<input type="checkbox"/>	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		

**Complete & Approve I-9 Forms**

Do you want to Complete/Approve 7 of 34 I-9s?

# Batch Complete/Approve

If participating in E-Verify, ensure the E-Verify cases are reviewed and closed appropriately.

The E-Verify cases created automatically from the **I-9 Review Queue** can be viewed from the **Pending E-Verify Actions** dashboard panel, or from the **E-Verify** tab.

If desired, E-Verify cases may be batch closed to save time. See the related tutorial for additional information on this tool.

**Guardian** Dashboard:  Employee Group  Location  Refresh All

I-9 and E-Verify Compliance System

**Top Pending E-Verify Actions**

Date Started	Current Status	Location	Employee Name	Date Initial Verification
07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	Mesa I:	Zurich, William	07/10/2018
07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Jones, Ryan	07/10/2018
07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Gomez, Tina	07/10/2018
07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Smith, Mike	07/10/2018
07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	10-CI: 10	Delta, Joe	07/10/2018
07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Waters, John	07/10/2018

**Top Pending Re-Verifications**

Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
01/16/2018	Mesa II:	Stanwick, Sally	01/16/2018	-175
06/07/2018	Mesa II:	Andreas, Bobby	07/27/2018	17
06/12/2018	Belmont II:	Davidson, Matthew	08/30/2018	51
06/13/2018	Belmont II:	Sanders, Elizabeth	06/01/2019	326
06/12/2018	Mesa II:	Davidson, Matthew	10/10/2019	457
06/27/2018	Mesa II:	Harper, Brian	10/10/2020	823
06/11/2018	Mesa I:	Davidson, Matthew	01/10/2025	2376

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# I-9 Review Queue Activation

## ➤ Interested in using the I-9 Review Queue?

Before implementing the I-9 Review Queue:

1. Contact LawLogix Customer Support to enable the feature
2. Identify the users who should have access
3. Enable “*Can Complete and Approve I-9s in Batch*” User/Role permission in the Guardian Admin Settings.
4. Define responsibilities and division of labor between the reviewers
5. Review current Location/Employee Group access of the reviewers
6. Review “Approve I-9s” permission of all document verifiers

# For Additional Assistance

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

# Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.