

# Guardian I-9 Review Queue

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2. I-9 Review Queue	5
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3. Batch Completed & Approve
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4.	Activating	the I-9 Review Queue44	4

### 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	Da	shboard	<ul> <li>Employee Group</li> <li>Location</li> </ul>	Southwest > Arizona	> Belmont	Refre	sh All							•••	Current   Imported eate New Employee
I-9 and E-Verify	Тор Р	ending I-9s						^	Тор Ре	ending I-9s					^
Compliance System	🧩 V	iew 📄 All 🤗	halyze						🧋 Vi	ew 📄 All	😽 Analyze				
		Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline				Date I-9 Created	Location	Employee Name	Section Deadline		
🚳 Dashboard	e e	02/06/2018	Belmont:	Gilkyson, Tony	01/01/2018	01/04/2018			🔴 E	02/06/2018	Belmont:	Gilkyson, Tony	01/01/20	18 01/04/20	18
	e	01/03/2018	Belmont:	Wilson, Mario	03/01/2018	03/06/2018			e	01/03/2018	Belmont:	Wilson, Mario	03/01/20	18 03/06/20	18
	🔴 E	03/20/2018	Belmont:	Stein, Sally	03/06/2018	03/09/2018			🔴 E	03/20/2018	Belmont:	Stein, Sally	03/06/20	18 03/09/20	18
🎮 E-Verify	e	03/20/2018	Belmont:	Winston, Bailey	03/20/2018	03/23/2018			🔴 E	03/20/2018	Belmont:	Winston, Bailey	03/20/20	18 03/23/20	18
I Reports															
🐸 Employees															
🕼 I-9 Forms															
Tasks															
🔟 Charts & Graphs	Тор Р	ending Re-Verific	cations					*	Top I-	9s Needing Fu	Irther Action				~
📢 Announcements	* V	-	halyze							ew 📄 All					
🔊 ICE Audit		Date I-9 Created	Location	Employee Name		Expiration Date	Days Left			Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
🞓 Help	۲	04/03/2018	Belmont:	Marston, Rosa	:	10/10/2020	920		0	1/31/2018	Belmont:	Mae, Daisy	No SS	03/02/2018	-33
1p		01/23/2018	Belmont:	Alvin, Dave	:	10/10/2025	2746								
i My Settings															
â Administration															
<b>്</b> Logout															
									-						

### I-9 Review Queue

Guardian	<i>2</i>  -	9 For	ms														Complete and Approv	ve I-9s
I-9 and E-Verify	Search Options																	*
Compliance System	Results: 0 I-	9s Found																
$\mathbf{\Sigma}$	🔎 Options	Search by Nam	: 🔤 🤹 4	All I-9s 🎅 Presets	5 → Results: K	◆ Page 1 ▶ ▶												🛟 Add
🚳 Dashboard	I-9 ^ Number	I-9 [Type] PDF OnDocs	Employee Name		nployee oup	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		
O Start I-9	No Data																	
🍽 E-Verify																		
I Reports																		
😁 Employees																		
🕼 I-9 Forms																		
🛢 Tasks																		
🔟 Charts & Graphs																		
Announcements																		
🔊 ICE Audit																		
🞓 Help																		
i My Settings																		
m Administration											Clic	ck th	$\sim c$	om		to o	und	
<b>එ</b> Logout																		•
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### **I-9 Review Queue**

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

Complete and Approve I-9s

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9 and E-Verify	Search Options														
npliance System	Results: 0 I-9s Found														
	P Options Search by I m		Complete &	Аррі	ove	I-9 Form	۱S	>							
Dashboard	I-9 A I-9 [Type] Number PDF OnDocs	Search	29 I-95 Found												*
Start I-9	No Data			All Elligible I-9s	2 Refresh	Results: 🚺 🖌 Page 1	• •	Actions 🗸							
		Selected	I-9 Status	I-9 Approva Deadline	Start Date	Employee Name	I-9 PDF	I-9 Documents Number Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document	
E-Verify			Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	1	1705612 Missing A		Tempe	U.S. Citizen	U.S. Passport or Passp	0		
			Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	1705708 Yes	Ū	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passp	0		
Reports			Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	1	1719509 Yes	Ð	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passp	0		
Reports			Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	1	1732891 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passp	0		
			Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	1	1733186 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passp	0		
Employees			Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	1	1740286 Yes		Tempe	U.S. Citizen	U.S. Passport or Passp	0		
			Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	1	1740363 Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passp	0		
I-9 Forms			Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	1	1740487 Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passp	0		
			Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	1	1908412 Yes		10-CI	U.S. Citizen	U.S. Passport or Passp	0		
Tasks			Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	1	2126265 Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
TdSKS			Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	1	2092529 Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I	н		
			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 Rece	eij		
Charts & Graphs			Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	1	2144891 Missing B & C	Ð	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
			Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662 Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident C	ər		
Announcements			Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	1	2126347 Missing A		Tempe	U.S. Citizen	U.S. Passport			
Announcements			Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272 Yes	Ē.	1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	
			Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	1	2144682 Yes	ā	Vermont - NO E-V	U.S. Citizen	U.S. Passport			
ICE Audit			Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926 Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
			Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	TA .	2144890 Missing A	- D	Vermont - NO E-V	Non Citizen National	U.S. Passport			
Help			Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	1	2157399 Yes	ā	Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr	
			Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	1	2157390 Missing B & C	- D	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
A design and the set		Г	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	- 📆 -	2189247 n/a	E.	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
My Settings			Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	÷.	2189267 Yes	ň	Tempe	U.S. Citizen	U.S. Passport			
			Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251 Yes	- A	Tempe	U.S. Citizen	U.S. Passport Card			
Administration			Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	1	2189257 n/a	- i	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
			Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026 n/a	ā	Belmont	U.S. Citizen			Social Security Card (Un	
Logout			Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		2199997 Missing A	1	Tempe	U.S. Citizen	U.S. Passport			
Logout			Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	1	2199970 Missing A	- i	Tempe	U.S. Citizen	U.S. Passport			
			Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	-	2199996 Missing A		Tempe	U.S. Citizen	U.S. Passport			

Guardian *2*1-9 Forms

# Navigation

#### Complete & Approve I-9 Forms

Results: 2	9 I-9s Found									
🔎 Option	s Search by Name:	All Elligible I-9s	🖁 Refresh	Results: 🚺 📢	Page 1	I	🔺 Actio	ons 🗸		
Selected	I-9 Status	I-9 Approva <sup>↑</sup> Deadline	Start Date	Employee Name		I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		A	1705612	Missing A		Tempe
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1	1705708	Yes		1- PHX (Location)
	Ready to complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1	1719509	Yes		1- PHX (Location)
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1	1732891	Yes		1- PHX (Location)
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		A	1733186	Yes		1- PHX (Location)
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1	1740286	Yes		Tempe
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		A	1740363	Missing A		1- PHX (Location)
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		7	1740487	Missing A		9-NYC
	Ready to Complete (Approve	08/08/2016	08/03/2016	Delta, Joe		A	1908412	Yes		10-CI
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		A	2126265	Missing B & C		Vermont - NO E-V
	Not Ready. Penang document retention	12/15/2017	12/12/2017	Smith, Christine		A	2092529	Missing A		Vermont - NO E-V
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		A	2117817	Missing A		Vermont - NO E-V
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		A	2144891	Missing B & C		Tempe
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		74	2119662	Missing A		Vermont - NO E-V
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert		A	2126347	Missing A		Tempe
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John		7	2126272	Yes		1- PHX (Location)
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		Ţ.A.	2144682	Yes		Vermont - NO E-V
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		1	2144926	Yes		Vermont - NO E-V
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		12	2144890	Missing A		Vermont - NO E-V
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		1	2157399	Yes		Tempe
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		1	2157390	Missing B & C		Tempe
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		1	2189247	n/a		Tempe
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		1	2189267	Yes		Tempe
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene		7	2189251	Yes		Tempe
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey		A	2189257	n/a		Tempe
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John		1	2200026	n/a		Belmont
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		A	2199997	Missing A		Tempe
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		1	2199970	Missing A		Tempe
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert		A	2199996	Missing A		Tempe

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.

		,		
10-CI	U.S. Citizen	U.S. Passport or Passpo		
Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip		
Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
Tempe	U.S. Citizen	U.S. Passport		
1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
Vermont - NO E-V	U.S. Citizen	U.S. Passport		
Vermont - NO E-V	U.S. Citizen	U.S. Passport		
Vermont - NO E-V	Non Citizen National	U.S. Passport		
Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
Tempe	U.S. Citizen	U.S. Passport		
Tempe	U.S. Citizen	U.S. Passport Card		
Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
Tempe	U.S. Citizen	U.S. Passport		
Tempe	U.S. Citizen	U.S. Passport		
Tempe	U.S. Citizen	U.S. Passport		

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# 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

-20 T-9s Found

Resource	20 I-9s Found												
🔎 Optio	ns 🚺 Search by Name: 🚺 🎡	All Elligible I-9s	🎅 Refresh	Results: 🚺 🔹 Page 1		🔺 Actions 🗸							
Selected	1-9 Status	I-9 Approvat Deadline	Start Date	Employee Name	I-9 PDF	I-9 Documer Number Retained		Location	Attestation	List A Document	List B Document	List C Document	
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	1	1705612 Missing A	<b>)</b>	Tempe	U.S. Citizen	U.S. Passport or Passpo	l.		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	1705708 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509 Yes	<b>)</b>	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	I.		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	1	1732891 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186 Yes	<b>)</b>	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	L. C.		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286 Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo	l.		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363 Missing A	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	ι.		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487 Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo	i i i i i i i i i i i i i i i i i i i		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412 Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo	i.		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265 Missing B	&C 🗐	Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529 Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	<u>í</u>		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	1	2117817 Missing A		Vermont - NO E-V	Lawful Permanent Reside	nt Alien Registration Recei	I		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891 Missing B	&C 🗐	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	74	2119662 Missing A		Vermont - NO E-V	Lawful Permanent Reside	nt Permanent Resident Ca	T		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347 Missing A		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	74	2126272 Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682 Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926 Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	7	2144890 Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport			
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	7	2157399 Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr	
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	2	2157390 Missing B	&C 🗐	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
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	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267 Yes		Tempe	U.S. Citizen	U.S. Passport			
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	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257 n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	7	2200026 n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	A	2199997 Missing A		Tempe	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	74	2199970 Missing A		Tempe	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	A	2199996 Missing A		Tempe	U.S. Citizen	U.S. Passport			

### Complete & Approve I-9 Forms

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

🔎 Hide Options 📔 🤹 All Elligi	ble I-9s			🔎 Do Search
Document List Type 🔹	All	Document Retention Status	All	,
Attestation	All	Location Name	All	*
І-9 Туре	Provided List A Document	I-9 Status	All	
тотуре	Provided List B and C Documents			
E-Verify Requirement	Any	Date Range Field	None	
Employee Name (I-9)	Last, First	Date Range From/To	mm/dd/yyyy / mm/dd/yyyy	

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

Search Options

🔎 Option	ns 🔰 Search by Name: 📃 🍨	All Elligible I-9s	₹ Refresh	Results:	Page 1		📔 🔺 Acti	ons 👻						
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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		Ā	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		7	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo	)	
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo	)	
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthon	ny	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	ć	
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Residen	t Alien Registration Recei	1	
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

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

### Complete & Approve I-9 Forms

Search Op	otions															^
🔎 Hide O	ptions 📔 🎡 All Elligit	le I-9s													🔎 Do S	earch
	ocument Type 👻	All			*					Document	Retention Status	All		v		
	Attestation				٩						Location Name	All		w		
	І-9 Туре	Alien Registration 551)	on Receipt C	ard (Form I-	Î						I-9 Status	All		w		
E-	Verify Requirement	All								[	Date Range Field	None		Ŧ		
Er	nployee Name (I-9)	Canadian Drive	rs license							Date	e Range From/To	mm/dd/yyyy / mm	/dd/yyyy			
		Certification of I	Birth Abroad	(FS-545)												
		A Leighde 1/3 Ye Mi Leighde 1/3 We Alline Registration Receipt Card (Form I- 1-3 Type All Allen Registration Receipt Card (Form I- 551) All Canadian Drivers license Canadian Drivers license Canadian Drivers license Cartification of Birth Abroad (FS-545) Certification of Birth Abroad (FS-240) I 3 Approve I 3 Ap														
Results: 2	9 I-9s Found	Clinic, doctor, o	r hospital rec	ord												
🔎 Option	s Search by Nam	Consular Repor	t of Birth Abr	oad (FS-240	) -	: 🚺 🐧 Page 1	<b>&gt; &gt;</b>	🔺 Actio	ons 🗸							
Selected	I-9 Status									OnDocs	Location	Attestation				
	Not Ready: Pending doo	ument retention	07/13/2015	07/08/2015	Smith,	Olivia		1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	07/22/2015	07/17/2015	Smith,	Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	08/10/2015	08/05/2015	Smith,	Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	08/18/2015	08/13/2015	Jones,	Sam		1732891	Yes		. ,	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove			Gomez	, Tina					1- PHX (Location)		U.S. Passport or Passpo			_
	Ready to Complete/App															
	Ready to Complete/App								0							_
	Ready to Complete/App					1			*							
	Ready to Complete/App															_
	· ·					1			÷					US Driver's License	Social Security Card (Un	
	, ÷								÷				* ·			
									- -						0.110.110.010	
	NOT Ready: Pending 1-9	ISSUES	01/04/2018	01/01/2018	GIIKYSO	n, iony	A	2144891	MISSING B & C		rempe	U.S. Citizen		US Driver's License	Social Security Card (Un	1

### Complete & Approve I-9 Forms

Search Options		
🔎 Hide Options 🛛 🤬 All Elligi	ble I-9s	
Document List Type 🔻	All	Document Retent
Attestation	All	Locat
I-9 Type	All	
	U.S. Citizen	Dete D
E-Verify Requirement	Non Citizen National	Date Ra
Employee Name (I-9)	Lawful Permanent Resident	Date Range
	Alien Authorized to Work	

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

Range From/To

mm/dd/yyyy / mm/dd/yyyy

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

Option:	ns 📔 Search by Name: 🦳 🤬 A	All Elligible I-9s 🧯	₴ Refresh	Results: 🚺 🖌 Page 1	$\blacktriangleright$	📔 🔺 Acti	ions 🗸							
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	
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	1	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo	l.		<b>^</b>
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	1		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	I.		
	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	1		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	I.		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	-	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo	l .		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	I.		
	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	i i i i i i i i i i i i i i i i i i i		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo	I.		
	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	n
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9	<u>t</u>		
	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	I		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	n

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

### Complete & Approve I-9 Forms

Search Op	tions													^
🔎 Hide O	ptions 📔 🔩 All Elligi	ble I-9s												🔎 Do Search
Docun	nent List Type 💌	All			¥				Document	Retention Status	All		¥	
	Attestation	All			¥					Location Name	All		v	
	І-9 Туре	All			*					I-9 Status	All		*	
E-	Verify Requirement	All Electronic I-9							(	Date Range Field	None		w	
En	nployee Name (I-9)	New Hire Pape							Date	e Range From/To	mm/dd/yyyy / mm/	dd/yyyy		
		Remote Agent	1-9											
Results: 2	9 I-9s Found													
🔎 Options	s Search by Name	e: 📃 🍕 4	All Elligible I-9s 🕯	2 Refresh	Results: K A Page 1	• •	🔺 🔺 Acti	ons 🗸						
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
	Not Ready: Pending do	cument retention	07/13/2015	07/08/2015	Smith, Olivia	Ā	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo		· · · · · · · · · · · · · · · · · · ·
	Ready to Complete/App	irove	07/22/2015	07/17/2015	Smith, Eddie	1	1705708			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
_	Ready to Complete/App		08/10/2015	08/05/2015	Smith, Mike		1719509			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/App		08/18/2015	08/13/2015	Jones, Sam		1732891			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/App		08/27/2015	08/24/2015	Gomez, Tina		1733186			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/App		09/02/2015	08/28/2015	Garcia, Terry		1740286			Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/App		09/03/2015	08/31/2015	Jones, Ryan			Missing A		1- PHX (Location) 9-NYC	U.S. Citizen U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/App Ready to Complete/App		09/10/2015 08/08/2016	09/04/2015 08/03/2016	Rodrigo, Daisy Delta, Joe	Z	1908412	Missing A		9-NYC 10-CI	U.S. Citizen	U.S. Passport or Passpo U.S. Passport or Passpo		
	Not Ready: Pending do		11/15/2017	11/12/2017	Gilkyson, Anthony			Missing B & C	<b>_</b>	Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending do		12/15/2017	12/12/2017	Smith, Christine			Missing A	5	Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		Social Security Card (On
	Not Ready: Pending do		12/29/2017	12/26/2017	Zoom, William			Missing A	- Í	Vermont - NO E-V	Lawful Permanent Resident	÷ .		
	Not Ready: Pending I-9		01/04/2018	01/01/2018	Gilkyson, Tony	Ā		Missing B & C	Ĩ	Tempe	U.S. Citizen	· · ·	US Driver's License	Social Security Card (Un

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

### Complete & Approve I-9 Forms

Search Of	Juons														^
🔎 Hide C	options 📔 🔩 All Elligi	ble I-9s												🔎 Do Se	earch
Docu	ment List Type 💌	All			w				Document	Retention Status	All		Ŧ		
	Attestation	All			*					Location Name	All		*		
	І-9 Туре	All			*					I-9 Status	All		•		
E	Verify Requirement	Any			•				[	Date Range Field	None		*		
Er	mployee Name (I-9)	Any							Date	e Range From/To	mm/dd/yyyy / mm/	dd/yyyy			
		Required													
		Not Required													
Results: 2	9 I-9s Found														
🔎 Option	s Search by Name	e: 🛛 🔩 A	All Elligible I-9s 🥤	2 Refresh	Results: 🚺 🐧 Page 1	<b>&gt;</b> >	🔺 Actio	ons 👻							
Selected	I-9 Status		I-9 Approva <sup>*</sup> 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	
Π	Not Ready: Pending do	cument retention	07/13/2015	07/08/2015	Smith, Olivia	1	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo			<b>^</b>
	Ready to Complete/App	rove	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	08/10/2015	08/05/2015	Smith, Mike	7	1719509	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			- 11
	Ready to Complete/App	rove	08/18/2015	08/13/2015	Jones, Sam	74	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	09/02/2015	08/28/2015	Garcia, Terry	~	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/App	rove	08/08/2016	08/03/2016	Delta, Joe	,A.	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo			
	Not Ready: Pending do	cument retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending do	cument retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9			
	Not Ready: Pending do	cument retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip			
	Not Ready: Pending I-9	issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	

### Complete & Approve I-9 Forms

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

#### The required search syntax is IastName,firstName

Document Retention Status	Au	
Location Name	All	Ψ.
I-9 Status	All	Ŧ
Date Range Field	None	Ŧ
Date Range From/To	mm/dd/yyyy / mm/dd/yyyy	

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

Search Options

Hide Options

Document List Type

E-Verify Requirement

Employee Name (I-9)

All Elligible I-9s

Attestation

All

All

All Any

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### Complete & Approve I-9 Forms

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

🔎 Hide Options 📔 🔩 All Elliç	gible I-9s			
Document List Type 🔹	All	Document Retention Status	All	
Attestation	All	Location Name	All	
І-9 Туре	All	I-9 Status	Retained Missing Any	
E-Verify Requirement	Any	Date Range Field	Not Required	
Employee Name (I-9)	Last, First	Date Range From/To	mm/dd/yyyy / mm/dd/yyyy	

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

Search Options

Option	s Search by Name: Search by Name:	All Elligible I-9s	🤁 Refresh	Results:	Page 1	• •	Action	ns 🗸						
Selected	I-9 Status	I-9 Approva 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		A	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo		
	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		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		A	1733186	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		A	1740363 M	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthon	ny	74	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		A	2092529 M	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	<u>t</u>	
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		A	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei	I	
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
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The Location Name filter narrows results based on the employee's assigned Location.

### Complete & Approve I-9 Forms

Searc	h Opti	ons														^
🔎 н	lide Opt	ions 📔 🔩 All Elligibl	e I-9s												🔎 Do Sea	arch
D	)ocume	ent List Type 🔻	All			¥				Document	Retention Status	All		*		
		Attestation	All			Ŧ				<	Location Name	All		A		
		I-9 Type	All			Ŧ					I-9 Status			م		
	E-Ve	erify Requirement	Any			¥				ſ	Date Range Field	All 1- PHX (Location): 1 -	Phoenix	Â		
	Emp	oloyee Name (I-9)	Last, First			±.				Date	e Range From/To	10-CI: 10 - Cincinnati				
												11-PT: 11 - Pittsburgh				
												12-RD: 12 - Richmon	d			
Resul	lts: 29	I-9s Found										13-CH - Chicago				
🔎 О	ptions	Search by Name:		All Elligible I-9s 🧯	🔁 Refresh 🛛	Results: 🚺 🖣 Page	e1 🕨 🔰	🔺 Actio	ons 🗸			14-CHA - Charleston				
Selec		I-9 Status		I-9 Approvat Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location			→ B iment	List C Document	
Г	N	lot Ready: Pending docu	ment retention	07/13/2015	07/08/2015	Smith, Olivia	Ā	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo			-
		eady to Complete/Appro		07/22/2015	07/17/2015	Smith, Eddie	1	1705708			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
		leady to Complete/Appro		08/10/2015	08/05/2015	Smith, Mike	Þ	1719509			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			-11
		leady to Complete/Appro		08/18/2015	08/13/2015	Jones, Sam		1732891			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
		eady to Complete/Appro eady to Complete/Appro		08/27/2015 09/02/2015	08/24/2015 08/28/2015	Gomez, Tina Garcia, Terry	۲. ۲	1733186 1740286			1- PHX (Location) Tempe	U.S. Citizen U.S. Citizen	U.S. Passport or Passpo U.S. Passport or Passpo			
		leady to Complete/Appro		09/02/2015	08/31/2015	Jones, Ryan		1740200			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
		leady to Complete/Appro		09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	÷		9-NYC	U.S. Citizen	U.S. Passport or Passpo			
		eady to Complete/Appro		08/08/2016	08/03/2016	Delta, Joe	Ē	1908412	÷	<u> </u>	10-CI	U.S. Citizen	U.S. Passport or Passpo			- 11
	N	lot Ready: Pending docu	ment retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C	- D	Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	N	lot Ready: Pending docu	iment retention	12/15/2017	12/12/2017	Smith, Christine	1	2092529	Missing A	9	Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9			
Г	N	lot Ready: Pending docu	ment retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A	1	Vermont - NO E-V	Lawful Permanent Residen	t Alien Registration Receij			
	N	lot Ready: Pending I-9 is	ssues	01/04/2018	01/01/2018	Gilkyson, Tony	Ā	2144891	Missing B & C		Tempe	U.S. Citizen		JS Driver's License	Social Security Card (Un	

### Complete & Approve I-9 Forms

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**.

ocuren op	cions									·					
🔎 Hide O	ptions 📔 🤹 All Elligibl	e I-9s												<b>P</b>	Do Search
Docur	nent List Type 🔻	All			¥				Document	Retention Status	All		•		
	Attestation	All			w					Location Name	All		*		
	I-9 Туре	All			w					I-9 Status	All		*		
E-	Verify Requirement	Any			w				I	Date Range Field	All Ready to Complete/A	pprove			
En	nployee Name (I-9)	Last, First		<u>ش</u>				Date	e Range From/To	Not Ready: Pending of					
											Not Ready: Pending I	-9 issues			
Results: 2	9 I-9s Found														
Option	Search by Name:		All Elligible I-9s 🦷	🖲 Refresh	Results: 🚺 🔹 Page		📔 🔺 Actio	ons 🗸							
Selected	I-9 Status		I-9 Approvat 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	
	Not Ready: Pending docu	ment retention	07/13/2015	07/08/2015	Smith, Olivia	A	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Appr	ove	07/22/2015	07/17/2015	Smith, Eddie	74	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Appr	ove	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Appr	ove	08/18/2015	08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			

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Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	2	1732891 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	1	1733186 Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	74	1740286 Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
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		
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		
Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412 Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	A	2126265 Missing B & C		Vermont - NO E-V	U.S. Citizen	US Driv	er's License	Social Security Card (Un
Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529 Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	74	2117817 Missing A		Vermont - NO E-V	Lawful Permanent Resider	t Alien Registration Receij		
Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891 Missing B & C		Tempe	U.S. Citizen	US Driv	er's License	Social Security Card (Un

### Complete & Approve I-9 Forms

12/29/2017

01/04/2018

12/26/2017

01/01/2018

Zoom, William

Gilkyson, Tony

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.

Search Of	luons												•	
🔎 Hide C	ptions 📔 灥 All Elligib	le I-9s												🔎 Do Search
Docu	nent List Type 🔻	All			¥				Document	Retention Status	All		Ŧ	
	Attestation	All			¥					Location Name	All		*	
	І-9 Туре	All			v					I-9 Status	All		¥	
E-	Verify Requirement	Any			-					Date Range Field	None		*	
Er	nployee Name (I-9)	Last, First			<b></b>				Date	e Range From/To	None I-9 Start Date			
											Section 2 Signed Date	e.		
											ecotion 2 olghod Bat	•		
	9 I-9s Found													
🔎 Option	s Search by Name	-	All Elligible I-9s	🤁 Refresh	Results: 🚺 🚽 Page 1	• •	🔺 Acti	ons 👻						
Selected	I-9 Status		I-9 Approva 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
	Not Ready: Pending doc	ument retention	07/13/2015	07/08/2015	Smith, Olivia	74	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr	ove	07/22/2015	07/17/2015	Smith, Eddie	-	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr	ove	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr	ove	08/18/2015	08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr	ove	08/27/2015	08/24/2015	Gomez, Tina	A	1733186			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr	ove	09/02/2015	08/28/2015	Garcia, Terry	2	1740286			Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr	ove	09/03/2015	08/31/2015	Jones, Ryan	A		Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr		09/10/2015	09/04/2015	Rodrigo, Daisy			Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Appr		08/08/2016	08/03/2016	Delta, Joe		1908412			10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending doc		11/15/2017	11/12/2017	Gilkyson, Anthony			Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending doc	ument retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		

A

A

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2117817 Missing A

2144891 Missina B & C

Vermont - NO E-V

Tempe

Lawful Permanent Resident Alien Registration Recei

US Driver's License

Social Security Card (Un

U.S. Citizen

Not Ready: Pending document retention

Not Ready: Pending I-9 issues

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

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### Complete & Approve I-9 Forms

🔎 Hide C	ptions \mid 🤹 All Elligi	ble I-9s												🔎 Do Search
Docur	nent List Type	All			T				Document	Retention Status	All		*	
	Attestation	All			v					Location Name	All		Ŧ	
	I-9 Type	All			¥					I-9 Status	All		*	
E-	Verify Requirement	Any			*				I	Date Range Field	None		*	
Er	nployee Name (I-9)	Last, First			<u>ا</u>				Dat	e Range From/To	01/01/2017 / 05/0	1/2018		
Results: 2	9 I-9s Found													
🔎 Option	s Search by Name	et 🚺 🔩 A	All Elligible I-9s 🧯	🔁 Refresh 🛛	Results: 🚺 🔹 Page 1	• •	📔 🔺 Acti	ons 🗸						
Selected														
Selected	I-9 Status		I-9 Approvat	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
		cument retention				PDF	Number			Location	Attestation U.S. Citizen			
	Status		Deadline	Date	Name		Number	Retained Missing A	1			Document		
	Status Not Ready: Pending do	rove	Deadline 07/13/2015	Date 07/08/2015	Name Smith, Olivia	PDF	Number 1705612	Retained Missing A Yes		Tempe	U.S. Citizen	Document U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App	rove	Deadline 07/13/2015 07/22/2015	Date 07/08/2015 07/17/2015	Name Smith, Olivia Smith, Eddie	PDF	Number 1705612 1705708	Retained Missing A Yes Yes		Tempe 1- PHX (Location)	U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App	nrove nrove nrove	Deadline 07/13/2015 07/22/2015 08/10/2015	Date 07/08/2015 07/17/2015 08/05/2015	Name Smith, Olivia Smith, Eddie Smith, Mike	PDF	Number 1705612 1705708 1719509	Retained Missing A Yes Yes Yes		Tempe 1- PHX (Location) 1- PHX (Location)	U.S. Citizen U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App Ready to Complete/App	rove rove rove rove	Deadline 07/13/2015 07/22/2015 08/10/2015 08/18/2015	Date 07/08/2015 07/17/2015 08/05/2015 08/13/2015	Name Smith, Olivia Smith, Eddie Smith, Mike Jones, Sam	PDF	Number 1705612 1705708 1719509 1732891	Retained Missing A Yes Yes Yes Yes		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location)	U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App	rove rove rove rove rove	Deadline 07/13/2015 07/22/2015 08/10/2015 08/18/2015 08/27/2015	Date 07/08/2015 07/17/2015 08/05/2015 08/13/2015 08/24/2015	Name Smith, Olivia Smith, Eddie Smith, Mike Jones, Sam Gomez, Tina	PDF	Number           1705612           1705708           1719509           1732891           1733186           1740286	Retained Missing A Yes Yes Yes Yes		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) 1- PHX (Location)	U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo U.S. Passport or Passpo U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App	rove rove rove rove rove rove rove rove	Deadline 07/13/2015 07/22/2015 08/10/2015 08/18/2015 08/27/2015 09/02/2015	Date 07/08/2015 07/17/2015 08/05/2015 08/13/2015 08/24/2015 08/28/2015	Name Smith, Olivia Smith, Eddie Smith, Mike Jones, Sam Gomez, Tina Garcia, Terry		Number 1705612 1705708 1719509 1732891 1733186 1740286 1740286	Retained Missing A Yes Yes Yes Yes Yes		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) Tempe	U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App	rove rove rove rove rove rove	Deadline           07/13/2015           07/22/2015           08/10/2015           08/18/2015           08/27/2015           09/02/2015           09/03/2015	Date 07/08/2015 07/17/2015 08/05/2015 08/13/2015 08/24/2015 08/28/2015 08/31/2015	Name Smith, Olivia Smith, Eddie Smith, Mike Jones, Sam Gomez, Tina Garcia, Terry Jones, Ryan		Number 1705612 1705708 1719509 1732891 1733186 1740286 1740286	Retained Missing A Yes Yes Yes Yes Missing A Missing A		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) Tempe 1- PHX (Location)	U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App	rove rove rove rove rove rove rove	Deadline           07/13/2015           07/22/2015           08/10/2015           08/18/2015           08/27/2015           09/02/2015           09/03/2015           09/10/2015	Date           07/08/2015           07/17/2015           08/05/2015           08/13/2015           08/24/2015           08/28/2015           08/31/2015           09/04/2015	Name Smith, Olivia Smith, Eddie Smith, Mike Jones, Sam Gomez, Tina Garcia, Terry Jones, Ryan Rodrigo, Daisy		Number 1705612 1705708 1719509 1732891 1733186 1740286 1740363 1740487 1908412	Retained Missing A Yes Yes Yes Yes Missing A Missing A		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) Tempe 1- PHX (Location) 9-NYC	U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen U.S. Citizen	Document U.S. Passport or Passpo U.S. Passport or Passpo		
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App Ready to Complete/App	rove rove rove rove rove rove rove rove	Deadline           07/13/2015           07/22/2015           08/10/2015           08/18/2015           08/27/2015           09/02/2015           09/03/2015           09/10/2015           08/08/2016	Date           07/08/2015           07/17/2015           08/05/2015           08/13/2015           08/24/2015           08/28/2015           08/31/2015           09/04/2015           08/03/2016	Name       Smith, Olivia       Smith, Eddie       Smith, Eddie       Smith, Mike       Jones, Sam       Gomez, Tina       Garcia, Terry       Jones, Ryan       Rodrigo, Daisy       Delta, Joe		Number 1705612 1705708 1719509 1732891 1733186 1740286 1740363 1740487 1908412 2126265	Retained Missing A Yes Yes Yes Yes Missing A Missing A Yes		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) Tempe 1- PHX (Location) 9-NYC 10-CI	U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen	Document U.S. Passport or Passpo U.S. Passport or Passpo	Document	Document
	Status Not Ready: Pending do Ready to Complete/App Ready to Complete/App	rove rove rove rove rove rove rove cument retention	Deadline 07/13/2015 07/22/2015 08/10/2015 08/18/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 08/08/2016 11/15/2017	Date           07/08/2015           07/17/2015           08/05/2015           08/13/2015           08/24/2015           08/28/2015           08/31/2015           09/04/2015           08/03/2016           11/12/2017	Name Smith, Olivia Smith, Eddle Smith, Hike Jones, Sam Gomez, Tina Garcia, Terry Jones, Ryan Rodrigo, Daisy Delta, Joe Gilkyson, Anthony		Number 1705612 1705708 1719509 1732891 1733186 1740286 1740286 1740363 1740487 1908412 2126265 2092529	Retained Missing A Yes Yes Yes Yes Missing A Yes Missing B & C		Tempe 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) 1- PHX (Location) Tempe 1- PHX (Location) 9-NYC 10-CI Vermont - NO E-V	U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen U.S. Cltizen	Document U.S. Passport or Passpo U.S. Passport or Passpo	Document	Document

Search Options

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

### Complete & Approve I-9 Forms

Search Options			^
🔎 Hide Options 📔 灥 All Ellig	ible I-9s		Do Search
Document List Type	All	Document Retention Status	All
Attestation	All	Location Name	All
І-9 Туре	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

🔎 Option	s Search by Name: 🌒 🤹	All Elligible I-9s	2 Refresh	Results:	Page 1	🔰 🔺 Acti	ons 👻						
Selected	I-9 Status	I-9 Approva 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
	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		4
	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		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	1	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	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		
	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		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	₩.	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	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		
	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		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Antho	ny 🔁	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	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-		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	1	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Residen	t Alien Registration Recei	I	
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	Ā	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un

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

### Complete & Approve I-9 Forms

Search Options			*
Pide Options 🛛 🌸 All Ellig	ible I-9s		🔎 Do Search
Document List Type 🔹	All	Document Retention Status	All
Attestation	All	Location Name	All
І-9 Туре	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

🔎 Option	s 🔰 Search by Name: 🦳 🍨	All Elligible I-9s	🤁 Refresh 🛛	Results:	Page 1	• •	📔 🔺 Actio	ons 🗸						
Selected	I-9 Status	I-9 Approva 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		A	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		·
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		7	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthon	ıy	74	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		A	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei	I	
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		A	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 coarch syntax is

Results: 2	9 I-9s Found									ine requ	irea sec	arcn syr	ntax is
🔎 Option	s Search by Name: Carmel, Joe	All Elligible I-9s	2 Refresh	Results: 🚺 🖌 Page 1	• •	📔 🔺 Actio	ons 👻			last	Name,fir	stNam	
Selected	I-9	I-9 Approva	Start	Employee	I-9	I-9	Documents	OnDocs	Locat	IUSII	•		
	Status	Deadline	Date	Name	PDF	Number	Retained				Document	Document	Document
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	A		Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	2	1732891			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	,A.,	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	74	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	74	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	74	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receij		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	74	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	74	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	A	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	Ā	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	7	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	12	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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# **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.

🔎 Option	s 🔰 Search by Name: 🔤 🆓 A	All Elligible I-9s	🤁 Refresh 🧲	Results: A Page 1	• •	Acti	ons 👻						
Selected	I-9 Status	I-9 Approva	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	A	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	7	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	Ā	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	74	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	Ā	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	74	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	74	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receij		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	7	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	Ā	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	74	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	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
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	7	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	74	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

#### Table of Contents

Results: 29 I-9s Found

# **Toolbar Features**

### Complete & Approve I-9 Forms

Search Opt	ions								
Results: 2	29 I-9s Found					/		-	
🔎 Option	is 🔰 Search by Name: 📃 🤹 A	ll Elligible I-9s 🧯	2 Refresh	Results: 🚺 📢 Page 1	> >)	🛕 Acti	ons 👻		
Selected	I-9 Status	I-9 Approvat Deadline	Start Date	Employee Name	I-9 I PDI		ect All -Select All		Loca
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	D	🗹 Co	mplete and Approve Se	lected I-9	s en p
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	105700	163		PH)
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719550	Yes	2	1- PH)
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PH)
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina		1733186	Yes		1- PH)
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Temp
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	Missing A		9-NYC
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe		1908412	Yes		10-CI
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine		2092529	Missing A		Vermon
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermon
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony		2144891	Missing B & C		Tempe
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William		2119662	Missing A		Vermon
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682	Yes		Vermon
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William		2144926	Yes		Vermon
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William		2144890	Missing A		Vermon
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399	Yes		Tempe
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally		2189247	n/a		Tempe
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime		2189267	Yes		Tempe
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251	Yes		Tempe
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026	n/a		Belmont

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.

	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receipt		
	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Tempe	U.S. Citizen	U.S. Passport		
	1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Tempe	U.S. Citizen	U.S. Passport		
	Tempe	U.S. Citizen	U.S. Passport Card		
	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

### Complete & Approve I-9 Forms

Search Options

Search Opt	IONS													~
Results: 2	9 I-9s Found													
🔎 Option	s 🔰 Search by Name: 💦 🗛 🗛	All Elligible I-9s	2 Refresh	Results: 🚺 🔹 Page 1		🔺 🔺 📥	ons 🗸							
Selected	I-9 Status	I-9 Approva 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	
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	7	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo			_
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	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			
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	Ā	1733186	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	74	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo			
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	Ā	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-			
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei			
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	7	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car			
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	Z	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	Z	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	Z	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport			
	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	
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	7		Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card			
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	74	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un	
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The **I-9 Status** column will display the readiness of the I-9 to be completed and approved.

### Complete & Approve I-9 Forms

Search Options

e I-9s Refresh provan Start Date	Results: A Page 1			ons 👻						
ne Date		TO								
015 07/00/2015	Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
015 07/08/2015	Smith, Olivia	A	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo		
015 07/17/2015	Smith, Eddie	2	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
015 08/05/2015	Smith, Mike		1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
015 08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
015 08/24/2015	Gomez, Tina	Ā	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
015 08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
015 08/31/2015	Jones, Ryan		1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
015 09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
016 08/03/2016	Delta, Joe	Ā	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
11/12/2017 11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
12/12/2017	Smith, Christine		2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
01/01/2018	Gilkyson, Tony	7	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
01/08/2018	Zoom, William	1	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
01/12/2018	Andrews, Robert		2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
01/30/2018	Waters, John	7	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
01/31/2018	Wilson, Mark	7	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
018 02/01/2018	Zurich, William	2	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
018 02/06/2018	Zurich, William	7	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
018 02/15/2018	Davis, Sally	1	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
018 02/20/2018	Doe, Jane		2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
018 03/06/2018	Stein, Sally	7	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
018 03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
018 03/16/2018	Smith, Krystene	7	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
018 03/20/2018	Winston, Bailey		2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
018 04/05/2018	Snow, John		2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	2015         07/08/2015           2015         07/17/2015           2015         08/05/2015           2015         08/13/2015           2015         08/28/2015           2015         08/28/2015           2015         08/31/2015           2015         08/03/2016           2016         08/03/2016           2017         12/12/2017           2/2017         12/22/2017           2/2018         01/01/2018           2/2018         01/01/2018           2/2018         01/31/2018           2/2018         02/06/2018           2/2018         02/01/2018           2/2018         02/01/2018           2/2018         02/01/2018           2/2018         02/01/2018           2/2018         02/01/2018           2/2018         02/01/2018           2/2018         03/06/2018           2/2018         03/13/2018           2/2018         03/12/2018           2/2018         03/12/2018	2015         07/08/2015         Smith, Olivia           2015         07/08/2015         Smith, Eddle           2015         08/05/2015         Smith, Mike           2015         08/05/2015         Smith, Mike           2015         08/05/2015         Somth, Mike           2015         08/05/2015         Gomez, Tina           2015         08/24/2015         Garcia, Terry           2015         08/28/2015         Garcia, Terry           2015         08/31/2015         Jones, Ryan           2015         09/04/2015         Rodrigo, Daisy           2016         08/03/2016         Delta, Joe           2017         12/12/2017         Smith, Christine           2017         12/26/2017         Zoom, William           2018         01/01/2018         Gilkyson, Tony           2018         01/02/18         Wilson, Mark           2018         01/31/2018         Wilson, Mark           2018         02/01/2018         Zurich, William           2018         02/02/018         Davis, Sally           2018         02/15/2018         Davis, Sally           2018         03/16/2018         Stein, Sally           2018         03/16/2018	7/2015         07/08/2015         Smith, Olivia         Image: Smith, Eddle           7/2015         07/08/2015         Smith, Eddle         Image: Smith, Mike           7/2015         08/05/2015         Smith, Mike         Image: Smith, Mike           7/2015         08/05/2015         Smith, Mike         Image: Smith, Mike           7/2015         08/03/2015         Gomez, Tina         Image: Smith, Mike           7/2015         08/28/2015         Garcia, Terry         Image: Smith, Mike           7/2015         08/28/2015         Garcia, Terry         Image: Smith, Composition           7/2015         08/28/2015         Garcia, Terry         Image: Smith, Composition         Image: Smith, Composition           7/2015         09/04/2015         Rodrigo, Daisy         Image: Smith, Christine         Image: Smith, 2mith, Christine         Image: Smith, 2mith,	2/2015         07/08/2015         Smith, Olivia         1         1705512           2/2015         07/08/2015         Smith, Eddle         1         1705708           2/2015         07/17/2015         Smith, Eddle         1         1705708           2/2015         08/05/2015         Smith, Mike         1         1732891           2/2015         08/13/2015         Jones, Sam         1         1732891           2/2015         08/24/2015         Garcia, Terry         1         1740286           2/2015         08/28/2015         Garcia, Terry         1         1740286           2/2015         08/31/2015         Jones, Ryan         1         1740286           2/2015         08/03/2016         Delta, Joe         1         1908412           2/2017         12/12/2017         Smith, Christine         1         2         2092529           2/2017         12/12/2017         Zion, William         1         2         2144891           2/2017         12/12/2017         Smith, Christine         1         2126265           2/2017         12/12/2017         Som, William         1         2117817           2/2018         01/08/2018         Zoon, William         1	7/2015       07/08/2015       Smith, Olivia       1       1705612       Missing A         7/2015       07/17/2015       Smith, Eddle       1       1705708       Yes         7/2015       08/05/2015       Smith, Mike       1       1719509       Yes         7/2015       08/05/2015       Smith, Mike       1       1732891       Yes         7/2015       08/13/2015       Jones, Sam       1       1732891       Yes         7/2015       08/24/2015       Garcia, Terry       1       1740286       Yes         7/2015       08/28/2015       Garcia, Terry       1       1740487       Missing A         7/2015       08/31/2015       Jones, Ryan       1       1740487       Missing A         7/2016       08/03/2016       Delta, Joe       1908412       Yes         7/2017       12/12/2017       Smith, Christine       20292529       Missing A         7/2017       12/12/2017       Zoom, William       2117817       Missing A         7/2018       01/01/2018       Gilkyson, Tony       2144891       Missing A         7/2018       01/02/018       Zoom, William       2126272       Yes         7/2018       01/12/2018       Andrews, R	V2015       07/08/2015       Smith, Olivia       1705512       Missing A         V2015       07/08/2015       Smith, Eddle       1705708       Yes       Ves         V2015       08/05/2015       Smith, Mike       1719509       Yes       Ves         V2015       08/05/2015       Smith, Mike       1732891       Yes       Ves         V2015       08/13/2015       Jones, Sam       1733186       Yes       Ves         V2015       08/24/2015       Garcia, Terry       1740286       Yes       Ves         V2015       08/28/2015       Garcia, Terry       1740286       Yes       Ves         V2015       08/31/2015       Jones, Ryan       1740363       Missing A       Ves         V2016       08/03/2016       Delta, Joe       1908412       Yes       Ves       Ves         V2017       12/12/2017       Gilkyson, Anthony       21226265       Missing A       Ves       Ves	7/08/2015       Smith, Olivia       Inc.       1705612       Missing A       Impe         7/2015       07/08/2015       Smith, Eddle       Inc.       1705708       Yes       Impe         7/2015       08/05/2015       Smith, Mike       Impe       1719509       Yes       Impe       Impe         7/2015       08/05/2015       Smith, Mike       Impe       1732891       Yes       Impe       Impe         7/2015       08/13/2015       Jones, Sam       Impe       Impe       Impe       Impe         7/2015       08/24/2015       Garcia, Terry       Impe       Impe       Impe       Impe         7/2015       08/31/2015       Jones, Ryan       Impe       Impe       Impe       Impe         7/2016       08/03/2016       Delta, Joe       Impe       Impe <th>2015       07/08/2015       Smith, Olivia       1       1705612       Missing A       Image: Tempe       U.S. Citizen         2015       07/17/2015       Smith, Eddle       1       1705708       Yes       Image: Personal Action       U.S. Citizen         2015       08/05/2015       Smith, Mike       1       1719509       Yes       Image: Personal Action       U.S. Citizen         2015       08/13/2015       Jones, Sam       1       1732891       Yes       Image: Personal Action       U.S. Citizen         2015       08/28/2015       Garca, Terry       1       1740286       Yes       Image: Personal Action       U.S. Citizen         2015       08/31/2015       Jones, Ryan       1       1740286       Yes       Image: Personal Action       U.S. Citizen         2016       08/03/2016       Delta, Joe       1       1908412       Yes       Image: Personal Action       U.S. Citizen         2017       11/12/2017       Gilkyson, Anthony       2       1226265       Missing A       Vermont - NO E-V       Lawful Permanent Resident         2017       12/26/2017       Zoom, William       2       2144891       Missing A       Vermont - NO E-V       Lawful Permanent Resident         2018       01/01/2018</th> <th>7/08/2015       Smith, Olivia       1/105612       Missing A       Tempe       U.S. Citizen       U.S. Passport or Passpo         7/015       Smith, Olivia       1/105708       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       Smith, Mike       1/173599       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       08/03/2015       Jones, Sam       1/173289       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       08/13/2015       Jones, Ryan       1/1740286       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       08/04/2015       Garcia, Terry       1/1740286       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/016       08/03/2015       Dolfa, Delta, Joe       1/240647       Yes       10-CI       U.S. Citizen       U.S. Passport or Passpo         7/017       1/12/2017       Gilkyson, Anthony       1/226265       Missing A       9 - PNYC       U.S. Citizen       U.S. Passport or Passpo         7/017       1/2/26017       Zoom, William       1/211717       Yes       10-CI       U.S. Citizen       U.S. Passport</th> <th>2010       07/08/2015       Smith, Olivia       1       105612       Missing A       Tempe       U.S. Citizen       U.S. Passport or Passpo         2/2015       07/17/2015       Smith, Edde       1       1705708       Yes       1       PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/05/2015       Smith, Mike       1       1732891       Yes       1       PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/23/2015       Genes, Sam       1       1732891       Yes       1       PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/24/2015       Genes, Tina       1       1740265       Yes       Tempe       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/23/2015       Garda, Terry       1       1740265       Yes       Tempe       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/23/2015       Rodrigo, Daisy       1       1740487       Yes       10-CI       U.S. Citizen       U.S. Passport or Passpo         2/2015       8/30/2015       Rodrigo, Daisy       1       1740487       Yes       10-CI       U.S. Citizen       U.S. Passport or Passpo         <td< th=""></td<></th>	2015       07/08/2015       Smith, Olivia       1       1705612       Missing A       Image: Tempe       U.S. Citizen         2015       07/17/2015       Smith, Eddle       1       1705708       Yes       Image: Personal Action       U.S. Citizen         2015       08/05/2015       Smith, Mike       1       1719509       Yes       Image: Personal Action       U.S. Citizen         2015       08/13/2015       Jones, Sam       1       1732891       Yes       Image: Personal Action       U.S. Citizen         2015       08/28/2015       Garca, Terry       1       1740286       Yes       Image: Personal Action       U.S. Citizen         2015       08/31/2015       Jones, Ryan       1       1740286       Yes       Image: Personal Action       U.S. Citizen         2016       08/03/2016       Delta, Joe       1       1908412       Yes       Image: Personal Action       U.S. Citizen         2017       11/12/2017       Gilkyson, Anthony       2       1226265       Missing A       Vermont - NO E-V       Lawful Permanent Resident         2017       12/26/2017       Zoom, William       2       2144891       Missing A       Vermont - NO E-V       Lawful Permanent Resident         2018       01/01/2018	7/08/2015       Smith, Olivia       1/105612       Missing A       Tempe       U.S. Citizen       U.S. Passport or Passpo         7/015       Smith, Olivia       1/105708       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       Smith, Mike       1/173599       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       08/03/2015       Jones, Sam       1/173289       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       08/13/2015       Jones, Ryan       1/1740286       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/015       08/04/2015       Garcia, Terry       1/1740286       Yes       1 - PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         7/016       08/03/2015       Dolfa, Delta, Joe       1/240647       Yes       10-CI       U.S. Citizen       U.S. Passport or Passpo         7/017       1/12/2017       Gilkyson, Anthony       1/226265       Missing A       9 - PNYC       U.S. Citizen       U.S. Passport or Passpo         7/017       1/2/26017       Zoom, William       1/211717       Yes       10-CI       U.S. Citizen       U.S. Passport	2010       07/08/2015       Smith, Olivia       1       105612       Missing A       Tempe       U.S. Citizen       U.S. Passport or Passpo         2/2015       07/17/2015       Smith, Edde       1       1705708       Yes       1       PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/05/2015       Smith, Mike       1       1732891       Yes       1       PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/23/2015       Genes, Sam       1       1732891       Yes       1       PHX (Location)       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/24/2015       Genes, Tina       1       1740265       Yes       Tempe       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/23/2015       Garda, Terry       1       1740265       Yes       Tempe       U.S. Citizen       U.S. Passport or Passpo         2/2015       08/23/2015       Rodrigo, Daisy       1       1740487       Yes       10-CI       U.S. Citizen       U.S. Passport or Passpo         2/2015       8/30/2015       Rodrigo, Daisy       1       1740487       Yes       10-CI       U.S. Citizen       U.S. Passport or Passpo <td< th=""></td<>

Complete & Approve I-9 Forms

Search Option

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

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

Option	s 🔰 Search by Name: 🦳 🔤 🤹	All Elligible I-9s	2 Refresh	Results: 🚺 🔹 Page 1	• •	📔 🔺 Acti	ons 🗸						
Selected	I-9 Status	I-9 Approvar 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	A	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	7	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	74	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	74	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A	1	Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	Ā	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	Ā	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	7	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	A	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	7	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	7	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	7	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	7	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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### Complete & Approve I-9 Forms

Search Options

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Results: 2	9 I-9s Found												
🔎 Option	s 📔 Search by Name: 🔤 🤹	All Elligible I-9s	Nefresh 🗧	Results: A Page 1		📔 🔺 Actio	ons 👻						
Selected	I-9 Status	I-9 Approva 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	7	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	2	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	1	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	1	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	Ā	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	Ā	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	1	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	Ā	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receipt		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	Ā	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A	1	Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	7	2126347	Missing A	1	Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	7	2144682	Yes	1	Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	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		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	1	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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### Complete & Approve I-9 Forms

Search Options

Search Opt	10115												•
Results: 2	9 I-9s Found												
🔎 Option	s Search by Name: Search by Name:	All Elligible I-9s	🔁 Refresh	Results: A Page 1	• •	📔 🔺 Actio	ons 🗸						
Selected	I-9 Status	I-9 Approva 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	1	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	1	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	1	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	1	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	Ā	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	Ā	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei	I	
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C	1	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Ca		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	7	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes	1	Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	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		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	1	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	74	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	7	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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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

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🔎 Optior	s Search by Name:	All Elligible I-9s	Refresh	Results: 🚺 🔹 Page 1		Actio	ons 🗸						
Selected	I-9	I-9 Approva	Start	Employee	I-9	I-9	Documents	OnDocs	Location	Attestation	List A	List B	List C
	Status	Deadline	Date	Name	PDF	Number	Retained	12			Document	Document	Document
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	•		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike		1719509			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286			Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	Z	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy		1740487	÷		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	Ā	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	1	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	Ā	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	Ā	2126347	Missing A	1	Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	7	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes	1	Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	7	2144890	Missing A	1	Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	1	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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### Complete & Approve I-9 Forms

Search Options

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Results: 2	9 I-9s Found												
🔎 Option	s 📔 Search by Name: 🦳 🖓 A	All Elligible I-9s 🛔	🔁 Refresh 🛛	Results: A Page 1		🔺 Actio	ons 🗸						
Selected	I-9 Status	I-9 Approvat Deadline	Start Date	Employee Name		I-9 Number	Documents Retained	OnDocs	Location	Attestation	List A Document	List B Document	List C Document
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	A	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	7	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	14	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	14	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	1	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receipt		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	A	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	2	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	2	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	•	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	A	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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### Complete & Approve I-9 Forms

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Selected	I-9 Status	I-9 Approva Deadline	Start Date	Employee Name	I-9 PDF	I-9 Number	Documents Retained	OnDocs	Locat
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia		1705612	Missing A	1	Tempe
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie		1705708	Yes		1- PHX
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	1	1719509	Yes		1- PHX
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		1732891	Yes		1- PHX
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	1	1733186	Yes		1- PHX
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry		1740286	Yes		Tempe
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	1	1740363	Missing A		1- PHX (L
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	1	1740487	Missing A		9-NYC
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	ゐ	1908412	Yes		10-CI
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony		2126265	Missing B & C		Vermont
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William		2117817	Missing A		Vermont
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	1	2144891	Missing B & C		Tempe
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662	Missing A		Vermont
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	1	2126347	Missing A		Tempe
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (L
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	1	2144682	Yes		Vermont
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont -
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	1	2144890	Missing A		Vermont -
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	2	2157399	Yes		Tempe
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	2	2157390	Missing B & C		Tempe
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	2	2189247	n/a		Tempe
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	2	2189267	Yes		Tempe
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	₩.	2189251	Yes		Tempe
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	1	2189257	n/a		Tempe
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	₩	2200026	n/a		Belmont
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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.

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ig A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
ig A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
		10-CI	U.S. Citizen	U.S. Passport or Passpo		
Ig B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
ig A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
ig A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
Ig B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
ig A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
ig A		Tempe	U.S. Citizen	U.S. Passport		
		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
ig A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
Ig B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
		Tempe	U.S. Citizen	U.S. Passport		
		Tempe	U.S. Citizen	U.S. Passport Card		
		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
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The **OnDocs** column allows for quick access to all files contained in the employee's **OnDocs**.

### Complete & Approve I-9 Forms

Search Options

Results: 2	9 I-9s Found												
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Selected	I-9 Status	I-9 Approva 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	Ā	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	74	1705708	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	7	1719509	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	1	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A	9	9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C	9	Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A	1	Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	7	2144891	Missing B & C	1	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	7	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	7	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	7	2144682	Yes	1	Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	7	2144890	Missing A	1	Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	1	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C	1	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	7	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes	1	Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	7	2189251	Yes	1	Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a	1	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	Z	2200026	n/a		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un

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

### Complete & Approve I-9 Forms

Search Options

Results:	29 I-9s Found													
🔎 Option	is 📔 Search by Name: 📃 🍓 A	All Elligible I-9s 👔	🔁 Refresh 🛛	Results: A Page 1	• •	📔 🔺 Actio	ons 🗸							
Selected	I-9 Status	I-9 Approva 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	
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	Ā	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	2	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	1	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	2	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo			
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9			
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip			
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car			
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272			1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	A	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport			
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	7	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr	
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	$\square$	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	7	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	7	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card			
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	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 **Attestation** column displays the employee's attestation from Section 1.

### Complete & Approve I-9 Forms

Search Options

Results: 2	9 I-9s Found													
🔎 Option	s 📔 Search by Name: 🦳 🗛 A	All Elligible I-9s 🧋	Prefresh 🛛	Results: 🚺 🕴 Page 1	• •	📘 🔺 Actio	ons 🗸							
Selected	I-9 Status	I-9 Approva 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	
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	2	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	07/22/2015	07/17/2015	Smith, Eddie	2	1705708	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	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			
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	7	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo			
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	7	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9			
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip			
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car			
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	1	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	A	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	7	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	A	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport			
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	2	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr	
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	7	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card			
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	A	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un	
	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 List A/B/C Document columns specify what documents the employee provided for Section 2.

### Complete & Approve I-9 Forms

Search Options

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Results: 2	9 I-9s Found												
Option:	s 🔰 Search by Name: 🔤 🤹	All Elligible I-9s	🤁 Refresh 🛛	Results: 🚺 🖌 Page 1		Actio	ons 🗸						
Selected	I-9 Status	I-9 Approva 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
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	A	1705612	Missing A	1	Tempe	U.S. Citizen	U.S. Passport or Passno		
	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		
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	7	1732891	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes	1	1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	7	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	A	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	1	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo		
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	72	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	72	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei		
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	A	2144891	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Ca		
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	A	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	2	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark	7	2144682	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	1	2144926	Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	Z	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally	2	2157399	Yes		Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	A	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	A	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	72	2189251	Yes		Tempe	U.S. Citizen	U.S. Passport Card		
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	Z	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	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
_	and a second			and the second	<u> </u>				_				

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

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### Complete & Approve I-9 Forms

Search Options

Results: 2	9 I-9s Found												
🔎 Option	s Search by Name:	All Elligible I-9s	🤁 Refresh	Results: 🚺 🖣 Page 1	• •	📔 🔺 Acti	ons 👻						
Selected	I-9 Status	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
	Not Ready: Pending I-9 issues	01/04/2018	01/01/2018	Gilkyson, Tony	1	2144891	Missing B & C	1	Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/09/2018	03/06/2018	Stein, Sally	1	2189247	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending I-9 issues	03/23/2018	03/20/2018	Winston, Bailey	1	2189257	n/a		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	01/17/2018	01/12/2018	Andrews, Robert	1	2126347	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	1	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Recei	I	
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	1	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	<u> </u>	
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	Ā	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport		
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	7	2199997	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	07/13/2015	07/08/2015	Smith, Olivia	A	1705612	Missing A		Tempe	U.S. Citizen	U.S. Passport or Passpo	(	
	Not Ready: Pending document retention	02/23/2018	02/20/2018	Doe, Jane	7	2157390	Missing B & C		Tempe	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	A	2199970	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	7	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Ca	r	
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	A	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Andrews, Robert	7	2199996	Missing A		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/16/2018	03/13/2018	Lannister, Jaime	7	2189267	Yes		Tempe	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	04/10/2018	04/05/2018	Snow, John	1	2200026			Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	A	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo	(	
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	1	1740286	Yes		Tempe	U.S. Citizen	U.S. Passport or Passpo	(	
	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	(	
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally		2157399			Tempe	U.S. Citizen		US Driver's License	Certification of Birth Abr
	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	A	2126272			1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un
	Ready to Complete/Approve	02/05/2018	01/31/2018	Wilson, Mark		2144682			Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	02/06/2018	02/01/2018	Zurich, William	A	2144926			Vermont - NO E-V	U.S. Citizen	U.S. Passport		
	Ready to Complete/Approve	03/21/2018	03/16/2018	Smith, Krystene	1	2189251			Tempe	U.S. Citizen	U.S. Passport Card		
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam	A	1732891			1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	(	
	Ready to Complete/Approve	09/10/2015	09/04/2015	Rodrigo, Daisy	1	1740487	Missing A		9-NYC	U.S. Citizen	U.S. Passport or Passpo	C	

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

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#### Complete & Approve I-9 Forms

Results: 34 I-9s Found Options 🔺 Actions 👻 Search by Name Refresh Results: Page 1 М I-9 Approval I-9 I-9 List B Selected I-9 Start Employee Documents OnDocs Location Attestation List A List C State Date PDF Retained Deadline Name Number Document Document Document ~ A Ready to Complete/Approve 09/03/2015 08/31/2015 Jones, Ryan 1740363 Missing A n 1- PHX (Location) U.S. Citizen U.S. Passport or Passpo Z 5 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 ~ A Ready to Complete/Approve 08/08/2016 08/03/2016 Delta, Joe 1908412 Yes 10-CI U.S. Citizen U.S. Passport or Passpo ~ A 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 ~ A 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 ~ A Ready to Complete/Approve 07/04/2018 06/29/2018 Andrews, Robert 2212690 Yes Mesa II U.S. Citizen U.S. Passport A ~ Ready to Complete/Approve 06/25/2018 06/20/2018 Zurich, William 2212685 Yes Mesa I Lawful Permanent Resident Permanent Resident Car A 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 A Ready to Complete/Approve 05/11/2018 05/08/2018 Gambini, Milicent 2211407 Yes 11-PT Non Citizen National U.S. Passport Z 06/15/2018 Ready to Complete/Approve 06/20/2018 Wilson, Martin 2212437 Yes Mesa II U.S. Citizen U.S. Passport A 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 1 Ready to Complete/Approve 05/09/2018 05/04/2018 Wilkins, Susan 2204646 Yes Vermont - NO E-V U.S. Citizen U.S. Passport A Ready to Complete/Approve 05/08/2018 05/03/2018 Goodwin, Elena 2204297 Yes Vermont - NO E-V U.S. Citizen U.S. Passport Z 08/28/2015 Ready to Complete/Approve 09/02/2015 Garcia, Terry 1740286 Yes Vermont - NO E-V U.S. Citizen U.S. Passport or Passpo A 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 1 Not Ready: Pending document retention 05/04/2018 05/01/2018 2212768 Missing A Mesa II U.S. Citizen U.S. Passport Martinez, Stephen A Г 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 Z Г 06/14/2018 06/11/2018 Lawful Permanent Resident Permanent Resident Car Not Ready: Pending document retention Zurich, William 2212407 Missing A Mesa I Z Γ 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 Not Ready: Pending document retention 05/25/2018 05/22/2018 2211760 Missing A 11-PT Lawful Permanent Resident Permanent Resident Car Wilson, Thomas A Γ 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 Not Ready: Pending document retention 01/11/2018 01/08/2018 Zoom, William Vermont - NO E-V Lawful Permanent Resident Permanent Resident Car 2119662 Missing A A Γ 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 12/29/2017 12/26/2017 Not Ready: Pending document retention Zoom, William 2117817 Missing A Vermont - NO E-V Lawful Permanent Resident Alien Registration Recei A Г Not Ready: Pending document retention 12/15/2017 12/12/2017 Smith, Christine 2092529 Missina A Vermont - NO E-V Alien Authorized to Work Foreign Passport and I-9 R Γ Not Ready: Pending document retention 02/09/2018 02/06/2018 Zurich, William 2144890 Missing A Vermont - NO E-V U.S. Passport Non Citizen National

#### **Table of Contents**

Search Options

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

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### Complete & Approve I-9 Forms

Search Opti	515 												-
Results: 3	I-9s Found												
🔎 Options 🛛 Search by Name: 💦 Refresh 🔹 Results: 🚺 🚽 Page 1 🕨 🔪 Actions 🗸													
Selected	I-9 Status	<ul> <li>I-9 Approval Deadline</li> </ul>	Start Date	Employee	Select All		OnDocs	Location	Attestation	List A Document	List B Document	List C Document	
~	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	🖌 Complete and	d Approve Selected I-9s		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	<b>)</b>		
~	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina				1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo	)		
$\checkmark$	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	<b>A</b>	1908412 Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo	)		
✓	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	)		
$\checkmark$	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	A	2126272 Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	.
	Ready to Complete/Approve	07/04/2018	06/29/2018	Andrews, Robert		2212690 Yes		Mesa II	U.S. Citizen	U.S. Passport			
$\checkmark$	Ready to Complete/Approve	06/25/2018	06/20/2018	Zurich, William		2212685 Yes		Mesa I	Lawful Permanent Resider	t Permanent Resident Ca	I		
	Ready to Complete/Approve	06/26/2018	06/21/2018	Doe, John		2212441 Yes		Mesa I	Lawful Permanent Resider	t	US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	05/11/2018	05/08/2018	Gambini, Milicent		2211407 Yes		11-PT	Non Citizen National	U.S. Passport			
	Ready to Complete/Approve	06/20/2018	06/15/2018	Wilson, Martin	₩	2212437 Yes		Mesa II	U.S. Citizen	U.S. Passport			
	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	
	Ready to Complete/Approve	05/09/2018	05/04/2018	Wilkins, Susan		2204646 Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	05/08/2018	05/03/2018	Goodwin, Elena		2204297 Yes		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	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	)		
	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	)		
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Martinez, Stephen	1	2212768 Missing A		Mesa II	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	06/21/2018	06/18/2018	Diaz, Stacy	A	2212465 Missing B & C		Belmont II	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	06/14/2018	06/11/2018	Zurich, William	₩	2212407 Missing A		Mesa I	Lawful Permanent Resider	t Permanent Resident Ca	I		
	Not Ready: Pending document retention	04/11/2018	04/07/2018	Smith, Devon	A	2212380 Missing B & C		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	05/25/2018	05/22/2018	Wilson, Thomas	1	2211760 Missing A		11-PT	Lawful Permanent Resider	t Permanent Resident Ca	It		
	Not Ready: Pending document retention	05/10/2018	05/07/2018	Pin, Bobby	A	2211391 Missing A		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	1	2119662 Missing A		Vermont - NO E-V	Lawful Permanent Resider	t Permanent Resident Ca	It		
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	A.	2126265 Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	7	2117817 Missing A		Vermont - NO E-V	Lawful Permanent Resider	t Alien Registration Recei	il .		
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	<b>A</b>	2092529 Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-	-i		
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	저	2144890 Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport			
-				a set at a	<u> </u>		63	-					_

### Complete & Approve I-9 Forms

#### Search Options

#### Results: 34 I-9s Found

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

	is Search by Name.	Refresh Res		Page I 🖌 🖊 🔼 Acu	5115 🔹									
Selected	I-9	I-9 Approval	Start	Employee	I-9	I-9	Documents	OnDocs	Location	Attestation	List A	List B	List C	
	Status	Deadline	Date	Name	PDF	Number	Retained				Document	Document	Document	
•	Ready to Complete/Approve	09/03/2015	08/31/2015	Jones, Ryan	Ā	1740363	Missing A		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
<ul><li>✓</li></ul>	Ready to Complete/Approve	08/27/2015	08/24/2015	Gomez, Tina	A	1733186	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
•	Ready to Complete/Approve	08/08/2016	08/03/2016	Delta, Joe	Ā	1908412	Yes		10-CI	U.S. Citizen	U.S. Passport or Passpo			
<ul><li>✓</li></ul>	Ready to Complete/Approve	08/10/2015	08/05/2015	Smith, Mike	A	1719509	Yes		1- PHX (Location)	U.S. Citizen	U.S. Passport or Passpo			
•	Ready to Complete/Approve	02/02/2018	01/30/2018	Waters, John	Ā	2126272	Yes		1- PHX (Location)	U.S. Citizen		US Driver's License	Social Security Card (Un	
<ul><li>✓</li></ul>	Ready to Complete/Approve	07/04/2018	06/29/2018	Andrews, Robert	A	2212690	Yes		Mesa II	U.S. Citizen	U.S. Passport			
•	Ready to Complete/Approve	06/25/2018	06/20/2018	Zurich, William	A	2212605	res	9	Mesa I	Lawful Permanent Resident	Permanent Resident Car			
	Ready to Complete/Approve	06/26/2018	06/21/2018	Doe, John	2	2212441	Yes		Mes. I	Lawful Permanent Resident		US Driver's License	Social Security Card (Un	
	Ready to Complete/Approve	05/11/2018	05/08/2018	Gambini, Milicent						Non Citizen National	U.S. Passport			
	Ready to Complete/Approve	06/20/2018	06/15/2018	Wilson, Martin	C	omplete	e & Approve	: I-9 Fo	orms	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	02/20/2018	02/15/2018	Davis, Sally						U.S. Citizen		US Driver's License	Certification of Birth Abr	
	Ready to Complete/Approve	05/09/2018	05/04/2018	Wilkins, Susan	D	o you war	t to Complete/Ap	pprove 7	of 34 - NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	05/08/2018	05/03/2018	Goodwin, Elena			I-9s?		- NO E-V	U.S. Citizen	U.S. Passport			
	Ready to Complete/Approve	09/02/2015	08/28/2015	Garcia, Terry	6				- NO E	U.S. Citizen	U.S. Passport or Passpo			
	Ready to Complete/Approve	08/18/2015	08/13/2015	Jones, Sam		Conti	nue	Cancel	.ocation)	U.S. Citizen	U.S. Passport or Passpo			
	Not Ready: Pending document retention	05/04/2018	05/01/2018	Martinez, Stephen		2212/00	missing A	2	T TOOL A	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	06/21/2018	06/18/2018	Diaz, Stacy	Ā	2212465	Missing B & C		Sermont II	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	06/14/2018	06/11/2018	Zurich, William	A	2212407	Missing A		Mesa I	Lawful Permanent Resident	Permanent Resident Car			
	Not Ready: Pending document retention	04/11/2018	04/07/2018	Smith, Devon	Ā	2212380	Missing B & C		Belmont	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	05/25/2018	05/22/2018	Wilson, Thomas	A	2211760	Missing A		11-PT	Lawful Permanent Resident	Permanent Resident Car			
	Not Ready: Pending document retention	05/10/2018	05/07/2018	Pin, Bobby	Ā	2211391	Missing A		Vermont - NO E-V	U.S. Citizen	U.S. Passport			
	Not Ready: Pending document retention	01/11/2018	01/08/2018	Zoom, William	A	2119662	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Permanent Resident Car			
	Not Ready: Pending document retention	11/15/2017	11/12/2017	Gilkyson, Anthony	Ā	2126265	Missing B & C		Vermont - NO E-V	U.S. Citizen		US Driver's License	Social Security Card (Un	
	Not Ready: Pending document retention	12/29/2017	12/26/2017	Zoom, William	2	2117817	Missing A		Vermont - NO E-V	Lawful Permanent Resident	Alien Registration Receip			
	Not Ready: Pending document retention	12/15/2017	12/12/2017	Smith, Christine	A	2092529	Missing A		Vermont - NO E-V	Alien Authorized to Work	Foreign Passport and I-9			
	Not Ready: Pending document retention	02/09/2018	02/06/2018	Zurich, William	7	2144890	Missing A		Vermont - NO E-V	Non Citizen National	U.S. Passport			
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Guardian	Dashbo	Dard: Constitution	Group		Ref	resh All			
I-9 and E-Verify	Top Pending E	-Verify Actions					^	Тор	[-95 N
Compliance System	🦸 View 🦘	Analyze						*	View
	Date Started <sup>▼</sup>	Current Status	Location	Employee Name	Date I Verific				Date Crea
Dashboard	07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	Mesa I:	Zurich, William	07/10/2	2018		•	07/13 08/13
⑦ Start I-9	07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Jones, Ryan	07/10/2	2018		•	08/28
E-Verify	07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Gomez, Tina	07/10/2	2018		•	05/04 06/15
🔄 Employees	07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Smith, Mike	07/10/2018				
I-9 Forms	07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	10-CI: 10	Delta, Joe	07/10/2018				
🚍 Tasks	07/10/2018	On Hold, waiting for user interaction [SSA Case Incomplete]	1- PHX (Location): 1	Waters, John	07/10/2	2018			
🖬 Charts & Graphs							•		_
Announcements	Top Pending R	le-Verifications					*	Тор	Pendiı
	n 🐉 View 📄	All 🔩 Analyze						*	View
🖾 ICE Audit	Date I- Created		Employ	vee Name	Expiration Date	Days Left			Da Cr
🞓 Help	01/16/20	018 Mesa II:	Stanwick	, Sally	01/16/2018	-175		٠	01/1
<b>i</b> My Settings	06/07/20	018 Mesa II:	Andreas,	. Bobby	07/27/2018	17		0	06/0
- My Settings	06/12/20	018 Belmont II:	Davidsor	n, Matthew	08/30/2018	51		•	06/1
â Administration	06/13/20	018 Belmont II:	Sanders,	, Elizabeth	06/01/2019	326		۲	06/1
<b>ଓ</b> Logout	06/12/20	018 Mesa II:	Davidsor	n, Matthew	10/10/2019	457		0	06/1
O Logour	06/27/20	018 Mesa II:	Harper,	Brian	10/10/2020	823		۲	06/2
	06/11/20	018 Mesa I:	Davidsor	n, Matthew	01/10/2025	2376		0	06/1

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.

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

# **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.

Table of Contents

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