

Guardian Receipt I-9 Processing

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What are Receipt I-9s?

This term is used for Electronic and New Hire Paper I-9s for which a receipt for a lost, stolen or damaged document is presented in lieu of the actual document, for purposes of Section 2 completion.

How is a receipt indicated in Section 2?

Within the Section 2 interface is a receipt checkbox for each corresponding document list (A, B, and C). When selected, the listed document is noted as a receipt document.

> How long is the receipt valid?

The employee has 90 days from the date of hire to present the actual document for which the receipt was issued.

> Can the I-9 be completed with a receipt?

Yes, Section 2 may be completed and signed to show timely I-9 completion, but the I-9 may not be **approved** (locked and information submitted to E-Verify, if enabled) until the employee has provided the actual document.

How are Receipt I-9s maintained in Guardian?

Guardian maintains the original receipt notation within the I-9 document. Utilizing electronic amendment functionality, users are guided through documenting the replacement document(s) within Section 2, resulting in an amended I-9 that reflects the receipt and replacement document information.

Are receipt I-9s visible on the Dashboard?

Yes, I-9s that have been completed with a receipt document will display on two different Dashboard panels: Top Pending Tasks and Top I-9s Needing Further Action.

> Are users reminded of employees with receipt I-9s?

Yes, when an I-9 is completed and a receipt provided a task is created automatically for the receipt reminder. Depending on the organization's administrative setup, reminder emails are sent to the users assigned to the employee at intervals leading up to the receipt document expiration.

Who can update receipt I-9s?

Any user with access to the I-9 has the ability to note the replacement document information, regardless of that user's permissions or privileges.

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Employment Eligibility Verific Department of Homeland Secu

U.S. Citizenship and Immigration Sen

This tutorial will focus on the required steps for receipt documentation within **Section 2**. For guidance on **Section 1** completion please see the Section 1 tutorial and/or one of the Workflow tutorials.

Expires 08/31/2019

► START HERE. Read <u>instructions</u> carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employe an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.) Middle Initial Last Name (Family Name) First Name (Given Name) Other Last Names Used (if anv) N/A ■ N/A Apt Number 1 Address (Street and Number and Name) City or Town 0 State 1 Zip Code N/A Date of Birth (mm/dd/yyyy) U.S. Social Security No. Employee's E-mail Address 1 Employee's Telephone Number 1 N/A □N/A Awaiting Issuance of SSN ①

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

1 A citizen of the United States

Guardian Company: Reaume, Robert

From Section 2 select the **Document Title** for which the receipt is being provided in lieu of.

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Ⅲ Reports

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☑ I-9 Forms

≡ Tasks

■ Charts & Graphs

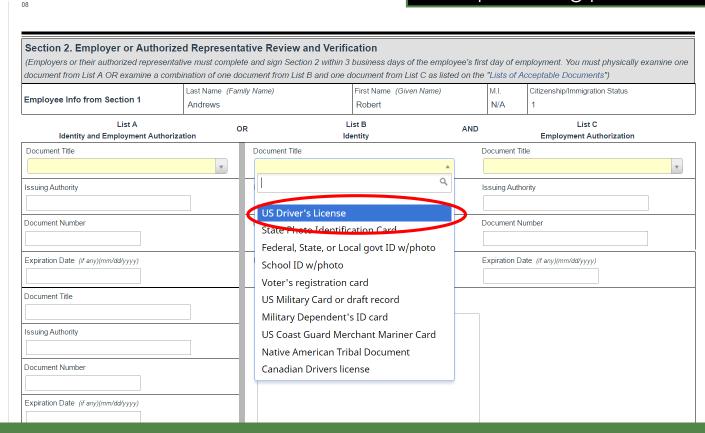
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Select the **Replacement Receipt** checkbox.

Guardian Company: Reaume, Robert acme I-9 and E-Verify Compliance System Dashboard ② Start I-9 E-Verify ■ Reports 🐸 Employees ☑ I-9 Forms **≡** Tasks Charts & Graphs Announcements r Help i My Settings **m** Administration

08							
Section 2. Employer or Authorize (Employers or their authorized representa document from List A OR examine a com-	ntive must comple	te and sign Section 2 within 3 i	business days of the emplo		-		mine one
Employee Info from Section 1	Last Name (Fam Andrews	nily Name)	First Name (Given Name) Robert		M.I. N/A	Citizenship/Immigration Status	
List A Identity and Employment Authoriz	o	or —	st B ntity	AND		List C Employment Authorization	
Document Title	¥	Document Title View Samp US Driver's License Replacement Receipt I Confirm List B Docume	¥		ocument Ti	itle	v
Issuing Authority		Issuing Authority	¥	Is	ssuing Auth	ority	
Document Number		Document Number	A	D	ocument N	lumber	
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/s	nust be recorded, and not expired.	E	xpiration D	ate (if any)(mm/dd/yyyy)	
Document Title		Additional Information					
Issuing Authority							
Document Number							

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Guardian Company: Reaume, Robert

An **Expiration Date** of 90 days from the date of hire will be entered automatically.

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document from List A OR examine a combination of one do			cument from List B and one document from List C as listed on the illy Name) First Name (Given Name)			cceptable Documents") Citizenship/Immigration Status			
Employee Info from Section 1	Andrews	, , ,			N/A	1			
List A Identity and Employment Author	rization	OR .	List B Identity	AND		List C Employment Authorization			
Document Title			Document Title View Sample Document			Document Title			
	*	US Driver's	License	*			~		
		✓ Replaceme	nt Receipt						
		☐ I Confirm Li	st B Document Contains Valid Ph	oto					
Issuing Authority		Issuing Authority			Issuing Authority				
				•					
Document Number		Document Number			Document Number				
			±						
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)			Expiration Date (if any)(mm/dd/yyyy)					
	(4/3/2017							
		Auto-calculated b	pased on validity of receipt						
Document Title									
		Additional Infor	mation						
ssuing Authority									
·									

Select the appropriate **Issuing Authority** for the document.

Guardian Company: Reaume, Robert 08 acme I-9 and E-Verify Section 2. Employer or Authorized Representative Review and Verification Compliance System (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents") Last Name (Family Name) First Name (Given Name) Citizenship/Immigration Status Dashboard **Employee Info from Section 1** Andrews Robert N/A O Start I-9 List A List B List C OR AND Identity and Employment Authorization **Employment Authorization** Identity E-Verify Document Title Document Title View Sample Document Document Title **Ⅲ** Reports US Driver's License **Employees** Replacement Receipt ■ I Confirm List B Document Contains Valid Photo ☑ I-9 Forms Issuing Authority Issuing Authority Issuing Authority **≡** Tasks Arizona Charts & Graphs Document Number Document Document Number Announcements Help Expiration Date (if any)(mm/dd/vvvv) Expiration Date (if any)(mm/dd/vvvv) Expiration Date (if anv)(mm/dd/vvvv) 4/3/2017 i My Settings Auto-calculated based on validity of receipt **m** Administration Document Title Additional Information **b** Logout Issuing Authority

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Document Number

Enter the **Document Number** from the receipt.

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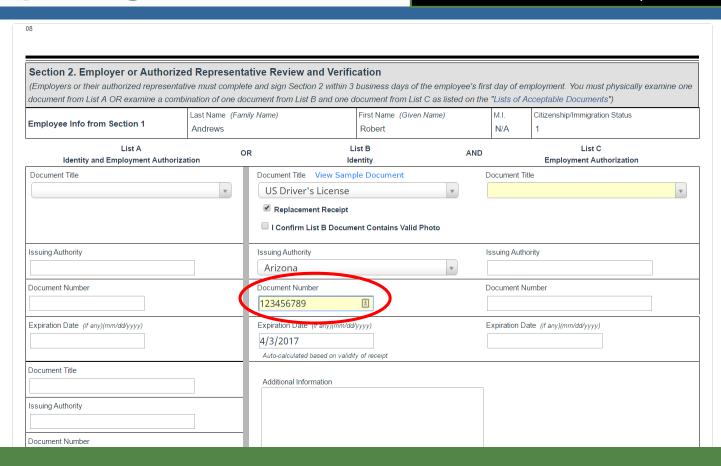
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The system will automatically prepend **Receipt:** to the **Document Number** field.

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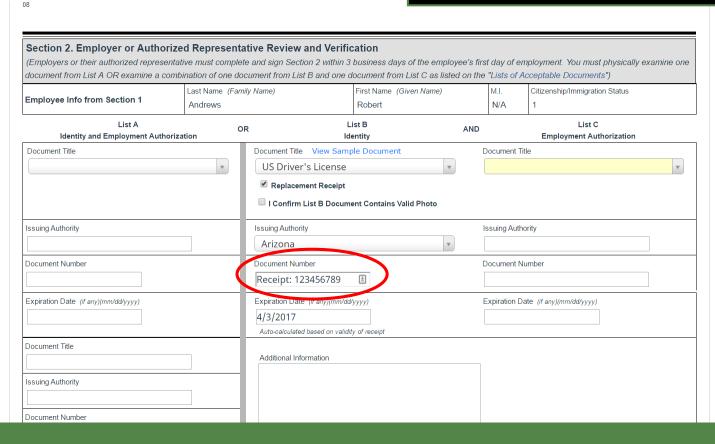
■ Charts & Graphs

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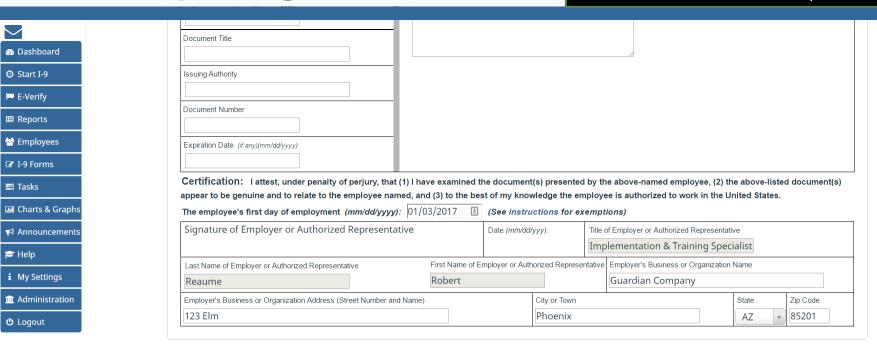
് Logout



repeated for another document, if the employee provided multiple Guardian Company: Reaume, Robert 08 document receipts to satisfy the acme Section 2 requirements I-9 and E-Verify Section 2. Employer or Authorized Representative Review and Verification Compliance System (i.e., both List B and List C). (Employers or their authorized representative must complete and sign Section 2 within 3 business days document from List A OR examine a combination of one document from List B and one document from Last Name (Family Name) First Name (Given Name) Citizenship/Immigration Status Dashboard **Employee Info from Section 1** Andrews Robert N/A O Start I-9 List A List B List C OR AND Identity and Employment Authorization Identity **Employment Authorization** E-Verify Document Title Document Title View Sample Document Document Title View Sample Document **Ⅲ** Reports Social Security Card (Unrestricted) US Driver's License **Employees** Replacement Receipt Replacement Receipt I Confirm List B Document Contains Valid Photo ☑ I-9 Forms Issuing Authority Issuing Authority Issuing Authority **≡** Tasks Social Security Administration Arizona **Ⅲ** Charts & Graphs Document Number Document Number Document Number Announcements Receipt: 123456789 Receipt: 123456789 Help Social Security Number Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy) i My Settings 4/3/2017 4/3/2017 N/A **m** Administration Auto-calculated based on validity of receipt Auto-calculated based on validity of receipt Document Title <u>ර</u> Logout Additional Information Issuing Authority

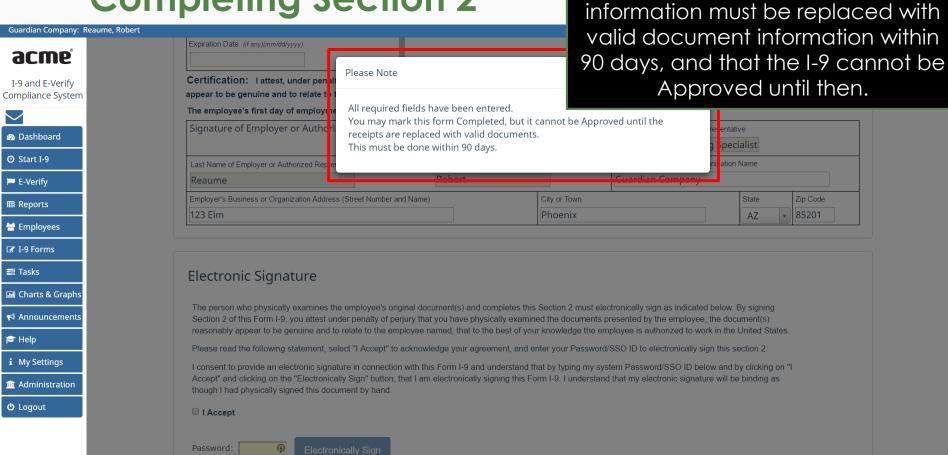
The previous steps may be

Click the **Sign** button once Section 2 has been completed.

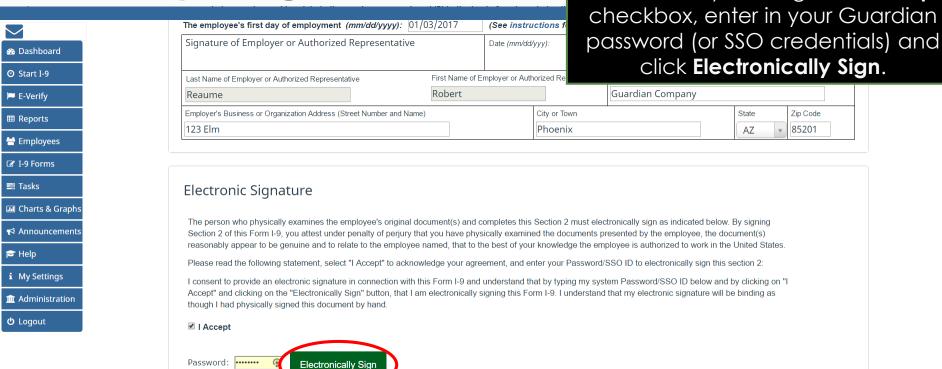


When ready, click Sign to initiate the electronic signature process. It will be checked for errors automatically.





The user is notified that the receipt



Go Back

Read and accept the signature

statement by clicking the I Accept

When ready click Mark Completed to complete the I-9.

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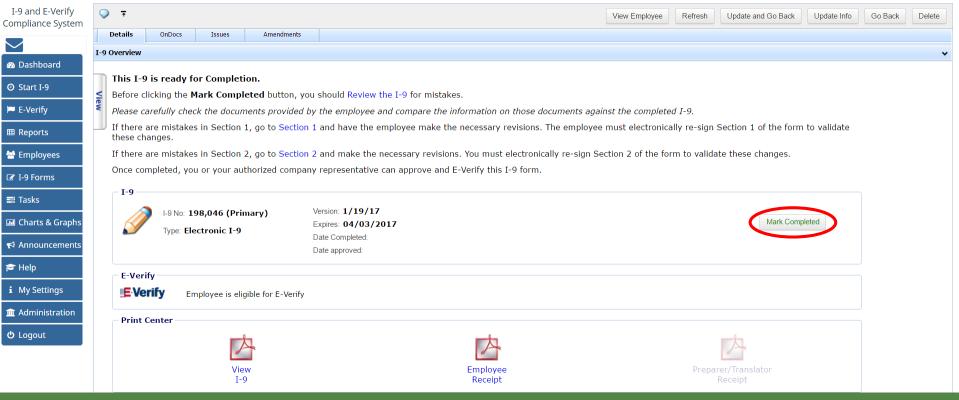
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I-9 for Andrews, Robert



Monitoring Receipt I-9s

Guardian Company: Reaume, Robert **Top I-9s Needing Further Action** or Employee Group Dashboard: East > New York > New York Refresh All the Top Pending Tasks panel. Guardian I-9 and E-Verify Top I-9s Needing Further Action Top Pending Tasks Compliance System 🥻 View 📄 All View **Employee Name** Reminder Date Subject Date I-9 Location Reason Date Expires Days Left Location Employee Name Expiry Date Created Receipt Reminder Branch 1234: Andrews, Robert 05/23/2018 Dashboard 90 02/22/2018 Branch 1234: Andrews, Robert Receipt 05/23/2018 O Start I-9 E-Verify **Ⅲ** Reports **Employees** ☑ I-9 Forms **≡** Tasks Charts & Graphs ★ Announcements **ICE** Audit Help i My Settings **m** Administration **U** Logout

Receipt I-9s can be monitored from

the Dashboard with the

Monitoring Receipt I-9s



Once the employee provides the

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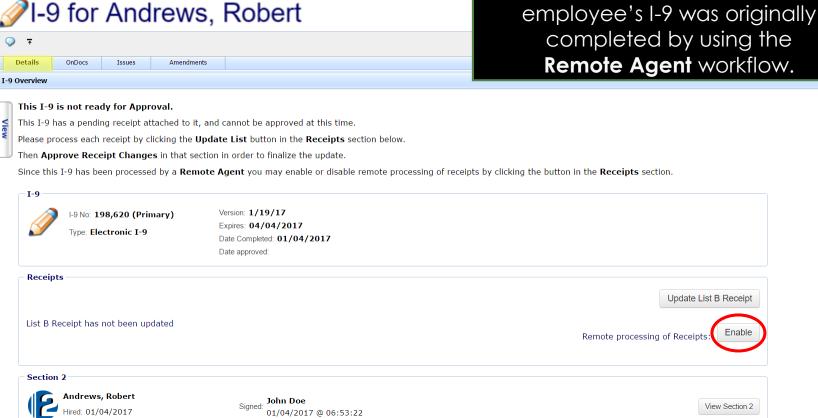
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From the I-9 Details tab, an **Enable**

button for remote processing of receipts will be present if the

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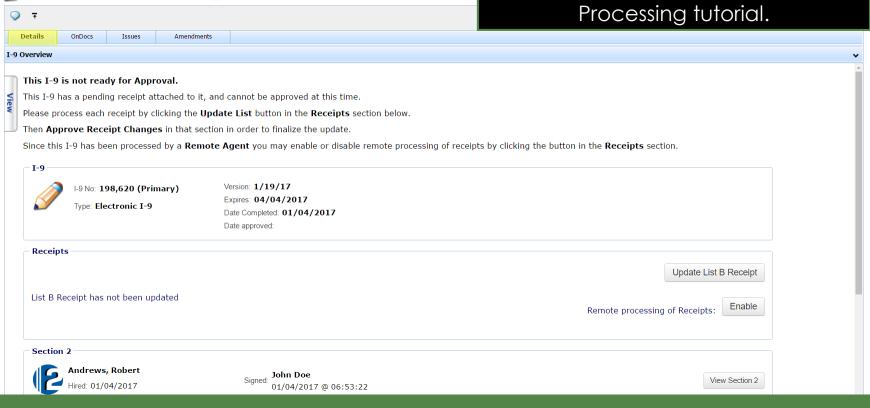
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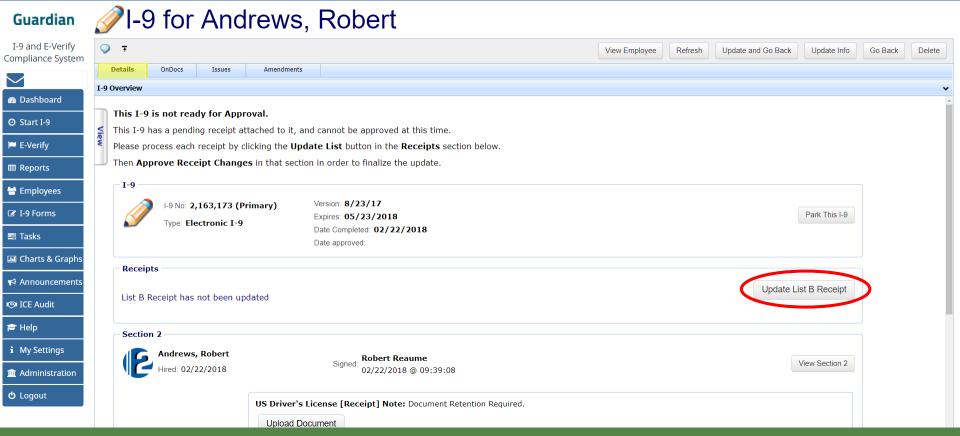
<u>ტ</u> Logout

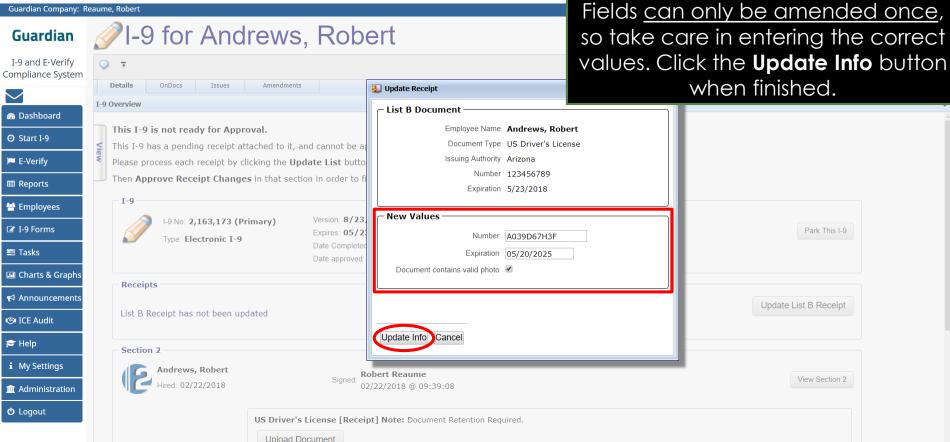
To have an **Agent** conduct the review and amendment of the employee's document information please see the Receipt I-9 Remote Processing tutorial.



From the I-9 Details tab, click the **Update Receipt** button.

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Carefully inspect the employee's

document. Enter the New Values.

The amended document values must now be approved. Click **Approve Receipt Changes.**

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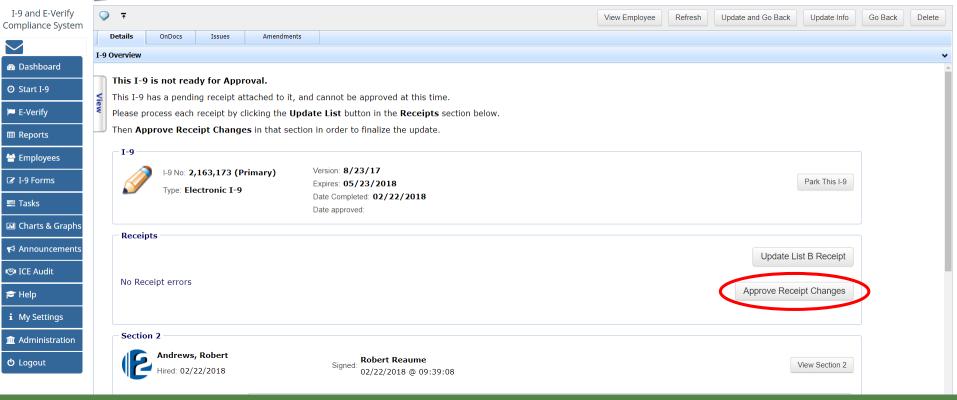
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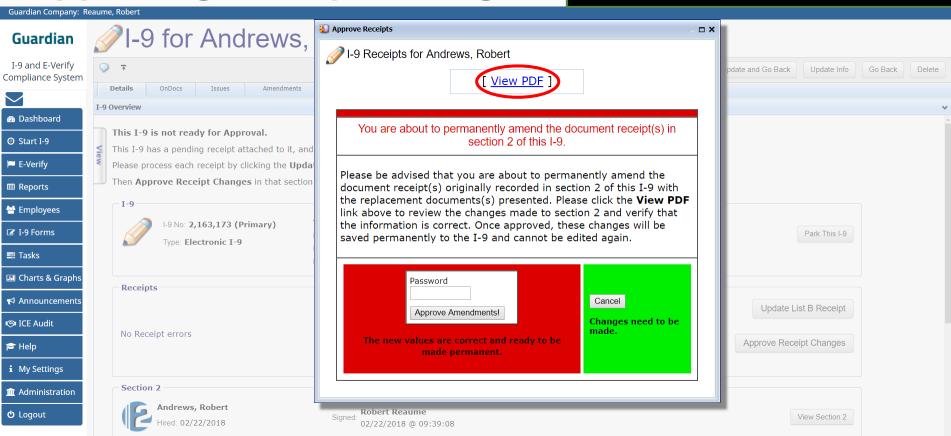
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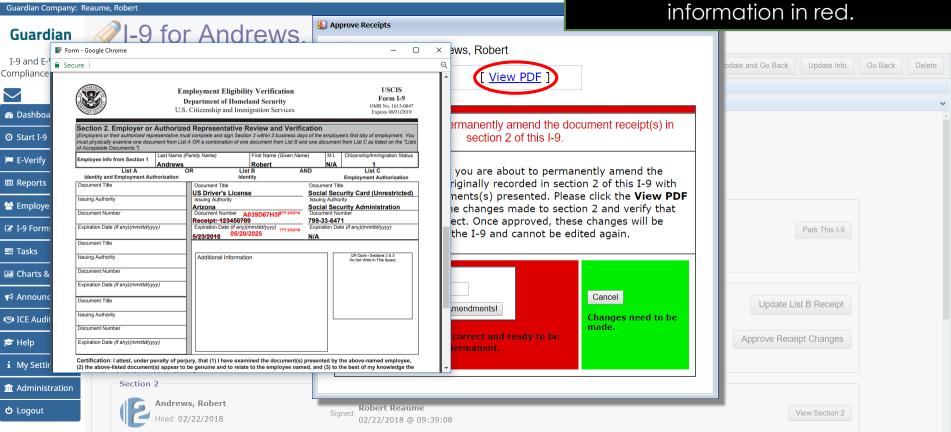
≡ Tasks

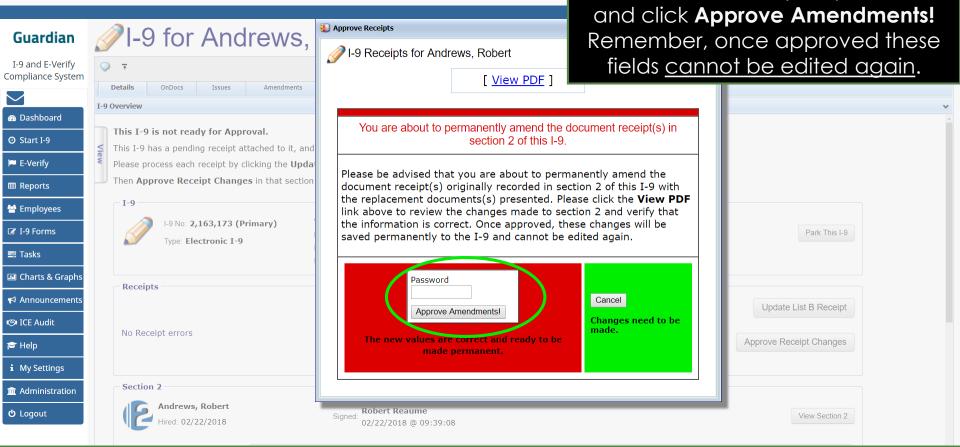


Before approving the changes, click **View PDF**.



The I-9 PDF is displayed. Carefully review the amendment document information in red.





After verifying the amended values

are correct, enter your password

Document Retention

appropriate document copies. Please see the Section 2 tutorial Guardian Company: Reaume, Robert I-9 for Andrews, Robert and/or the Workflow tutorials for Guardian additional information on I-9 and E-Verify → Compliance System document retention. Details OnDocs Issues Amendments I-9 Overview Dashboard Section 2 ② Start I-9 Andrews, Robert Robert Reaume View Section 2 02/22/2018 @ 09:39:08 E-Verify **Ⅲ** Reports US Driver's License Note: Document Retention Required. Employees **Upload Document** ☑ I-9 Forms **≡** Tasks [Enlarge] Charts & Graphs ★ Announcements oxdot I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record. **ICE** Audit Documents Social Security Card (Unrestricted) Note: Document Retention Required. Help **Upload Document** i My Settings m Administration CIAL SECTRITS [Enlarge] **ර** Logout

If prompted, scan and upload the

Completing the I-9

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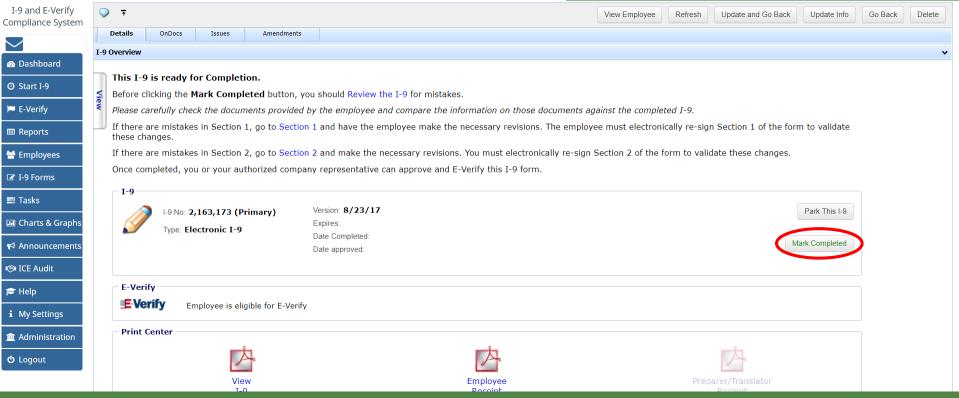
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The I-9 must be marked completed again, after the document information has been amended. Click the **Mark Completed** button.



Approving the I-9

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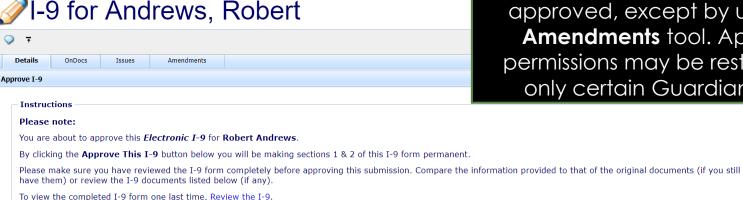
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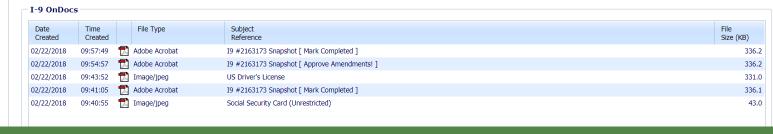
Click the Cancel button below to return to the previous screen if you need to make changes or further review this I-9.

Employee is eligible for E-Verify.

When ready click **Approve This I-9**, which will "lock" the form. The I-9 cannot be edited after it has been approved, except by using the **Amendments** tool. Approval permissions may be restricted to only certain Guardian users.

Approve This I-9

Cancel



Submit to E-Verify

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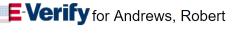
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Employees subject to **E-Verify** will be automatically submitted. Utilize the late submission option Other to indicate 'Awaiting actual document'.



What's next?

If an E-Verify case is submitted a variety of initial case statuses may be returned, including:

- Employment Authorized
- Tentative Non-Confirmation (TNC)
- Verification in Process

Please see the E-Verify tutorials for additional information on handling the different E-Verify case scenarios.

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.