

Guardian Issues Report

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Reports Module

The Reports Module provides an easy-to-use tool to analyze data, including compliance measures and database configuration.

The Reports Module is accessible from the Reports menu button within Guardian. This button is visible to all users who have Report access. Visible report types and report functionality are dependent on user privileges.

Two types of reporting functions are offered: Standard and Interactive.

- > <u>Standard reports</u> are pre-configured templates that provide useful information associated with I-9s, E-Verify, and FAR.
- The Interactive report type is a comprehensive reporting tool allowing for extensive customization of report columns and filter criteria.

Reports Module

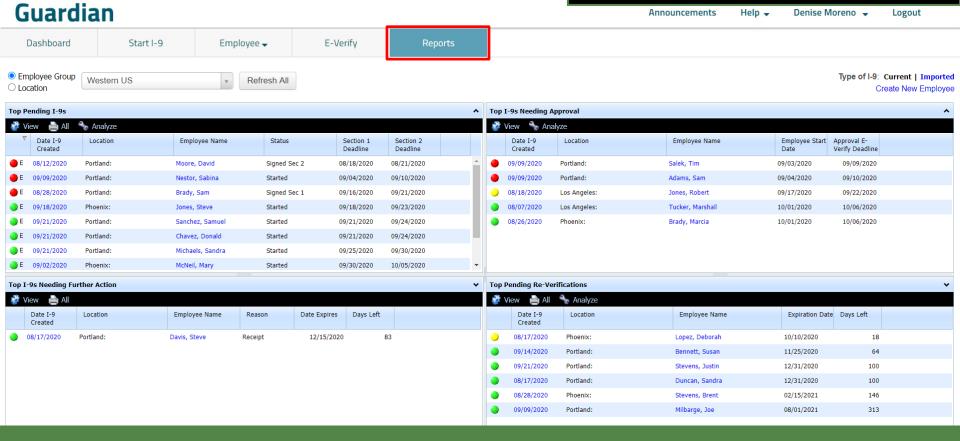
The Interactive Report Type provides a number of Base Table options, including I-9 Issues.

The I-9 Issues report may be used throughout the Remediation process to identify the remaining unaddressed issues with imported I-9's.

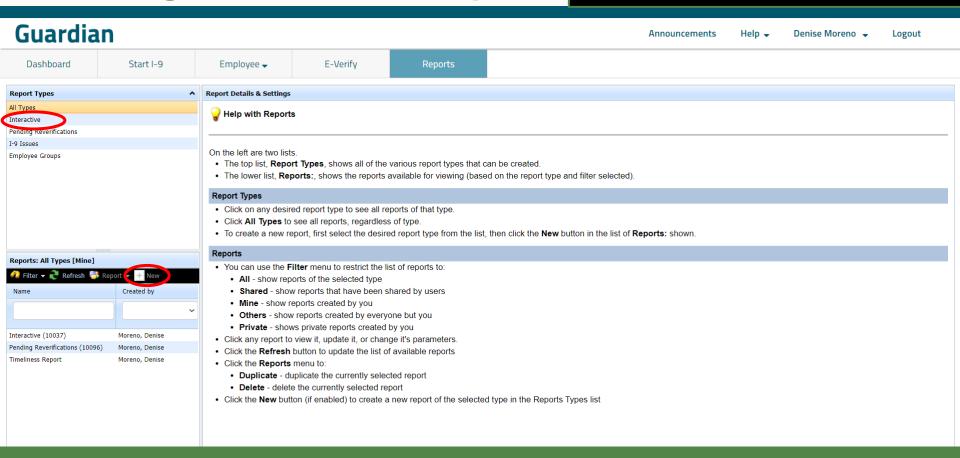
As Remediation efforts progress, the report may be updated to review the outstanding issues.

An I-9 Issues report is also a useful tool for batching out issues for members of your Remediation project to address, as the report can be filtered by **Location**, **Date Hired** range, and other criteria.

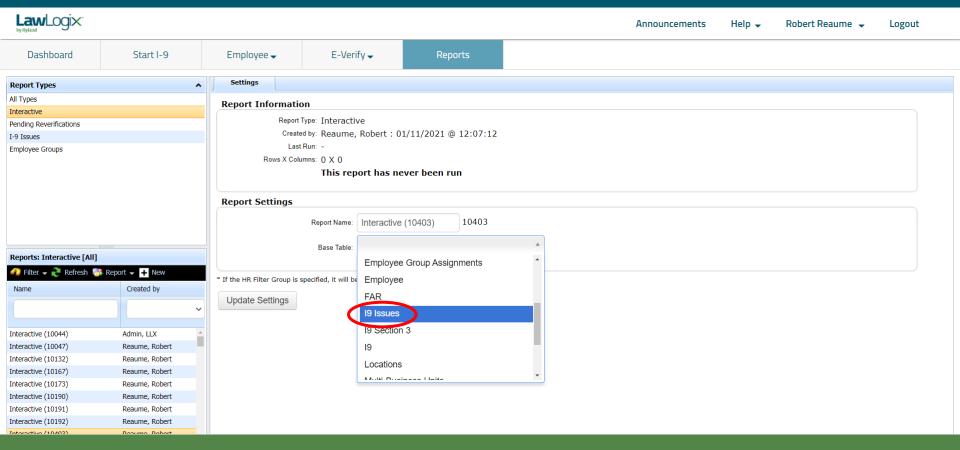
To access the **Reports Module**, click on the **Reports** Tab on the Dashboard.



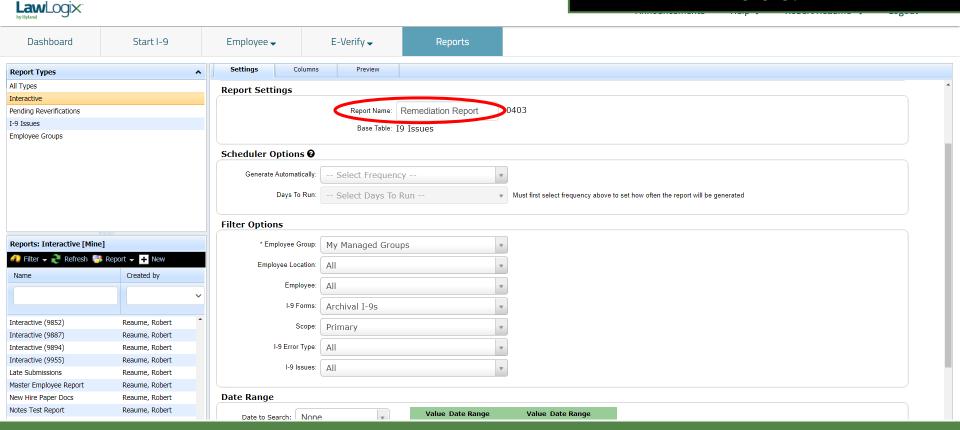
Select the **Interactive** Report Type and click **New**.



Select the 19 Issues Base Table.



Enter a new **Report Name** to make it easier to locate the report in the future.



A variety of **Filter Options** are provided.

To limit report results to historical and **Scope** to **Primary**.

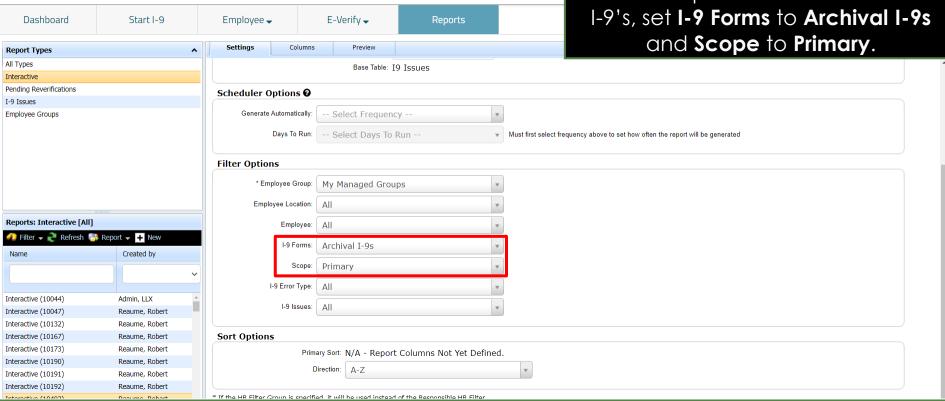
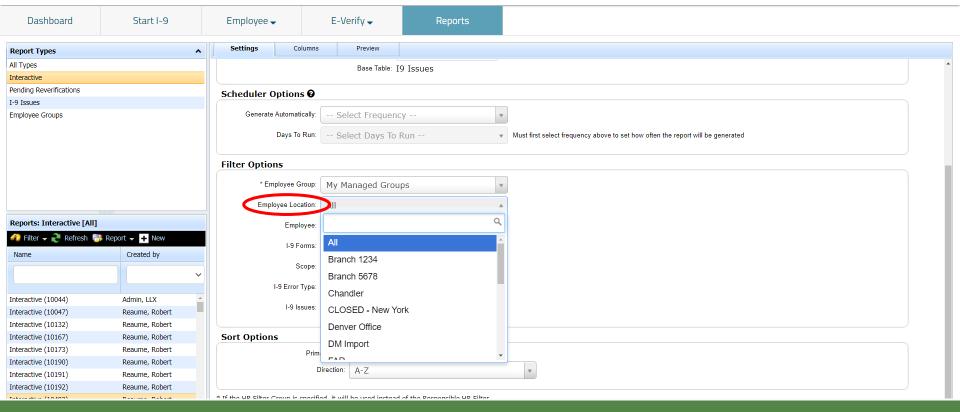


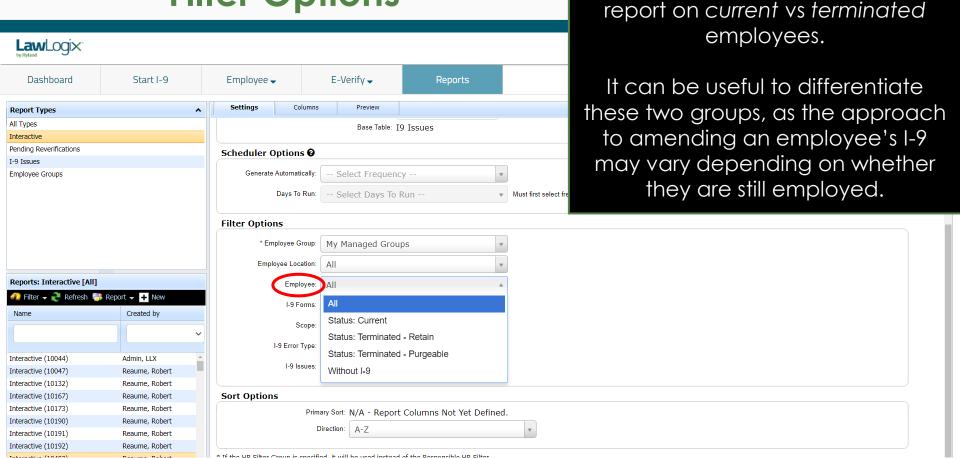
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LawLogix

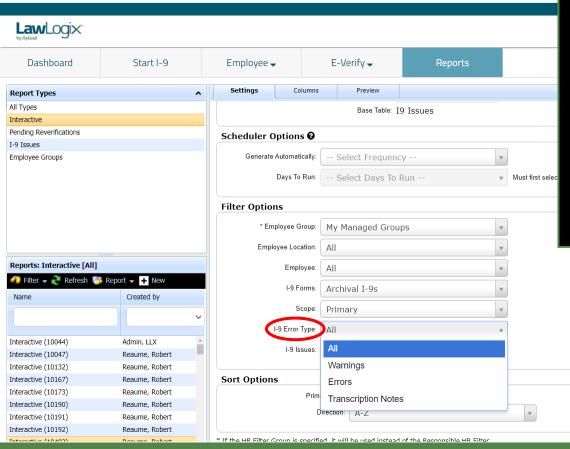
The **Employee Location** filter can be used to report on I-9's from a specific location.







The **Employee** filter can be used to



The **I-9 Error Type** filter can be used to report on **Warnings**, **Errors**, or both.

Warnings typically represent uncorrectable issues (e.g., late I-9's), and/or non-finable items.

Setting this filter to **Errors** can be helpful to keep the report focus on items that should be corrected, where possible.

The **I-9 Issues** filter can be used to report on a specific type of issue.

Click **Update Settings** at the bottom of the page to save any changes.

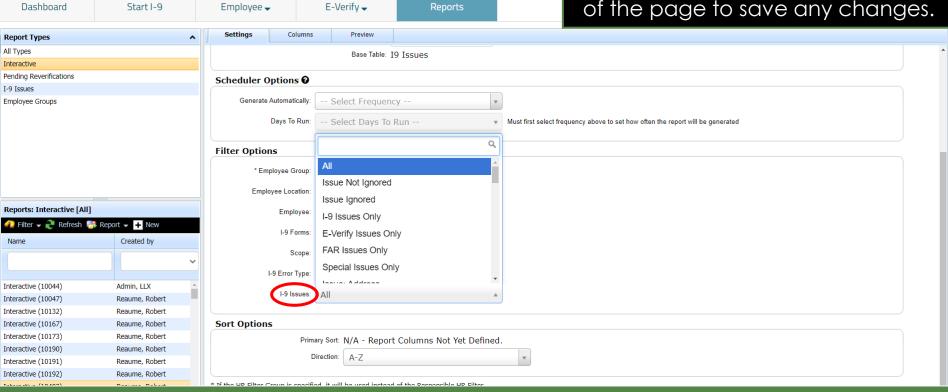
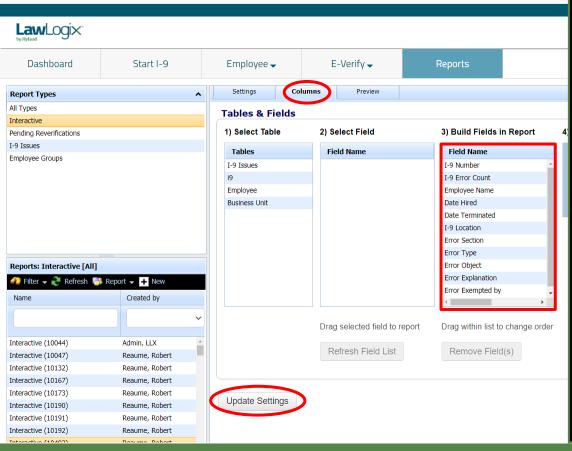


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Report Columns



From the **Columns** tab specific fields can be added to the report. Click Update Settings after selecting the desired fields.

The fields displayed below provide an effective foundation for an I-9 Issues Report:

19 Table

- I-9 Number
- I-9 Error Count
- I-9 Location

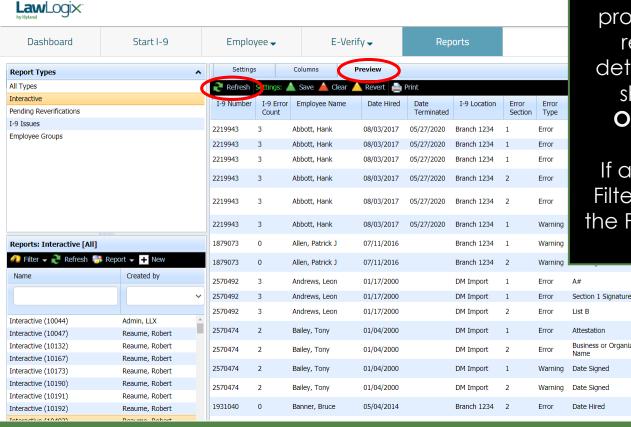
Employee Table

- Employee NameDate Hired
- Date Terminated

I-9 Issues Table

- Error Section
- Error Type
- Error Object
- Error Explanation
- Error Exempted by

Preview Report Results

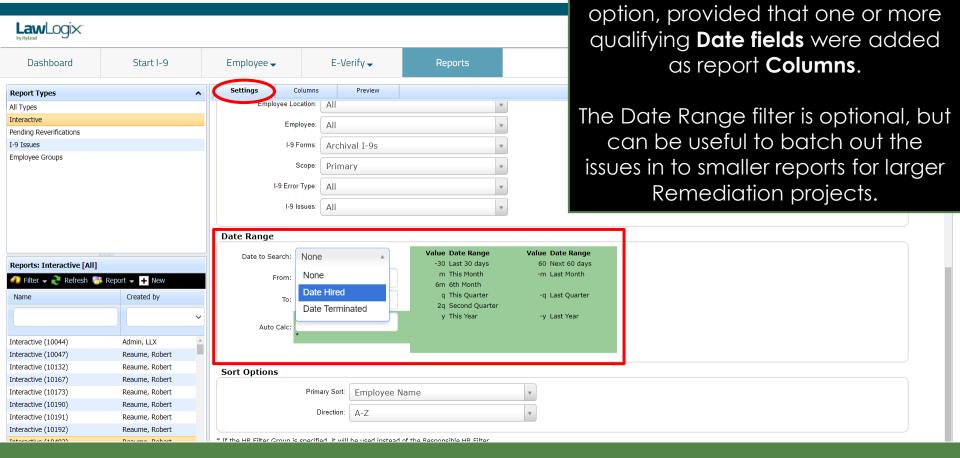


After clicking **Update Settings** from the **Columns** tab the **Preview** tab will display automatically and will provide a sample of initial report results. Review the results to determine whether any changes should be made to the **Filter Options** or **Columns** selected.

If any changes are made to the Filters or Columns click **Refresh** on the Preview tab to review updated results.

	employee's nire date.	·
	Required Field if employee is a Lawful Permanent Resident.	
е	The employee did not sign Section 1.	
	List B must have a document selected if List C has a document selected.	
	Required Field, must check one of the available boxes.	
zation	Required Field. Should not be left blank.	
	Section 1 is signed after the employee's hire date.	
	Section 2 is signed more than 3 days after the employee's hire date.	
	Required Field. Should not be left blank.	Reaume, Robert 2020-11-13 10:23:18.169336-07
	The comment of the design of the control of the con	Dec., pelestings 11 10

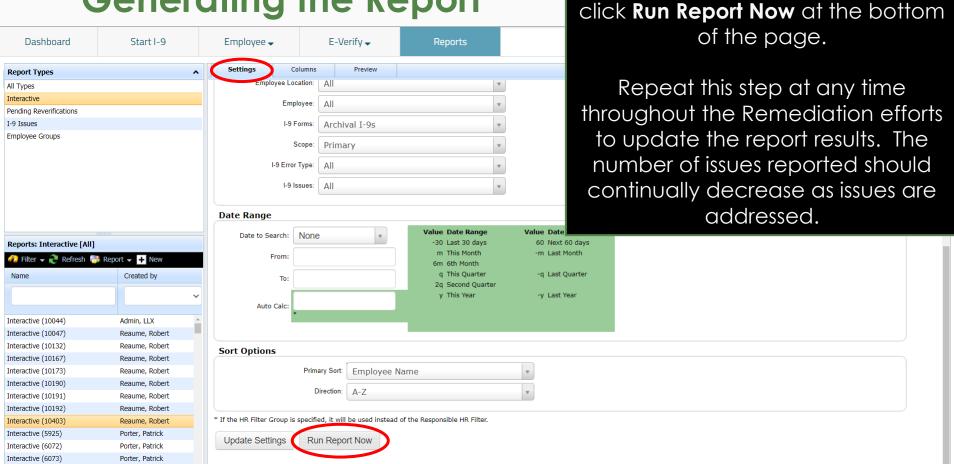
Generating the Report



Back on the **Settings** tab, you'll now

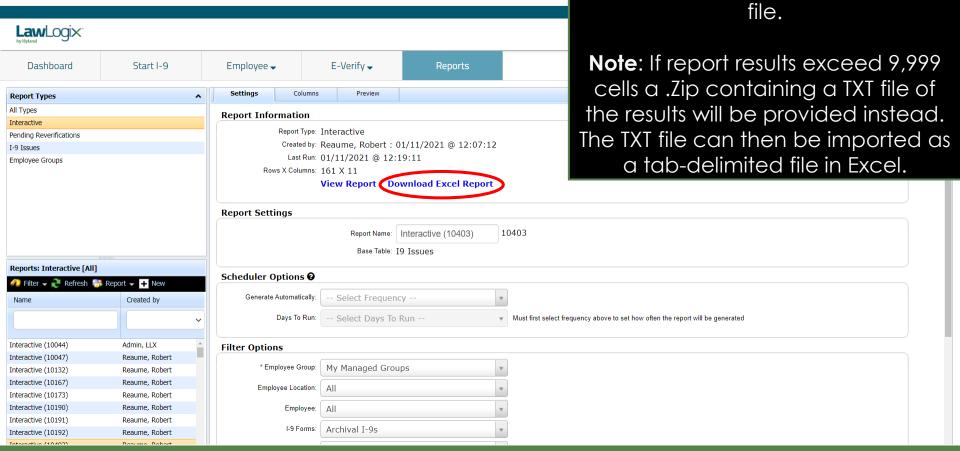
see an available **Date Range** filter

Generating the Report



When ready, from the **Settings** tab

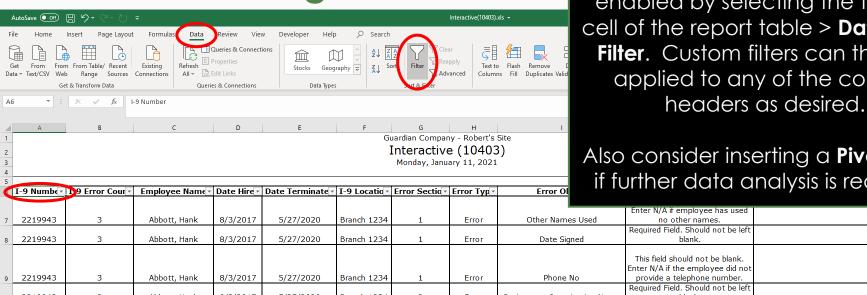
Downloading to Excel



Click **Download Excel Report** to

obtain the report results as an Excel

Downloading to Excel



If desired, Excel filtering can be enabled by selecting the top-left cell of the report table > Data tab > **Filter**. Custom filters can then be applied to any of the column

Also consider inserting a **Pivot Table** if further data analysis is required.

	I-9 Numb€	1)9 Error Cour ▼	Employee Name	Date Hire ▼	Date Terminate -	I-9 Locatio 🔻	Error Sectio -	Error Typ ▼	Error Ol	milici dala a	ridiyaia ia requi
										Enter N/A if employee has used	
7	2219943	3	Abbott, Hank	8/3/2017	5/27/2020	Branch 1234	1	Error	Other Names Used	no other names.	
8	2219943	3	Abbott, Hank	8/3/2017	5/27/2020	Branch 1234	1	Error	Date Signed	Required Field. Should not be left blank.	
9	2219943	3	Abbott, Hank	8/3/2017	5/27/2020	Branch 1234	1	Error	Phone No	This field should not be blank. Enter N/A if the employee did not provide a telephone number.	
10	2219943	3	Abbott, Hank	8/3/2017	5/27/2020	Branch 1234	2	Error	Business or Organization Name	Required Field. Should not be left blank.	
11	2219943	3	Abbott, Hank	8/3/2017	5/27/2020	Branch 1234	2	Error	Citizenship/Immigration Status	Required Field. Must contain the number correlating to the employee's citizenship or immigration status from Section	
12	2219943	3	Abbott, Hank	8/3/2017	5/27/2020	Branch 1234	1	Warning	Date Signed	Section 1 is signed after the employee's hire date.	
13	1879073	0	Allen, Patrick J	7/11/2016		Branch 1234	1	Warning	Date Signed	Section 1 is signed after the employee's hire date.	
14	1879073	0	Allen, Patrick J	7/11/2016		Branch 1234	2	Warning	Date Signed	Section 2 is signed more than 3 days after the employee's hire date.	
15	2570492	3	Andrews, Leon	1/17/2000		DM Import	1	Error	Α#	Required Field if employee is a Lawful Permanent Resident.	
										The employee did not sign	

For Additional Assistance

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

Confidential User Guide

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Thank you.