



Guardian Location Manager Interface: Overview

Table of Contents

1. FAQ	4
2. Home Screen	6
3. To Do List	7
4. I-9 Workflow	16
5. Document Retention	21
6. E-Verify	22

Table of Contents

7. <u>Amendments</u>	23
8. <u>LMI vs Full Featured Interface</u>	24

FAQ

➤ **What is the Location Manager Interface (LMI)?**

The Location Manager Interface is an addition to the Guardian System that features a streamlined interface for users who have a limited role with regards to I-9 compliance. The Location Manager (LM) user type is ideal for those non-HR individuals charged with new hire I-9 completion.

➤ **How do I configure a user for the LMI?**

Within the **Administration** settings and the Users tab, system users can be assigned to a Location Manager Type/Role.

FAQ

➤ **When should an organization use the LMI?**

Organizations with a decentralized workforce who have a chain of collaborative users responsible for the I-9 process may benefit from leveraging the LMI. With a minimalist design, the LMI focuses on ease-of-use through a specialized set of screens. The LMI is designed for non-HR professionals with little I-9 experience or training who have limited responsibility for the I-9 process.

➤ **How is E-Verify handled when using the LMI?**

If participating, E-Verify can be administered by the LM user, or by an HR professional at another branch or home office.

Home Screen

[To Do List](#)[Start I-9](#)

To Do List

 Refresh

* Employee Name	Location Name	Start Date	I-9	Status	Next Action	^A Due Date
 Moore, David	Los Angeles	08/18/2020	2651978	Section 1 Incomplete	Have Employee Complete Section 1	08/18/2020
 McNeil, Mary	Portland	09/30/2020	2653683	Section 1 Incomplete	Have Employee Complete Section 1	09/30/2020
 Brady, Sam	Phoenix	09/15/2020	2653494	Section 1 Completed	Please Complete Section 2	09/18/2020
 Lopez, Deborah	Los Angeles	01/18/2020	2652162	Section 3 Not Approved	Please Review & Approve	08/18/2020
 Jones, Robert	Los Angeles	09/01/2020	2652183	I-9 Not Approved	Please Review & Approve	09/04/2020
 Brady, Marcia	Portland	09/01/2020	2652455	I-9 Not Approved	Please Review & Approve	09/04/2020
 Tucker, Marshall	Los Angeles	09/03/2020	2650551	Section 2 Completed	Please Review & Mark Completed	09/09/2020
 Stevens, Brent	Phoenix	09/15/2020	2653495	E-Verify Not Complete	Review E-Verify Case	

The **Location Manager Interface** provides users with access links located in a top level **Toolbar** with pull down menu options.

To Do List

To Do List

 Refresh

* Employee Name	Location Name	Start Date	I-9	Status	Next Action	^A Due Date
 Moore, David	Los Angeles	08/18/2020	2651978	Section 1 Incomplete	Have Employee Complete Section 1	08/18/2020
 McNeil, Mary	Portland	09/30/2020	2653683	Section 1 Incomplete	Have Employee Complete Section 1	09/30/2020
 Brady, Sam	Phoenix	09/15/2020	2653494	Section 1 Completed	Please Complete Section 2	09/18/2020
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 Tucker, Marshall	Los Angeles	09/03/2020	2650551	Section 2 Completed	Please Review & Mark Completed	09/09/2020
 Stevens, Brent	Phoenix	09/15/2020	2653495	E-Verify Not Complete	Review E-Verify Case	

The **Location Manager Interface** provides users with a **To Do List** for centralized workflow management.

To Do List

The **To Do List** displays employees and I-9's that need attention.

[To Do List](#)[Start I-9](#)

To Do List

 Refresh

* Employee Name	Location Name	Start Date	I-9	Status	Next Action	^A Due Date
 Moore, David	Los Angeles	08/18/2020	2651978	Section 1 Incomplete	Have Employee Complete Section 1	08/18/2020
 McNeil, Mary	Portland	09/30/2020	2653683	Section 1 Incomplete	Have Employee Complete Section 1	09/30/2020
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 Stevens, Brent	Phoenix	09/15/2020	2653495	E-Verify Not Complete	Review E-Verify Case	09/04/2020

To Do List

Guardian

To Do List

Start I-9

Convenient color indicators provide at-a-glance guidance on which employees need attention now, and which can wait, helping ensure timely and compliant completion of each I-9.

To Do List

 Refresh

* Employee Name	Location Name	Start Date	I-9	Status	Next Action	^A Due Date
 Moore, David	Los Angeles	08/18/2020	2651978	Section 1 Incomplete	Have Employee Complete Section 1	08/18/2020
 McNeil, Mary	Portland	09/30/2020	2653683	Section 1 Incomplete	Have Employee Complete Section 1	09/30/2020
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 Tucker, Marshall	Los Angeles	09/03/2020	2650551	Section 2 Completed	Please Review & Mark Completed	09/09/2020
 Stevens, Brent	Phoenix	09/15/2020	2653495	E-Verify Not Complete	Review E-Verify Case	09/04/2020

Start I-9

Guardian

To Do List

Start I-9

Start I-9

Social Security Number
(Exact Match)



Employee does not have or will not reveal Social Security Number

The **Start I-9** button is used to search for and create new employees and I-9's.

Social Security Number, employee name (or employee ID number if used), can be used to search for Employees.

Start I-9

Last Name
(Starts With)



First Name
(Starts With)

Employee ID
(Exact Match)



Employee does not have or will not reveal Social Security Number

Start I-9

The ability to create a **New Employee** or **New I-9** can be enabled or disabled, if desired.

Guardian

To Do List

Start I-9

Start I-9

Last Name
(Starts With)

First Name
(Starts With)

Reset

Employee ID
(Exact Match)

Employee does not have or will not reveal Social Security Number

Employee Details

Start Date
(mm/dd/yyyy)

Employee ID

Employee Group ⓘ

Language

I-9 Type ⓘ

Employee History

The employee record could not be located with the information provided. If you believe the employee record already exists, please use the Reset option and search by social security number.

Otherwise, to create a new employee record,
fill in the required details above, then:

Create I-9 for New Employee

Announcements

To Do List

Start 1-9

LawLogix Guardian Demo

Current Status

All systems are active

Upcoming Maintenance Windows

Normal maintenance, Tuesday Evenings: 10:00 PM MST - 11:00 PM MST

During this period the system may not be available for use.

Announcements

Originator	From Date	Subject	Notice
LawLogix	08/20/2020	September 2020 Training	Guardian General User Training Sessions September 2020 Mondays 9/14 & 9/28

The **Announcements** button provides important communication from LawLogix and may be used by organizations to communicate to their Guardian users.

Announcements

Guardian

Announcements

Help

Denise Moreno ▾

Logout

To Do List

Start I-9

LawLogix Guardian Demo

Guardian

Help

Denise Moreno ▾

Logout

To Do List

Start I-9

The **Announcements** button can be hidden if desired, using the **Administration** settings within the **Standard Interface**.

Settings – Personal Tab

To Do List

Start I-9

Refresh

Update Info

Personal

Preferences

Settings

Personal Information

First Name

Middle Name

Last Name

Title

Contact Information

Work Phone Ext

Home Phone Ext

Cell Phone Ext

E-Mail Address

Login Information:

Login Name

To change password enter Old Password,
New Password and Confirm Password.

Old Password

New Password

Confirm Password

From the **Settings** link, users can edit their login and contact information from the **Personal tab**.

Settings – Preferences Tab

To Do List

Start I-9

Refresh

Update Info

Personal

Preferences

Settings

Minute I-9 Preferences

- Default Employee Group: Select the default Employee Group (if any desired) to be preset
- Default Language: Select the default language (if any desired) to be preset
- Default I-9 Type: Select the default I-9 (if any desired) to be preset

From the **Settings** link, users can edit their default settings for new employees and I-9's in the **Preferences** tab.

I-9 Workflow

Confirmation Selection

All information in Section 1 of the Form I-9 must be provided and entered by the employee or a preparer/translator. By proceeding, I acknowledge that the employee (or a preparer/translator if used) will be completing Section 1, and understand that all actions taken in Section 1 will be associated to the employee as documented in the audit trail.

Go Back

Launch Employee Workflow

When having new hires complete Section 1 from the **LMI**, the **Launch Employee Workflow** button is presented.

I-9 Workflow

Employee Identity

You are being asked to complete Section 1 of the Form I-9. Please provide your legal name below. This information will be used to identify who completed Section 1 of the form.

Employee Name
(First and Last)

I confirm that I am the employee named above.

Cancel

Continue as Employee

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The employee, or preparer/translator, verifies their identity, which helps ensure a proper audit trail.


I-9 Workflow

The employee then completes and electronically signs Section 1.

LawLogix Guardian Demo

10

Language: English

 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

► **START HERE.** Read [instructions](#) 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 employ 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.)*

Last Name (Family Name) Smith		First Name (Given Name) John		Middle Initial N/A <input checked="" type="checkbox"/> N/A	Other Last Names Used (if any) N/A <input checked="" type="checkbox"/> N/A	
Address (Street Number and Name) 123 E. Elm St.		Apt Number N/A <input checked="" type="checkbox"/> N/A	City or Town Phoenix		State AZ	Zip Code 85022
Date of Birth Jan 1 1980		U.S. Social Security No. 799-45-1254 <input type="checkbox"/> Awaiting Issuance of SSN	Employee's E-mail Address N/A <input checked="" type="checkbox"/> N/A		Employee's Telephone Number N/A <input checked="" type="checkbox"/> N/A	

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 ⓘ

2. A noncitizen national of the United States (See [instructions](#)) ⓘ

3. A lawful permanent resident (Alien Registration Number/USCIS Number): ⓘ ⓘ N/A ⓘ

I-9 Workflow

Section 1 Completed



You have successfully completed Section 1 of the Form I-9. Next, the I-9 Verifier will take over to complete the remainder of the form. Click Complete to finish your portion and return control of the device to your I-9 Verifier.

Complete

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Once the employee has completed Section 1 the system informs them their I-9 verifier (employer) will take back control to finish the process.

I-9 Workflow

Continue I-9 Process



Please proceed with the next step of the I-9 process.

Continue Processing I-9

The **LM User** then clicks **Continue Processing I-9** to access Section 2. See the related Location Manager Electronic I-9 tutorial for additional information.

E-Verify for: John Smith



Attention Required: Verify I-9 Information

E-Verify requests you review and verify the correctness of some of the I-9 information submitted.

Case Verification Number: 2020248214738GC

E-Verify Summary

Case Status

Status: **Review I-9 Data Submitted**

Initiated By: **Denise Moreno**

Initiated On: **09/04/2020**

[Continue E-Verify Process](#)

Employee Information

First Name: **John**

Last Name: **Smith**

Date of Hire: **09/30/2020**

Citizenship Status: **U.S. Citizen**

Document Information

Document Type: **U.S. Passport or Passport Card**

Document Number: **C12345678**

Document Expiration: **10/10/2020**

[View OnDocs](#)

[Go Back](#)

Amendments

LM Users may add and manage **Amendments** (limited to Approved I-9's present on the user's **To Do List**). This ability may also be disabled.

Guardian

To Do List

Start I-9

I-9 for Smith, John

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Details

OnDocs

Issues

Amendments

I-9 Overview

E-Verify needs attention.

COVID-19 "Virtual Verification Exception"

Due to the COVID-19 issue, DHS temporarily began allowing organizations to complete document verification virtually, deferring physical inspection until normal business operations resumed.

Check the box below if this I-9 is subject to the exception.

Section 2 was completed utilizing the "Virtual Verification" exception enacted by DHS.

Section 1

Smith, John

Signed: **John Smith**
09/04/2020 @ 14:31:48

View Section 1

E-Verify

Submitted: 09/04/2020 @ 21:47:38
On Hold, waiting for user interaction

View E-Verify

Print Center

LMI vs Full Featured Interface

LM Users have limited functionality. The matrix below compares the **LM User** to the **Full Featured User**.

Access Level	Can Create											Can Access				Can Edit			
	Employee Create Employee	Can access all employee records	Employee Login/Email	Electronic I-9	New Hire Paper I-9	Archival I-9	Remote Agent I-9	Manage E-Verify	Section 3	Remediation: Amend I-9s	Remediation: Approve Amendments	Remediation: Exempt I-9 Issues	Administration	Reports	FAR Queue	Tasks	Employee Record	Employment History: Rehire	Employment History: Terminations
Full Featured/Standard Interface User	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Location Manager Interface User	X			X	X			X	X	X*		X						X	

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.