



# Guardian Standard Interface Overview

# Table of Contents

1. <a href="#">Getting Started</a> .....	6
2. <a href="#">Dashboard</a> .....	8
3. <a href="#">Start I-9</a> .....	9
4. <a href="#">Search Toolbar</a> .....	10
5. <a href="#">E-Verify</a> .....	16
6. <a href="#">FAR Queue</a> .....	17

# Table of Contents

7. <a href="#">Reports</a> .....	18
8. <a href="#">Employees</a> .....	19
9. <a href="#">I-9 Forms</a> .....	22
10. <a href="#">Tasks</a> .....	25
11. <a href="#">Announcements</a> .....	27

# Table of Contents

13. <a href="#">Help</a> .....	31
14. <a href="#">My Settings</a> .....	32
15. <a href="#">Administration</a> .....	33

# LawLogix Guardian

This tutorial will provide an overview of the different modules available in the LawLogix Guardian I-9 & E-Verify system, when using the Standard Interface.

Please see the other available tutorials for additional information on any specific module or feature.

# Getting Started

Users navigate to their **LawLogix Guardian** site (exact URL address may vary between organizations), enter their username and password, and click **Login**.



Welcome, please log in

Username

Password

[I forgot my password](#)

Login

For the latest news on I-9 and E-Verify, visit the [LawLogix Blog](#)

# Getting Started

Employee G  
 Location

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

### Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
	08/25/2020	Cleveland:	<a href="#">Smith, Marge</a>	Signed Sec 2	10/15/2020	10/20/2020	
	08/13/2020	Miami:	<a href="#">Smith, Joy</a>	Signed Sec 2	09/07/2020	09/10/2020	
	08/07/2020	Los Angeles:	<a href="#">Tucker, Marshall</a>	Signed Sec 2	09/03/2020	09/09/2020	
	09/02/2020	Portland:	<a href="#">McNeil, Mary</a>	Started	09/30/2020	10/05/2020	
	08/18/2020	Phoenix:	<a href="#">Doe, John</a>	Started	09/17/2020	09/22/2020	
	08/28/2020	Phoenix:	<a href="#">Brady, Sam</a>	Started	09/01/2020	09/04/2020	
	08/12/2020	Los Angeles:	<a href="#">Moore, David</a>	Signed Sec 2	08/18/2020	08/21/2020	

### Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
	08/18/2020	Los Angeles:	<a href="#">Lopez, Deborah</a>	01/18/2020	N/A	
	08/17/2020	Miami:	<a href="#">Hope, Bob</a>	08/28/2020	09/02/2020	
	08/26/2020	Portland:	<a href="#">Brady, Marcia</a>	09/01/2020	09/04/2020	
	08/18/2020	Los Angeles:	<a href="#">Jones, Robert</a>	09/01/2020	09/04/2020	

### Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
	08/14/2020	Miami:	<a href="#">Marshall, Deborah</a>	Physical Inspection	10/06/2020	33	
	08/17/2020	Miami:	<a href="#">Davis, Steve</a>	Receipt	12/15/2020	103	

### Top Pending Re-Verification

	Date I-9 Created	
	08/17/2020	
	08/12/2020	
	08/17/2020	
	08/28/2020	

The top navigation menu provides access to the different modules of the system. Users may not see all available modules, depending on their permissions.

# Dashboard

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee G

Location

My Managed Groups

Refresh All

### Top Pending I-9s

View All Analyze

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020	
	08/13/2020	Miami:	Smith, Joy	Signed Sec 2	09/07/2020	09/10/2020	
	08/07/2020	Los Angeles:	Tucker, Marshall	Signed Sec 2	09/03/2020	09/09/2020	
	09/02/2020	Portland:	McNeil, Mary	Started	09/30/2020	10/05/2020	
	08/18/2020	Phoenix:	Doe, John	Started	09/17/2020	09/22/2020	
	08/28/2020	Phoenix:	Brady, Sam	Started	09/01/2020	09/04/2020	
	08/12/2020	Los Angeles:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	

### Top I-9s Needing Further Action

View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
	08/14/2020	Miami:	Marshall, Deborah	Physical Inspection	10/06/2020	33	
	08/17/2020	Miami:	Davis, Steve	Receipt	12/15/2020	103	

### Top I-9s Needing Approval

View Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
	08/18/2020	Los Angeles:	Lopez, Deborah	01/18/2020	N/A	
	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
	08/26/2020	Portland:	Brady, Marcia	09/01/2020	09/04/2020	
	08/18/2020	Los Angeles:	Jones, Robert	09/01/2020	09/04/2020	

### Top Pending Re-Verifications

View All Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
	08/17/2020	Los Angeles:	Lopez, Deborah	10/10/2020	38	
	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	38	
	08/17/2020	Miami:	Duncan, Sandra	12/31/2020	120	
	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	166	

The Guardian **Dashboard** displays priority records. Over 10 different dashboard panels are available, and up to 4 can be displayed simultaneously. See the **Dashboard Overview** tutorial for more information.



# Start I-9

Click **Start I-9** to begin the I-9 process.

[Dashboard](#)[Start I-9](#)[Employee](#) ▾[E-Verify](#)[Reports](#)

### Start I-9

Social Security Number  
*(Exact Match)*

Employee does not have or will not reveal Social Security Number

# Search Toolbar

The Search toolbar is utilized in the **Employees, I-9 Forms, E-Verify, Tasks, and FAR Queue** modules.

The screenshot shows a search toolbar with the following elements:








- Search Options**: A light blue header bar.
- Results: 0 I-9s Found**: A light blue bar indicating the search results.
- Options**: A magnifying glass icon followed by the text "Options".
- Search by Name:** A green label followed by a white input field.
- Presets**: A green refresh icon followed by the text "Presets" and a dropdown arrow.
- Results:** A green label followed by navigation icons: a double left arrow, a single left arrow, the text "Page 1", a single right arrow, and a double right arrow.
- Add**: A red plus icon followed by the text "Add".

# Search Toolbar

Click **Options** to display advanced search filters.

Search Options

Results: 0 I-9s Found

 Options | Search by Name:   Presets ▾ | Results:   Page 1    Add

# Search Toolbar

Use **Last, First** format to search full or partial names.  
For example, 'Doe, John'.

Search Options

Results: 0 I-9s Found







Options | **Search by Name:**  | Presets ▾ | **Results:** ⏪ ⏩ Page 1 ⏪ ⏩ + Add

# Search Toolbar

Click the **Presets** dropdown to display a list of pre-configured searches, or to refresh the current search results.

Search Options


Results: 0 I-9s Found









Options | Search by Name:   Presets ▾ | Results:   Page 1    Add

# Search Toolbar

Click the **Results** arrow buttons to navigate through multiple pages of search results.

Search Options

**Results: 0 I-9s Found** 

 Options | **Search by Name:**   Presets  | **Results:**   Page 1    Add

# Search Toolbar

Click **Add** to create a new record  
(applies to **Employees**, **I-9 Forms**  
and **Tasks** modules only).

Search Options

Results: 0 I-9s Found

Options | Search by Name:  Presets ▾ | Results: ⏪ ⏩ Page 1 ⏪ ⏩ **+** Add

# E-Verify

The **E-Verify** module displays E-Verify cases. Click the **Date Created** to open and manage a case.

## Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

E-Verify Search Options

Results: 18 E-Verify Records Found

Options | Search by Name:  Presets ▾ | Results: ⏪ ⏩ Page 1 ⏪ ⏩

Date Created	Employee Name	Employee Group	Date Initial Submission	Initial Response	Current Status
08/12/2020	Jones, Douglas	Central US > E-Verify Cases	00/00/0000		Error returned from E-Verify [ 1766_number: Document number is invalid.]
08/27/2020	Beck, Barbara	Central US > E-Verify Cases	08/27/2020	Employee Referred (SSA)	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]
08/17/2020	Ness, Sabrina	Central US > E-Verify Cases	08/17/2020	Employee Referred (SSA)	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]
08/20/2020	Burns, Bethany	Central US > E-Verify Cases	08/20/2020	Employee Referred (SSA)	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]
09/02/2020	Stevens, Brent	Western US > Phoenix	00/00/0000		Pending Further SSA/DHS Action []
08/13/2020	Jones, Martin	Central US > E-Verify Cases	08/13/2020	Employee Referred (DHS)	Pending Further SSA/DHS Action [Waiting for E-Verify]
08/24/2020	Johnson, Brenda	Central US > Austin	08/24/2020	Case Incomplete	On Hold, waiting for user interaction [SSA Case Incomplete]
08/13/2020	Ness, Sabina	Central US > E-Verify Cases	08/13/2020	Final Nonconfirmation	Ready to Resolve Case (SSA Final Non-Confirmation)
08/14/2020	Sipes, Emerald	Central US > E-Verify Cases	08/14/2020	Final Nonconfirmation	Ready to Resolve Case (SSA Final Non-Confirmation)
08/12/2020	Lawrence, Rebecca	Central US > E-Verify Cases	08/13/2020	Tentative Nonconfirmation (DHS and SS	On Hold, waiting for user interaction [SUCCESSFUL]
08/24/2020	McNeil, Mark	Central US > E-Verify Cases	00/00/0000		On Hold, waiting for user interaction
08/24/2020	Stevens, Craig	Central US > E-Verify Cases	08/24/2020	Case Incomplete	On Hold, waiting for user interaction [SSA Case Incomplete]
08/14/2020	Cook, David	Western US > Portland	08/14/2020	Closed	Resolved authorized - EMPLOYEE ELIGIBLE TO WORK
08/27/2020	Cook, David	Western US > Portland	08/27/2020	Closed	Resolved authorized - EMPLOYEE ELIGIBLE TO WORK
08/20/2020	Cook, David	Western US > Portland	08/20/2020	Closed	Resolved authorized - EMPLOYEE ELIGIBLE TO WORK
08/13/2020	Cook, David	Western US > Portland	08/13/2020	Closed	Resolved authorized - EMPLOYEE ELIGIBLE TO WORK
08/17/2020	Cook, David	Western US > Portland	08/17/2020	Closed	Resolved authorized - EMPLOYEE ELIGIBLE TO WORK
08/27/2020	Goodell, Elaine	Western US > Portland	08/27/2020	Closed	Resolved authorized - EMPLOYEE ELIGIBLE TO WORK



# FAR Queue

For those employers with a qualifying federal contract, the **FAR Queue** module may be used to submit existing employees to E-Verify.

## Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify ▾

Reports

Search Cases

FAR Queue

### E-Verify Search Options

Hide Options | Set Defaults | Use Defaults

Do Search

Employee Name

Employee Group

E-Verify Case Number

Date Range Field

Status

Date Range From/To  /

### Results: 0 E-Verify Records Found

Options | Search by Name:  | Presets ▾ | Results: Page 1

Date Created	Employee Name	Employee Group	Date Initial Submission	Initial Response	Current Status
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No Data

# Reports

Reports can be created and customized from the **Reports** module.

Guardian

Announcements Help Denise Moreno Logout

Dashboard

Start 1-9

Employee

E-Verify

Reports

## Report Types

All Types  
Interactive  
Pending Reverifications  
I-9 Issues  
Employee Groups

## Reports: All Types [All]

Filter Refresh Report + New

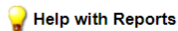
Name	Created by
------	------------

--	--

Interactive (10037)	Moreno, Denise
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Timeliness Report	Moreno, Denise
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## Report Details & Settings



### Help with Reports

On the left are two lists.

- The top list, **Report Types**, shows all of the various report types that can be created.
- The lower list, **Reports:**, shows the reports available for viewing (based on the report type and filter selected).

### Report Types

- Click on any desired report type to see all reports of that type.
- Click **All Types** to see all reports, regardless of type.
- To create a new report, first select the desired report type from the list, then click the **New** button in the list of **Reports:** shown.

### Reports

- You can use the **Filter** menu to restrict the list of reports to:
  - **All** - show reports of the selected type
  - **Shared** - show reports that have been shared by users
  - **Mine** - show reports created by you
  - **Others** - show reports created by everyone but you
  - **Private** - shows private reports created by you
- Click any report to view it, update it, or change it's parameters.
- Click the **Refresh** button to update the list of available reports
- Click the **Reports** menu to:
  - **Duplicate** - duplicate the currently selected report
  - **Delete** - delete the currently selected report
- Click the **New** button (if enabled) to create a new report of the selected type in the Reports Types list

# Employees

Employee records are viewed and managed from the **Employees** module.

Guardian

Announcements Help Denise Moreno Logout

Dashboard

Start I-9

Employee

E-Verify

Reports

Search Employees

Search I-9 Forms

Search Tasks

## Employee Search Options

Hide Options Set Defaults Use Defaults

Do Search

Employee Name

Location Name

Location City

Employee Status

Business Unit

Employee ID No

Location Number

Location State

I-9 Status

Employee Group

## Employee Search Options

Results: 61 Employees Found

Options Search by Name: Presets Results: Page 1 Add

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status	
Johnson, Brenda		2652299	Central US > Austin	09/15/2020	Austin	Current	
Ness, Sabina		2652051	Central US > E-Verify Cases	08/10/2020	E-Verify Cases	Current	
Jones, Douglas		2651984	Central US > E-Verify Cases	08/12/2020	E-Verify Cases	Current	
Sipes, Emerald		2652096	Central US > E-Verify Cases	08/11/2020	E-Verify Cases	Current	
Lawrence, Rebecca		2650543	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current	
Beck, Barbara		2652451	Central US > E-Verify Cases	08/24/2020	E-Verify Cases	Current	
Ness, Sabrina		2652109	Central US > E-Verify Cases	08/12/2020	E-Verify Cases	Current	
Stevens, Craig		2652368	Central US > E-Verify Cases	09/10/2020	E-Verify Cases	Current	
Jones, Martin		2652044	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current	
Burns, Bethany		2652261	Central US > E-Verify Cases	08/17/2020	E-Verify Cases	Current	
McNeil, Mark		2652369	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current	

[Table of Contents](#)

# Employees

Click the **Employee Name** to open an employee's record.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Search Options

Results: 61 Employees Found

Options | Search by Name:  Presets ▾ | Results: ⏪ ⏩ Page 1 ⏪ ⏩ Add

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
<a href="#">Johnson, Brenda</a>		2652299	Central US > Austin	09/15/2020	Austin	Current
<a href="#">Ness, Sabina</a>		2652051	Central US > E-Verify Cases	08/10/2020	E-Verify Cases	Current
<a href="#">Jones, Douglas</a>		2651984	Central US > E-Verify Cases	08/12/2020	E-Verify Cases	Current
<a href="#">Sipes, Emerald</a>		2652096	Central US > E-Verify Cases	08/11/2020	E-Verify Cases	Current
<a href="#">Lawrence, Rebecca</a>		2650543	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current
<a href="#">Beck, Barbara</a>		2652451	Central US > E-Verify Cases	08/24/2020	E-Verify Cases	Current
<a href="#">Ness, Sabrina</a>		2652109	Central US > E-Verify Cases	08/12/2020	E-Verify Cases	Current
<a href="#">Stevens, Craig</a>		2652368	Central US > E-Verify Cases	09/10/2020	E-Verify Cases	Current
<a href="#">Jones, Martin</a>		2652044	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current
<a href="#">Burns, Bethany</a>		2652261	Central US > E-Verify Cases	08/17/2020	E-Verify Cases	Current
<a href="#">McNeil, Mark</a>		2652369	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current
<a href="#">O'Brien, Margaret</a>		2652188	Central US > Nashville	08/18/2015	Nashville	Terminated - Purgeable
<a href="#">Bennett, Sherilyn</a>		2652416	Central US > Nashville	08/25/2015	Nashville	Terminated - Purgeable
<a href="#">McNeil, Nancy</a>		2652415	Eastern US > Cleveland	08/25/2016	Cleveland	Terminated - Purgeable
<a href="#">Smith, Marge</a>		2652417	Eastern US > Cleveland	10/15/2020	Cleveland	Current
<a href="#">Marsh, Poula</a>		2652203	Eastern US > DM Import	01/18/2000	DM Import	Current
<a href="#">Jackson, Joe</a>		2652204	Eastern US > DM Import	01/19/2000	DM Import	Current
<a href="#">Reed, John</a>		2652205	Eastern US > DM Import	01/20/2000	DM Import	Current
<a href="#">Lee, Joan</a>		2652206	Eastern US > DM Import	01/20/2000	DM Import	Current
<a href="#">Barber, Alison</a>		2652208	Eastern US > DM Import	01/10/2000	DM Import	Current
<a href="#">Malone, Chris</a>		2652198	Eastern US > DM Import	01/13/2000	DM Import	Current
<a href="#">Smith, Joshua</a>		2652187	Eastern US > DM Import	01/01/2000	DM Import	Current
<a href="#">Cook, Barry</a>		2652194	Eastern US > DM Import	01/07/2000	DM Import	Current
<a href="#">Price, Rafael</a>		2652189	Eastern US > DM Import	01/02/2000	DM Import	Current
<a href="#">Shaw, Jane</a>		2652190	Eastern US > DM Import	01/03/2000	DM Import	Current

[Table of Contents](#)

# Employees

Click an employee's I-9 number to open their I-9 record.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

Employee Search Options

Results: 61 Employees Found

Options | Search by Name:  Presets | Results: Page 1 | Add

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
Johnson, Brenda		2652299	Central US > Austin	09/15/2020	Austin	Current
Ness, Sabina		2652051	Central US > E-Verify Cases	08/10/2020	E-Verify Cases	Current
Jones, Douglas		2651984	Central US > E-Verify Cases	08/12/2020	E-Verify Cases	Current
Sipes, Emerald		2652096	Central US > E-Verify Cases	08/11/2020	E-Verify Cases	Current
Lawrence, Rebecca		2650543	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current
Beck, Barbara		2652451	Central US > E-Verify Cases	08/24/2020	E-Verify Cases	Current
Ness, Sabrina		2652109	Central US > E-Verify Cases	08/12/2020	E-Verify Cases	Current
Stevens, Craig		2652368	Central US > E-Verify Cases	09/10/2020	E-Verify Cases	Current
Jones, Martin		2652044	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current
Burns, Bethany		2652261	Central US > E-Verify Cases	08/17/2020	E-Verify Cases	Current
McNeil, Mark		2652369	Central US > E-Verify Cases	09/01/2020	E-Verify Cases	Current
O'Brien, Margaret		2652188	Central US > Nashville	08/18/2015	Nashville	Terminated - Purgeable
Bennett, Sheryllyn		2652416	Central US > Nashville	08/25/2015	Nashville	Terminated - Purgeable
McNeil, Nancy		2652415	Eastern US > Cleveland	08/25/2016	Cleveland	Terminated - Purgeable
Smith, Marge		2652417	Eastern US > Cleveland	10/15/2020	Cleveland	Current
Marsh, Poula		2652203	Eastern US > DM Import	01/18/2000	DM Import	Current
Jackson, Joe		2652204	Eastern US > DM Import	01/19/2000	DM Import	Current
Reed, John		2652205	Eastern US > DM Import	01/20/2000	DM Import	Current
Lee, Joan		2652206	Eastern US > DM Import	01/20/2000	DM Import	Current
Barber, Alison		2652208	Eastern US > DM Import	01/10/2000	DM Import	Current
Malone, Chris		2652198	Eastern US > DM Import	01/13/2000	DM Import	Current
Smith, Joshua		2652187	Eastern US > DM Import	01/01/2000	DM Import	Current
Cook, Barry		2652194	Eastern US > DM Import	01/07/2000	DM Import	Current
Price, Rafael		2652189	Eastern US > DM Import	01/02/2000	DM Import	Current
Shaw, Jane		2652190	Eastern US > DM Import	01/03/2000	DM Import	Current

# I-9 Forms

I-9 records are viewed and managed from the **I-9 Forms** module.

Guardian

Announcements Help Denise Moreno Logout

Dashboard Start I-9 **Employee** E-Verify Reports

- Search Employees
- Search I-9 Forms**
- Search Tasks

**I-9 Search Options**

Hide Options | Set Defaults | Use Defaults | Do Search

Employee Name	<input type="text"/>	Pending Issues	N/A
Employee Group	All	Issue Type	Any
I-9 Status	All	Issue Scope	N/A
I-9 Type	All	Date Range Field	None
I-9 Scope	Primary	Date Range From/To	mm/dd/yyyy / mm/dd/yyyy
Employee Status	All		

I-9 Search Options

**Results: 59 I-9s Found**

Options | Search by Name:  | Presets | Results: | Page 1 | Complete and Approve I-9s | Add

I-9 Number	I-9 PDF	[Type] OnDocs	Employee Name	Employee Group	Employee Status	Date Created	Date S1 Signed	Date S2 Signed	Date Completed	Date Approved	Date I-9 Expires	I9 Err	EV Err	FAR Err	Spec Err
2650543		[E] [P]	Lawrence, Rebecca	Central US > E-Verify Cases	Current (09/01/2020)	08/07/2020	08/12/2020	08/12/2020	08/12/2020	08/12/2020		-	-	-	-
2650545		[E] [P]	Stein, Margaret	Western US > Portland	Current (08/07/2020)	08/07/2020	08/07/2020	08/07/2020	08/07/2020	08/07/2020		-	-	-	-
2650548		[E] [P]	Lopez, Marcia	Western US > Portland	Current (08/07/2020)	08/07/2020	08/07/2020	08/07/2020	08/07/2020	08/07/2020		-	-	-	-
2650551		[E] [P]	Marshall, Tucker	Western US > Los Angeles	Current (09/03/2020)	08/07/2020	08/14/2020	08/26/2020				-	-	-	-
2651978		[E] [P]	Moore, David	Western US > Los Angeles	Current (08/18/2020)	08/12/2020		08/26/2020				-	1	-	-
2651984		[E] [P]	Jones, Douglas	Central US > E-Verify Cases	Current (08/12/2020)	08/12/2020	08/12/2020	08/12/2020	08/12/2020	08/12/2020	10/10/2020	-	-	-	-
2652044		[E] [P]	Jones, Martin	Central US > E-Verify Cases	Current (09/01/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652046		[E] [P]	Smith, Joy	Eastern US > Miami	Current (09/07/2020)	08/13/2020	08/26/2020	08/26/2020				-	-	-	-
2652049		[E] [P]	Cook, David	Western US > Portland	Current (08/13/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652051		[E] [P]	Ness, Sabina	Central US > E-Verify Cases	Current (08/10/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-

[Table of Contents](#)

# I-9 Forms

Click the **I-9 Number** to open an employee's I-9 record.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

I-9 Search Options

Results: 59 I-9s Found

I-9 Number	I-9 PDF	[Type] OnDocs	Employee Name	Employee Group	Employee Status	Date Created	Date S1 Signed	Date S2 Signed	Date Completed	Date Approved	Date I-9 Expires	I9 Err	EV Err	FAR Err	Spec Err
2650543		[E] [P]	Lawrence, Rebecca	Central US > E-Verify Cases	Current (09/01/2020)	08/07/2020	08/12/2020	08/12/2020	08/12/2020	08/12/2020		-	-	-	-
2650545		[E] [P]	Stein, Margaret	Western US > Portland	Current (08/07/2020)	08/07/2020	08/07/2020	08/07/2020	08/07/2020	08/07/2020		-	-	-	-
2650548		[E] [P]	Lopez, Marcia	Western US > Portland	Current (08/07/2020)	08/07/2020	08/07/2020	08/07/2020	08/07/2020	08/07/2020		-	-	-	-
2650551		[E] [P]	Marshall, Tucker	Western US > Los Angeles	Current (09/03/2020)	08/07/2020	08/14/2020	08/14/2020	08/07/2020	08/07/2020		-	-	-	-
2651978		[E] [P]	Moore, David	Western US > Los Angeles	Current (08/18/2020)	08/12/2020		08/26/2020					1	-	-
2651984		[E] [P]	Jones, Douglas	Central US > E-Verify Cases	Current (08/12/2020)	08/12/2020	08/12/2020	08/12/2020	08/12/2020	08/12/2020	10/10/2020	-	-	-	-
2652044		[E] [P]	Jones, Martin	Central US > E-Verify Cases	Current (09/01/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652046		[E] [P]	Smith, Joy	Eastern US > Miami	Current (09/07/2020)	08/13/2020	08/26/2020	08/26/2020				-	-	-	-
2652049		[E] [P]	Cook, David	Western US > Portland	Current (08/13/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652051		[E] [P]	Ness, Sabina	Central US > E-Verify Cases	Current (08/10/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652092		[E] [P]	Marshall, Deborah	Eastern US > Miami	Current (08/14/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2652094		[E] [P]	Cook, David	Western US > Portland	Current (08/14/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2652096		[E] [P]	Sipes, Esmeralda	Central US > E-Verify Cases	Current (08/11/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2652105		[E] [P]	Cook, David	Western US > Portland	Current (08/17/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/17/2020		-	-	-	-
2652109		[E] [P]	Ness, Sabrina	Central US > E-Verify Cases	Current (08/12/2020)	08/14/2020	08/14/2020	08/17/2020	08/17/2020	08/17/2020		-	-	-	-
2652159		[E] [P]	Larson, Michelle	Western US > Los Angeles	Current (08/18/2015)	08/17/2020	08/18/2020	08/25/2020	08/25/2020	08/27/2020		-	-	-	-
2652161		[E] [P]	Davis, Steven	Eastern US > Miami	Current (09/16/2020)	08/17/2020	08/18/2020	09/02/2020	09/02/2020		12/15/2020	-	-	-	-
2652162		[E] [P]	Lopez, Deborah	Western US > Los Angeles	Current (01/18/2020)	08/17/2020	08/17/2020	08/17/2020	08/17/2020	08/17/2020	10/10/2020	1	-	-	-
2652163		[E] [P]	Hope, Bob	Eastern US > Miami	Current (08/28/2020)	08/17/2020	08/26/2020	09/02/2020	09/02/2020			-	-	-	-
2652164		[E] [P]	Duncan, Sandra	Eastern US > Miami	Current (09/09/2020)	08/17/2020	09/02/2020	09/02/2020	09/02/2020	09/02/2020	12/31/2020	-	-	-	-
2652181		[E] [P]	Doe, John	Western US > Phoenix	Current (00/00/0000)	08/18/2020						5	-	-	-
2652183		[E] [P]	Jones, Robert	Western US > Los Angeles	Current (09/01/2020)	08/18/2020	08/18/2020	08/18/2020	08/18/2020			-	-	-	-
2652187		[A] [P]	Smith, Joshua	Eastern US > DM Import	Current (10/15/2006)	08/18/2020	10/15/2006	10/15/2006	08/18/2020	08/18/2020		7	-	-	-
2652188		[E] [P]	O'Brien, Margaret	Central US > Nashville	Terminated - Purgeable	08/18/2020	08/18/2020	08/18/2020	08/18/2020	08/25/2020		-	-	-	-

# I-9 Forms

Click the **I-9 PDF** to easily view the PDF version of the employee's I-9.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

I-9 Search Options

Results: 59 I-9s Found

I-9 Number	I-9 PDF	[Type] OnDocs	Employee Name	Employee Group	Employee Status	Date Created	Date S1 Signed	Date S2 Signed	Date Completed	Date Approved	Date I-9 Expires	I9 Err	EV Err	FAR Err	Spec Err
2650543		[E] [P]	Lawrence, Rebecca	Central US > E-Verify Cases	Current (09/01/2020)	08/07/2020	08/12/2020	08/12/2020	08/12/2020	08/12/2020		-	-	-	-
2650545		[E] [P]	Stein, Margaret	Western US > Portland	Current (08/07/2020)	08/07/2020	08/07/2020	08/07/2020	08/07/2020	08/07/2020		-	-	-	-
2650548		[E] [P]	Lopez, Marcia	Western US > Portland	Current (08/07/2020)	08/07/2020	08/07/2020	08/07/2020	08/07/2020	08/07/2020		-	-	-	-
2650551		[E] [P]	Marshall, Tucker	Western US > Los Angeles	Current (09/03/2020)	08/07/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2651978		[E] [P]	Moore, David	Western US > Los Angeles	Current (08/18/2020)	08/12/2020		08/26/2020				1	-	-	-
2651984		[E] [P]	Jones, Douglas	Central US > E-Verify Cases	Current (08/12/2020)	08/12/2020	08/12/2020	08/12/2020	08/12/2020	08/12/2020	10/10/2020	-	-	-	-
2652044		[E] [P]	Jones, Martin	Central US > E-Verify Cases	Current (09/01/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652046		[E] [P]	Smith, Joy	Eastern US > Miami	Current (09/07/2020)	08/13/2020	08/26/2020	08/26/2020	08/13/2020	08/13/2020		-	-	-	-
2652049		[E] [P]	Cook, David	Western US > Portland	Current (08/13/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652051		[E] [P]	Ness, Sabina	Central US > E-Verify Cases	Current (08/10/2020)	08/13/2020	08/13/2020	08/13/2020	08/13/2020	08/13/2020		-	-	-	-
2652092		[E] [P]	Marshall, Deborah	Eastern US > Miami	Current (08/14/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2652094		[E] [P]	Cook, David	Western US > Portland	Current (08/14/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2652096		[E] [P]	Sipes, Esmeralda	Central US > E-Verify Cases	Current (08/11/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/14/2020		-	-	-	-
2652105		[E] [P]	Cook, David	Western US > Portland	Current (08/17/2020)	08/14/2020	08/14/2020	08/14/2020	08/14/2020	08/17/2020		-	-	-	-
2652109		[E] [P]	Ness, Sabrina	Central US > E-Verify Cases	Current (08/12/2020)	08/14/2020	08/14/2020	08/17/2020	08/17/2020	08/17/2020		-	-	-	-
2652159		[E] [P]	Larson, Michelle	Western US > Los Angeles	Current (08/18/2015)	08/17/2020	08/18/2020	08/25/2020	08/25/2020	08/27/2020		-	-	-	-
2652161		[E] [P]	Davis, Steven	Eastern US > Miami	Current (09/16/2020)	08/17/2020	08/18/2020	09/02/2020	09/02/2020		12/15/2020	-	-	-	-
2652162		[E] [P]	Lopez, Deborah	Western US > Los Angeles	Current (01/18/2020)	08/17/2020	08/17/2020	08/17/2020	08/17/2020	08/17/2020	10/10/2020	1	-	-	-
2652163		[E] [P]	Hope, Bob	Eastern US > Miami	Current (08/28/2020)	08/17/2020	08/26/2020	09/02/2020	09/02/2020			-	-	-	-
2652164		[E] [P]	Duncan, Sandra	Eastern US > Miami	Current (09/09/2020)	08/17/2020	09/02/2020	09/02/2020	09/02/2020	09/02/2020	12/31/2020	-	-	-	-
2652181		[E] [P]	Doe, John	Western US > Phoenix	Current (00/00/0000)	08/18/2020						5	-	-	-
2652183		[E] [P]	Jones, Robert	Western US > Los Angeles	Current (09/01/2020)	08/18/2020	08/18/2020	08/18/2020	08/18/2020			-	-	-	-
2652187		[A] [P]	Smith, Joshua	Eastern US > DM Import	Current (10/15/2006)	08/18/2020	10/15/2006	10/15/2006	08/18/2020	08/18/2020		7	-	-	-
2652188		[E] [P]	O'Brien, Margaret	Central US > Nashville	Terminated - Purgeable	08/18/2020	08/18/2020	08/18/2020	08/18/2020	08/25/2020		-	-	-	-



# Tasks

The **Tasks** module acts as a To-Do List, providing reminders for different stages of the I-9 process.

Guardian

Dashboard

Start I-9

Employee

E-Verify

Reports

Search Employees

Search I-9 Forms

Search Tasks

## Task Search Options

Hide Options | Set Defaults | Use Defaults

Do Search

Employee Name

Date

HR

Status

Employee Groups

## Results: 3 Task Found

Options | Search by Name:  | Presets | Results:   Page 1 |   | Add

Reminder	Subject	Employee	Due	Responsible Entity	Completed
	09/10/2020 Reverification Reminder	Lopez, Deborah	10/10/2020	Moreno, Denise	
	12/01/2020 Reverification Reminder	Moore, David	12/31/2020	Moreno, Denise	
	01/16/2021 Reverification Reminder	Stevens, Brent	02/15/2021	Moreno, Denise	

# Tasks

Click the **Reminder** date to open the Task.

- Search Employees
- Search I-9 Forms
- Search Tasks

### Task Search Options

Hide Options | Set Defaults | Use Defaults

Do Search

Employee Name

HR

Employee Groups

Date

Status

### Results: 3 Task Found

Options | Search by Name:  | Presets | Results: Page 1 | Add

Reminder	Subject	Employee	Due	Responsible Entity	Completed
09/10/2020	Reverification Reminder	Lopez, Deborah	10/10/2020	Moreno, Denise	
12/01/2020	Reverification Reminder	Moore, David	12/31/2020	Moreno, Denise	
01/16/2021	Reverification Reminder	Stevens, Brent	02/15/2021	Moreno, Denise	

# Announcements

## LawLogix Guardian Demo - Denise's New Site

### 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	08/28/2020	<a href="#">Scheduled System Maintenance Tuesday, September 1st 9am-11am Pacific</a>	Please note that the system will be unavailable Tuesday, September 1st, start...
LawLogix	08/20/2020	<a href="#">September 2020 Training</a>	Guardian General User Training Sessions September 2020 Mondays 9/14 & 9/28 (1...

The **Announcements** module displays important notices from LawLogix, or from your organization.

# Announcements

## LawLogix Guardian Demo - Denise's New Site

### Current Status

All systems are active

### Upcoming Maintenance Windows

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

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LawLogix	08/28/2020	<a href="#">Scheduled System Maintenance Tuesday, September 1st 9am-11am Pacific</a>	Please note that the system will be unavailable Tuesday, September 1st, start...
LawLogix	08/20/2020	<a href="#">September 2020 Training</a>	Guardian General User Training Sessions September 2020 Mondays 9/14 & 9/28 (1...

The **Originator** column displays whether an announcement is internal, or if it came from LawLogix.

# Help

[Make Support Request](#)[Help](#)[Audit Prep](#)[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#) Employee Group LocationType of I-9: [Current](#) | [Imported](#)[Create New Employee](#)

## Support Request Form

**From**Denise Moreno  
LawLogix Guardian Demo - Denise's New Site**Subject****Message**

The **Help** module displays the **Support Request** link, which enables users to email via a **Support Request Form**.

# Help

[Make Support Request](#)[Help](#)[Audit Prep](#)[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#) Employee Group LocationType of I-9: [Current](#) | [Imported](#)[Create New Employee](#)

### [Help Center Home](#)

[User Guides & Tutorials](#)[New & Notable](#)[System Release Notes](#)[Additional Resources](#)[COVID-19 Resources](#)

## Welcome to the Guardian Help Center

Here you'll find information about Guardian, Form I-9, and E-Verify. Explore the various sections to learn more about the system and Form I-9 & E-Verify requirements

### [User Guides & Tutorials](#)

This section includes helpful information about using the system.

### [New & Notable](#)

LawLogix routinely introduces new and improved compliance function updates.

### [System Release Notes](#)

LawLogix routinely deploys system updates and improvements. Acc

### [Additional Resources](#)

The **Help** module displays the **Guardian Help Center**, which contains valuable resources, such as tutorials and release notes.

# Help

Make Support Request

Help

Audit Prep

Dashboard

Start I-9

Employee ▾

E-Verify ▾

Reports

Employee Group

My Managed Groups

Refresh All

Location

Type of I-9: **Current** | **Imported**

Create New Employee

LawLogix  
by Hyland

## Notice of Inspection (NOI) Audit Response Service

As worksite enforcement and Form I-9 audits continue to expand nationwide, employers must plan for the inevitable: a Notice of Inspection (NOI) compelling the employer to produce the Forms I-9 and other related documents for inspection within 3 business days (or 72 hours).

With Guardian, LawLogix staff are here to assist your organization with compiling the necessary documentation the Immigration and Customs Enforcement (ICE) agent will likely need or has requested. ICE often makes several requests when issuing a Notice of Inspection. Please read through this page carefully to access and produce the information needed on the date of the inspection.

Given the time-sensitive nature of the inspection request, we have included target timeframes to ensure your organization meets the ICE inspection deadline.

[⚠ Special Notice for California Worksites.](#)

[⚠ Special Notice for Oregon Worksites.](#)

The **Help** module displays the **Audit Prep** option, which contains valuable resources in case of an I-9 Audit.

# Settings

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

The **Settings** module allows users to customize information. The **Personal tab** will allow users to update personal information.



# Settings

Refresh

Update Info

Personal

Preferences

Settings

### Miscellaneous Preferences

Select Theme  Select the desired theme for the site

**Warning:** Changing the theme will force the entire site to reload, losing any unsaved changes in other windows. Make sure all your work is saved first!

Default Dashboard View:  Employee Group  Location Select the desired initial Dashboard View

Number of Dashboards to View:  1  2  4 (if screen is large enough to show)

Upper Left Dashboard  Select the desired initial Dashboard appearing on the top left

Lower Left Dashboard  Select the desired initial Dashboard appearing on the bottom left

Upper Right Dashboard  Select the desired initial Dashboard appearing on the top right

Lower Right Dashboard  Select the desired initial Dashboard appearing on the bottom right

### 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

The **Settings** module allows users to customize information. The **Preferences tab** will allow users to customize the Dashboard Panel information.

# Administration

Guardian

Announcements

Help

Denise Moreno

Settings

Administration

Logout

Dashboard

Start I-9

Employee

E-Verify

Reports

Employee G

Location

My Managed Groups

Refresh All

Type of I-9: Current | Imported

Create New Employee

## Top Pending I-9s

View All Analyze

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020	
● E	08/13/2020	Miami:	Smith, Joy	Signed Sec 2	09/07/2020	09/10/2020	
● E	08/07/2020	Los Angeles:	Tucker, Marshall	Signed Sec 2	09/03/2020	09/09/2020	
● E	09/02/2020	Portland:	McNeil, Mary	Started	09/30/2020	10/05/2020	
● E	08/18/2020	Phoenix:	Doe, John	Started	09/17/2020	09/22/2020	
● E	08/28/2020	Phoenix:	Brady, Sam	Started	09/01/2020	09/04/2020	
● E	08/12/2020	Los Angeles:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	

## Top I-9s Needing Approval

View Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	08/18/2020	Los Angeles:	Lopez, Deborah	01/18/2020	N/A	
●	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
●	08/26/2020	Portland:	Brady, Marcia	09/01/2020	09/04/2020	
●	08/18/2020	Los Angeles:	Jones, Robert	09/01/2020	09/04/2020	

## Top I-9s Needing Further Action

View All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	08/14/2020	Miami:	Marshall, Deborah	Physical Inspection	10/06/2020	33	
●	08/17/2020	Miami:	Davis, Steve	Receipt	12/15/2020	103	

## Top Pending Re-Verify

View All

	Date I-9 Created	
●	08/17/2020	
●	08/12/2020	
●	08/17/2020	
●	08/28/2020	

The **Administration** module will navigate users to another page, where a variety of settings can be configured, including User/Role Permissions, I-9 Policy, Security, E-Verify, and more.

[Table of Contents](#)

# Logout

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#) Employee Group LocationType of I-9: [Current](#) | [Imported](#)[Create New Employee](#)

### Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020	
	08/13/2020	Miami:	Smith, Joy	Signed Sec 2	09/07/2020	09/10/2020	
	08/07/2020	Los Angeles:	Tucker, Marshall	Signed Sec 2	09/03/2020	09/09/2020	
	09/02/2020	Portland:	McNeil, Mary	Started	09/30/2020	10/05/2020	
	08/18/2020	Phoenix:	Doe, John	Started	09/17/2020	09/22/2020	
	08/28/2020	Phoenix:	Brady, Sam	Started	09/01/2020	09/04/2020	
	08/12/2020	Los Angeles:	Moore, David	Signed Sec 2	08/18/2020	08/21/2020	

### Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
	08/18/2020	Los Angeles:	Lopez, Deborah	01/18/2020	N/A	
	08/17/2020	Miami:	Hope, Bob	08/28/2020	09/02/2020	
	08/26/2020	Portland:	Brady, Marcia	09/01/2020	09/04/2020	
	08/18/2020	Los Angeles:	Jones, Robert	09/01/2020	09/04/2020	

### Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
	08/14/2020	Miami:	Marshall, Deborah	Physical Inspection	10/06/2020	33	
	08/17/2020	Miami:	Davis, Steve	Receipt	12/15/2020	103	

### Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
	08/17/2020	Los Angeles:	Lopez, Deborah	10/10/2020	38	
	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	38	
	08/17/2020	Miami:	Duncan, Sandra	12/31/2020	120	
	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	166	

# For Additional Assistance

- Select **Help** from the 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.