



# Guardian E-Verify: Late Submissions

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# Getting Started – Key Notes

## **What is considered a late E-Verify submission?**

When I-9 information is submitted to E-Verify, E-Verify reviews the hire date information and the current date. If the submission has occurred after the employee's third day of work, E-Verify requires a reason for the late submission prior to processing the data. This secondary step is necessary to continue the submission. As example, if the employee was hired 4/30/2012 any submission 5/4/2012 or later would be viewed as late.

This secondary step will not be required for those existing employees who are submitted to E-Verify by organizations who have federal contracts with the FAR E-Verify clause (submitted via the "FAR Queue").

# E-Verify Submission

From the **Top I-9s Needing Approval** panel, select the I-9 needing approval.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

Western US > Portland

Refresh All

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

[Create New Employee](#)

### Top I-9s Needing Approval

| View | Analyze          |           |                 |                     |                            |  |
|------|------------------|-----------|-----------------|---------------------|----------------------------|--|
|      | Date I-9 Created | Location  | Employee Name   | Employee Start Date | Approval E-Verify Deadline |  |
|      | 08/18/2020       | Portland: | Lopez, Deborah  | 01/18/2020          | N/A                        |  |
|      | 09/09/2020       | Portland: | Cook, David     | 09/01/2020          | 09/04/2020                 |  |
|      | 09/09/2020       | Portland: | Milbarge, Joe   | 09/01/2020          | 09/04/2020                 |  |
|      | 08/26/2020       | Portland: | Brady, Marcia   | 09/01/2020          | 09/04/2020                 |  |
|      | 09/09/2020       | Portland: | Goodell, Elaine | 09/03/2020          | 09/09/2020                 |  |
|      | 09/09/2020       | Portland: | Salek, Tim      | 09/03/2020          | 09/09/2020                 |  |
|      | 09/09/2020       | Portland: | Adams, Sam      | 09/04/2020          | 09/10/2020                 |  |

### Top Pending E-Verify Actions

| View | Analyze      |   |           |               |                           |  |
|------|--------------|---|-----------|---------------|---------------------------|--|
|      | Date Started | Current Status  | Location  | Employee Name | Date Initial Verification |  |
|      | 09/04/2020   | On Hold, waiting for user interaction [SSA Case Incomplete] | Portland: | Smith, John   | 09/04/2020                |  |

### Top Pending Tasks

| View |               |                         |           |                |             |  |
|------|---------------|-------------------------|-----------|----------------|-------------|--|
|      | Reminder Date | Subject                 | Location  | Employee Name  | Expiry Date |  |
|      | 09/10/2020    | Reverification Reminder | Portland: | Lopez, Deborah | 10/10/2020  |  |
|      | 11/15/2020    | Receipt Reminder        | Portland: | Davis, Steve   | 12/15/2020  |  |
|      | 12/01/2020    | Reverification Reminder | Portland: | Moore, David   | 12/31/2020  |  |

### Top Pending Re-Verifications

| View | All              | Analyze   |                |                 |           |  |  |
|------|------------------|-----------|----------------|-----------------|-----------|--|--|
|      | Date I-9 Created | Location  | Employee Name  | Expiration Date | Days Left |  |  |
|      | 08/17/2020       | Portland: | Lopez, Deborah | 10/10/2020      | 31        |  |  |

# E-Verify Submission

Click **Mark Approved**.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## I-9 for Cook, David



View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

### I-9 Overview

#### This I-9 is ready for Approval.

Before clicking the **Mark Approved** button, you should click the [Review the I-9](#) link to review the final I-9 for mistakes.

Please check the documents provided by the employee and compare the information on those documents against the completed I-9.

You can correct errors in Sections I and II by viewing those sections and making changes.

Changes to Section 1 will require the electronic signature of the employee.

Once approved, this form will be permanently locked, and its' data will be sent to E-Verify. Any further changes will require either additional Section III entries or an entirely new I-9 form.

#### I-9 Information

I-9 No: **2,667,050 (Primary)**

I-9 Location: **Portland**

Type: **Electronic I-9**

I-9 Business Unit: **Western US**

Version: **3/17/20**

I-9 Hire Date: **09/10/2020**

Expires:

Date Completed: **09/09/2020**

Date approved:

Park This I-9

Mark Approved

# E-Verify Submission

Prior to approving the I-9 click **Review the I-9** to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is locked after it has been approved.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Cook, David



Details

OnDocs

Issues

Amendments

Approve I-9

### Instructions

#### Please note:

You are about to approve this **Electronic I-9** for **David Cook**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, **Review the I-9**.

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



View  
I-9

Employee is eligible for E-Verify.

Cancel

Approve This I-9

### I-9 OnDocs

| Date Created | Time Created | File Type     | Subject Reference                       | File Size (KB) |
|--------------|--------------|---------------|---|----------------|
| 09/09/2020   | 09:19:16     | Image/JPEG    | US Driver's License                     | 408.7          |
| 09/09/2020   | 09:19:36     | Image/JPEG    | Social Security Card (Unrestricted)     | 212.0          |
| 09/09/2020   | 09:19:46     | Adobe Acrobat | I9 #2667050 Snapshot [ Mark Completed ] | 94.0           |

# E-Verify Submission

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Cook, David



Details

OnDocs

Issues

Amendments

Approve I-9

### Instructions

#### Please note:

You are about to approve this **Electronic I-9** for **David Cook**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).

To view the completed I-9 form one last time, [Review the I-9](#).

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



View  
I-9

Employee is eligible for E-Verify.

Cancel

Approve This I-9

### I-9 OnDocs

| Date Created | Time Created | File Type     | Subject Reference                       | File Size (KB) |
|--------------|--------------|---------------|---|----------------|
| 09/09/2020   | 09:19:16     | Image/JPEG    | US Driver's License                     | 408.7          |
| 09/09/2020   | 09:19:36     | Image/JPEG    | Social Security Card (Unrestricted)     | 212.0          |
| 09/09/2020   | 09:19:46     | Adobe Acrobat | I9 #2667050 Snapshot [ Mark Completed ] | 94.0           |

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.

# E-Verify Submission

Wait for the submission to process.  
Processing typically takes less  
than 30 seconds.

## Guardian

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## E-Verify for: David Cook



### Submission in Progress

A request was submitted to E-Verify and is waiting a response. It may take a few seconds to appear.

Case Verification Number: 2020253222401AL

### E-Verify Summary

#### Case Status

Status: **Processing**

Initiated By: **Denise Moreno**

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

#### Employee Information

First Name: **David**

Last Name: **Cook**

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

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

[View More Employee Information](#)

#### Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: **870165851**

Document Expiration: **12/03/2027**

Document Type: **Social Security Card**

Document Number: **234-23-4234**

Document Expiration: **N/A**

[View OnDocs](#)

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# E-Verify Late Submission

## Guardian

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E-Verify submission returns with an **Attention Required: Late Submission Reason Required** alert.

Click the **Continue E-Verify Process** link to continue.

## E-Verify for: David Cook



### Attention Required: Late Submission Reason Required

E-Verify requires a reason why this employee's I-9 is being submitted more than 3 days after start. Please review and inform E-Verify of the reason.

Case Verification Number:

### E-Verify Summary

#### Case Status

Status: **Late Reason Required**

Initiated By: **Denise Moreno**

Initiated On: **N/A**

[Continue E-Verify Process](#)

#### Employee Information

First Name: **David**

Last Name: **Cook**

Date of Hire: **09/01/2020**

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

[View More Employee Information](#)

#### Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: **870165851**

Document Expiration: **12/03/2027**

Document Type: **Social Security Card**

Document Number: **234-23-4234**

Document Expiration: **N/A**

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# E-Verify Late Submission

## Guardian

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## E-Verify for: David Cook



### Attention Required: Late Submission Reason Required

E-Verify requires a reason why this employee's I-9 is being submitted more than 3 days after start. Please review and inform E-Verify of the reason.

### E-Verify Requires a Reason for Late Submission

E-Verify requires new employees to be submitted within 3 days of being hired.

Employee Hired On  
09/01/2020

Submitted to E-Verify On  
09/09/2020

Please specify the reason that this submission is overdue:

- Awaiting Social Security Number
- Technical Problems (i.e. system outage, internet down)
- Audit Revealed That New Hire Was Not Run
- Other (must specify reason)

Submit Late Entry

[Go Back](#)

Select the appropriate reason for the Late Submission (up to 200 characters can be entered if the 'Other' option is selected).

**Note:** No E-Verify case has been created with E-Verify at this step.

# E-Verify Late Submission

Click **Submit Late Entry** to send the data to E-Verify and create a case.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: David Cook



### Attention Required: Late Submission Reason Required

E-Verify requires a reason why this employee's I-9 is being submitted more than 3 days after start. Please review and inform E-Verify of the reason.

### E-Verify Requires a Reason for Late Submission

E-Verify requires new employees to be submitted within 3 days of being hired.

Employee Hired On  
09/01/2020

Submitted to E-Verify On  
09/09/2020

Please specify the reason that this submission is overdue:

- Awaiting Social Security Number
- Technical Problems (i.e. system outage, internet down)
- Audit Revealed That New Hire Was Not Run
- Other (must specify reason)

Submit Late Entry

Go Back

# E-Verify Case Resolution

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## E-Verify for: David Cook



### Employee Work Authorized

Employee is authorized to work

Case Verification Number: 2020253210221EC

### E-Verify Summary

Print E-Verify Summary

#### Case Status

Status: **Case Closed**

Initiated By: **Denise Moreno**

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

Closure Reason: **Employment Authorized Auto Close**

Date Resolved: **09/09/2020**

#### Employee Information

First Name: **David**

Last Name: **Cook**

Date of Hire: **09/10/2020**

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

[View More Employee Information](#)

#### Document Information

Document Type: **Driver's license or ID card issued by a U.S. state or outlying possession**

Document Number: **870165851**

Document Expiration: **12/03/2027**

Document Type: **Social Security Card**

Document Number: **234-23-4234**

Document Expiration: **N/A**

[View OnDocs](#)

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Confirm that E-Verify responded with an **Employment Authorized** result.

Cases that are returned as Employment Authorized will be automatically closed. No further action is necessary.

# 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.