



Guardian New Hire Paper I-9

Table of Contents

1. FAQ	4
2. Creating New Hire Paper I-9	7
3. Completing Section 1	11
4. Completing Section 2	13
5. Document Retention	18
6. Completing the I-9	24

Table of Contents

7. <u>Approving the I-9</u>	25
8. <u>Submitting to E-Verify</u>	27
9. <u>Uploading the Paper I-9</u>	28

FAQ

➤ **What is a New Hire Paper I-9?**

New Hire Paper is a type of I-9 record used to represent I-9s that are completed entirely on paper outside of the Guardian system.

➤ **When should the New Hire Paper I-9 type be used?**

This I-9 type should be selected when a paper I-9 has been completed for a new employee. For Guardian purposes, a new hire is considered someone whose start date is after the company's Guardian start date. For paper I-9s completed *prior* to the start date see the Archival Paper I-9 type.

FAQ

➤ **Can New Hire Paper I-9s be electronically signed?**

No, since the I-9 is completed on the paper form no electronic signatures are represented in the system.

➤ **Are New Hire Paper I-9s submitted to E-Verify?**

New hire I-9s assigned to locations enabled for E-Verify will submit to E-Verify once marked **Approved**. An employee is considered a new hire if the start date entered in Section 2 of the I-9 is after the organization's E-Verify effective date. If subject to a qualifying FAR contract, pre-existing employees may be submitted to E-Verify by using the Guardian **FAR Queue**.

FAQ

➤ **Should a copy of the paper I-9 be uploaded to Guardian OnDocs?**

Yes, in instances where the I-9 is not completed electronically, the paper form is the controlling document. It is important to reflect the controlling I-9 within the Guardian I-9 record. This applies to both **New Hire Paper** and **Archival Paper I-9s**. The paper I-9 should be uploaded as a **multi-page PDF** file.

➤ **Should the paper I-9 be uploaded to the OnDocs tab of the employee or the I-9 record?**

Copies of paper I-9s should be uploaded to the OnDocs folder of the I-9 record within Guardian, rather than the Employee's record, to correctly associate the scanned image to the correct I-9.

Creating New Hire Paper I-9

Click **Start I-9** from the top navigation bar.

Employee Group 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
● E	10/19/2020	Miami:	South, Brandon	Uploaded Documents (Employee)	01/01/2021	01/06/2021
● E	10/22/2020	Portland:	McNeil, Sally	Uploaded Documents (Employee)	11/01/2020	11/04/2020
● E	10/20/2020	Miami:	Marshall, Stephen	Started	11/01/2020	11/04/2020
● E	10/14/2020	Phoenix:	Andrews, Roberts	Started	11/01/2020	11/04/2020
● E	10/01/2020	Miami:	Jones, Michael	Signed Sec 2	10/30/2020	11/04/2020
● E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020
● E	10/13/2020	Phoenix:	Smith, John	Signed Sec 1	10/14/2020	10/19/2020
● E	10/13/2020	Portland:	Smith, John	Signed Sec 1	10/13/2020	10/16/2020
● E	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020

Top I-9s Needing Approval					
	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
●	10/20/2020	Miami:	Bartlett, Andrew	11/18/2020	11/23/2020
●	10/01/2020	Phoenix:	Benson, Margo	11/01/2020	11/04/2020
●	09/24/2020	Phoenix:	Smith, Donald	11/01/2020	11/04/2020
●	10/20/2020	Miami:	Bennett, Sandra	10/20/2020	10/23/2020
●	09/09/2020	Phoenix:	Salek, Tim	09/03/2020	09/09/2020
●	10/06/2020	Phoenix:	Nestor, Sabrina	10/07/2020	10/13/2020

Creating New Hire Paper I-9

Enter the employee's **Social Security Number** and click **Search**.

[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

Creating New Hire Paper I-9

Enter the required **Employee Details** and select **New Hire Paper I-9** from the **I-9 Type** dropdown.

Guardian

[Announcements](#)

[Help](#) ▾

[Denise Moreno](#) ▾

[Logout](#)

[Dashboard](#)

[Start I-9](#)

[Employee](#) ▾

[E-Verify](#)

[Reports](#)

Start I-9

Social Security Number
(Exact Match)

799859462

Reset


Employee Details

Start Date 10/23/2020  (mm/dd/yyyy)

Employee ID

Employee Group Western US > Los Angeles 

Language English

I-9 Type Electronic I-9 

Electronic I-9

Archival Paper I-9

New Hire Paper I-9

Employee History

No employee found matching 799-85-9462

Create I-9 for New Employee

Creating New Hire Paper I-9

Select Create I-9 for New Employee.

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

Start I-9

Social Security Number (Exact Match)

Employee Details

Start Date	<input type="text" value="10/23/2020"/> <input type="button" value="📅"/> (mm/dd/yyyy)	Emp Employee Exemption	<input type="text"/>
Employee ID	<input type="text"/>	Emp Employee Designation	<input type="text"/>
Employee Group	<input type="text" value="Western US > Los Angeles"/> ⓘ		
Language	<input type="text" value="English"/>		
I-9 Type	<input type="text" value="New Hire Paper I-9"/> ⓘ		

Employee History

No employee found matching 799-85-9462

Completing Section 1

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify


Reports

Except for field pop-up selections, enter the Section 1 information exactly as it appears on the paper I-9 form.

Section 1 - Employee Information

New Hire Paper I-9

10



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 <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Other Last Names Used <i>(if any)</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> N/A	<input type="text"/> <input type="checkbox"/> N/A	
Address <i>(Street Number and Name)</i>	Apt Number	City or Town	State	Zip Code
<input type="text"/>	<input type="text"/> <input type="checkbox"/> N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	U.S. Social Security No.	Employee's E-mail Address	Employee's Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> N/A	<input type="text"/> <input type="checkbox"/> N/A	
<input type="checkbox"/> Awaiting Issuance of SSN				

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):

<input type="radio"/> 1. A citizen of the United States

Completing Section 1

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Once all the information has been entered exactly as it appears on the paper I-9 form including the date signed, click the **Save** button.

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

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "N/A" in the expiration date field. (See [instructions](#))

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9.
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance:

QR Code - Section 1
Do Not Write in This Space

Date (mm/dd/yyyy):

10/23/2020

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

Go Back

Save

Completing Section 2

Enter the Section 2 information exactly as it appears on the paper I-9 form.



Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

[Review I-9 Form Instructions](#)

10

Section 2. Employer or Authorized Representative Review and Verification

(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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

Employee Info from Section 1	Last Name (Family Name) <input type="text"/>	First Name (Given Name) <input type="text"/>	M.I. <input type="text"/>	Citizenship/Immigration Status <input type="text"/>
-------------------------------------	---	---	------------------------------	--

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <input type="text"/>		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text"/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>				

Completing Section 2

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Ensure the **Citizenship/Immigration Status** number (1 through 4) is consistent with the Employee's Attestation from Section 1 (i.e., U.S. Citizen = 1).



Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

[Review I-9 Form Instructions](#)

10

Section 2. Employer or Authorized Representative Review and Verification

(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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents".)

Employee Info from Section 1	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. L	Citizenship/Immigration Status 1
-------------------------------------	------------------------------------	-----------------------------------	-----------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <input type="text"/>		Document Title <input type="text"/>		Document Title <input type="text"/>
Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>		Issuing Authority <input type="text"/>
Document Number <input type="text"/>		Document Number <input type="text"/>		Document Number <input type="text"/>
Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>		Expiration Date (if any)(mm/dd/yyyy) <input type="text"/>
Document Title <input type="text"/>				

Completing Section 2

Enter the document information from either List A **OR** List B AND C, as recorded on the paper I-9 form.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

10

Section 2. Employer or Authorized Representative Review and Verification

(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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

Employee Info from Section 1	Last Name (Family Name) Andrews	First Name (Given Name) Robert	M.I. L	Citizenship/Immigration Status 1
------------------------------	------------------------------------	-----------------------------------	-----------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title View Sample Document U.S. Passport <input type="checkbox"/> Replacement Receipt ⓘ E-Verify Copy Required ⓘ		Document Title		Document Title
Issuing Authority U.S. Department of State		Issuing Authority		Issuing Authority
Document Number 123456789 <i>U.S. Passport Number</i>		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy) 01/01/2025 <i>The expiration date on this field must be recorded, and not expired.</i>		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information ⓘ		

Completing Section 2

Enter the Employer's information exactly as it appears on the paper I-9 form, including the date signed.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Issuing Authority

Document Number

Expiration Date *(if any)(mm/dd/yyyy)*

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: [See instructions for exemptions](#)

Signature of Employer or Authorized Representative

Date *(mm/dd/yyyy)*:

Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative

First Name of Employer or Authorized Representative

Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)

City or Town

State

Zip Code

You may now complete this section.

Go Back

Save

Completing Section 2

Once all the information has been entered exactly as it appears on the paper I-9 form, click the **Save** button.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Issuing Authority

Document Number

Expiration Date *(if any)(mm/dd/yyyy)*

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: *(See instructions for exemptions)*

Signature of Employer or Authorized Representative

Date *(mm/dd/yyyy)*:

Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative

First Name of Employer or Authorized Representative

Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)

City or Town

State

Zip Code

You may now complete this section.

Go Back

Save

Document Retention

If prompted, click the **Upload Document** button to upload a copy of the employee's Section 2 supporting document(s).

Guardian

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

I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

I-9 Overview

This I-9 is not yet ready for Approval.

You must Scan/Upload the appropriate supporting document presented in list A.

I-9 Information

I-9 No: **2,677,704 (Primary)**

I-9 Location: **Los Angeles**

Type: **New Hire Paper I-9**

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

Version: **3/17/20**

I-9 Hire Date: **10/23/2020**

[Park This I-9](#)

Expires:

Date Completed:

Date approved:

Section 2

Andrews, Robert

Signed: **Angela Martin**

Hired: 10/23/2020

10/23/2020

[View Section 2](#)

U.S. Passport Note: Document Retention Required.

[Upload Document](#)

Documents

No document/image found

The appropriate supporting document has **not** been uploaded to the employee's record. Please utilize the **Upload Document** button to complete this step.

[Print Center](#)

Document Retention

After clicking **Upload Document**, click **Select File** to locate the supporting document(s).

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

Close

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not yet ready for Approval.

You must Scan/Upload the appropriate supporting document.

I-9 Information

I-9 No: **2,677,704 (Primary)**

Type: **New Hire Paper I-9**

Version: **3/17/20**

Expires:

Date Completed:

Date approved:

Section 2

Andrews, Robert

Hired: 10/23/2020

U.S. Passport Note: Document Retention Required.

Upload Document

Documents

No document/image found

The appropriate supporting document has **not** been uploaded to the employee's record. Please utilize the **Upload Document** button to complete this step.

Print Center

Document Retention

From the browse window, select the appropriate file and click the **Open** button.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

Details OnDocs Issues Amendments

I-9 Overview

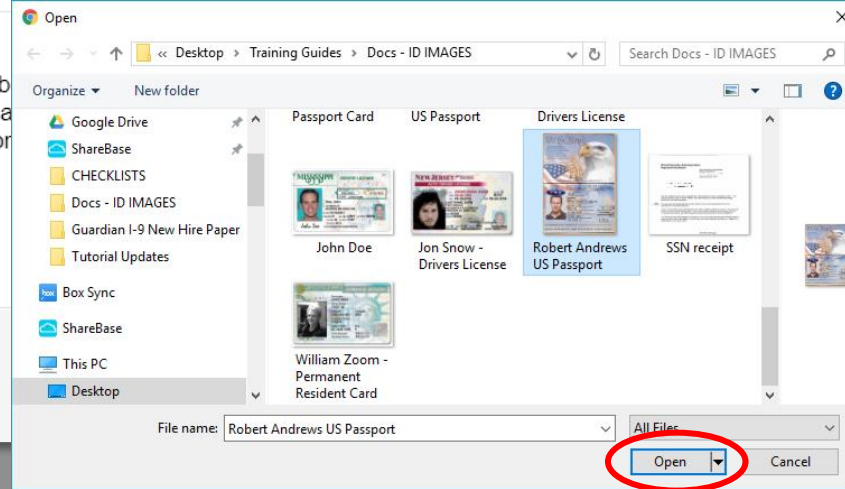
This I-9 is not yet ready for Approval.

You must Scan/Upload the appropriate supporting document

Upload File

Use the **Select File** button. The file name must be 78 characters from the file extension.

Select File



Update and Go Back

Update Info

Go Back

Delete

View

I-9 Information

I-9 No: 2,677,704 (Primary)

Type: New Hire Paper I-9

Version: 3/17/20

Expires:

Date Completed:

Date approved:

Section 2

Andrews, Robert

Hired: 10/23/2020

U.S. Passport Note: Document Retention Required.

Upload Document

Documents

No document/image found

The appropriate supporting document has **not** been uploaded to the employee's record. Please utilize the **Upload Document** button to complete this step.

Print Center

Document Retention

The file name of the selected document will appear in the window. Click the **Upload** button.

Guardian

Announcements Help Denise Moreno Logout

Dashboard Start I-9 Employee E-Verify Reports

I-9 for Andrews, Robert

Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File USP Passport _Andrews_R.jpg

Upload

Close

Details OnDocs Issues Amendments

I-9 Overview
This I-9 is not yet ready for Approval.
You must Scan/Upload the appropriate supporting document.

I-9 Information
I-9 No: **2,677,704 (Primary)**
Type: **New Hire Paper I-9**
Version: **3/17/20**
Expires:
Date Completed:
Date approved:

I-9 Loca
I-9 Busi
I-9 Hire

Section 2
Andrews, Robert
Hired: 10/23/2020

U.S. Passport Note: Document Retention

Upload Document

No document/image found
The appropriate supporting document has **not** been uploaded to the employee's record. Please utilize the **Upload Document** button to complete this step.

Print Center

Document Retention

Click the **Close** button after the file has been successfully uploaded.

I-9 for Andrews, Robert

Upload File

The file has been successfully sent

Close

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not yet ready for Approval.
You must Scan/Upload the appropriate supporting documents.

I-9 Information

I-9 No: 2,677,704 (Primary)	I-9 Location
Type: New Hire Paper I-9	I-9 Business
Version: 3/17/20	I-9 Hire Date
Expires:	
Date Completed:	
Date approved:	

Section 2

Andrews, Robert Signed: **Angela Martin** 10/23/2020 [View Section 2](#)

Hired: 10/23/2020

U.S. Passport Note: Document Retention Required.

[Upload Document](#)

No document/image found
The appropriate supporting document has **not** been uploaded to the employee's record. Please utilize the **Upload Document** button to complete this step.

[Print Center](#)

Document Retention

Guardian

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

I-9 for Andrews, Robert

- Details
- OnDocs
- Issues
- Amendments

I-9 Overview

Section 2
Andrews, Robert
Hired: 10/23/2020
Signed: **Angela Martin**
10/23/2020
[View Section 2](#)

U.S. Passport Note: Document Retention Required.

[Upload Document](#)



[\[Enlarge\]](#)



confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

If the **Enforce Document Capture** Admin setting is set to **No**, click the confirmation **checkbox**.

If the **Enforce Document Capture** Admin setting is set to **Yes**, you will be taken directly to the completion process, shown on the next slide.

Completing the I-9

Click **Review the I-9** to check the I-9 for mistakes.
When ready click **Mark Completed** to complete the I-9.

Guardian

Dashboard

Start I-9

Employee ▾

E-V

I-9 for Andrews, Robert

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is ready for Completion.

Before clicking the **Mark Completed** button, you should **Review the I-9** for mistakes. Please carefully check the documents provided by the employee and compare them to the original documents.

If there are mistakes in Section 1, go to [Section 1](#) and have the employee make these changes.

If there are mistakes in Section 2, go to [Section 2](#) and make the necessary revisions.

Once completed, you or your authorized company representative can approve the I-9.

I-9 Information

I-9 No: **2,677,704 (Primary)**

I-9 Location: **Los Angeles**

Type: **New Hire Paper I-9**

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

Version: **3/17/20**

I-9 Hire Date: **10/23/2020**

Expires:

Date Completed:

Date approved:

E-Verify

Employee is eligible for E-Verify

Print Center

Form - Google Chrome
uat1.guardiandocuments.com/getdoc/6CF55171D12D96

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

USCIS
Form I-9
OMB No. 1612-0047
Rev. 03/17/20

► **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 documents an employee may present to establish employment authorization and identity. The refusal to hire or continue employment on individual bases 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) Andrews	First Name (Given Name) Robert	Middle Initial N/A	Other Last Names Used (If Any) N/A
Address (Street Number and Name) 123 W. Main St.		Apt. Number N/A	City or Town Jackson
State MS		ZIP Code 39216	
Date of Birth (mm/dd/yyyy) 01/01/1977	U.S. Social Security Number 799-85-9462	Employee's E-mail Address N/A	Employee's Telephone Number 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 boxes):

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)

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94/Temporary I-94 Extension OR Foreign Passport Number

OR Code: Section 1
Do Not Write in This Space

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

Signature of Employee: **Signed by R. Andrews** Today's Date (mm/dd/yyyy): **10/23/2020**

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____ Today's Date (mm/dd/yyyy): _____

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
State	ZIP Code

Form I-9, 10/21/2019 Page 1 of 1

Verify

Refresh

Update and Go Back

Update Info

Go Back

Del

of the form to validate changes.

Park This I-9

Mark Completed

Approving the I-9

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 Andrews, Robert



View

Details

OnDocs

Issues

Amendments

Approve I-9

Instructions

Please note:

You are about to approve this **New Hire Paper I-9** for **Robert Andrews**.

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)
10/23/2020	13:41:23	Image/JPEG	U.S. Passport	73.0

Approving the I-9

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert



View

Details

OnDocs

Issues

Amendments

Approve I-9

Instructions

Please note:

You are about to approve this **New Hire Paper I-9** for **Robert Andrews**.

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)
10/23/2020	13:41:23	Image/JPEG	U.S. Passport	73.0

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.

Submit to E-Verify

Employees subject to **E-Verify** will be automatically submitted. Please see the E-Verify tutorials for additional information.

Guardian

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

E-Verify for: Robert Andrews



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:

E-Verify Summary

Case Status

Status: **Processing**

Initiated By: **Denise Moreno**

Initiated On: **N/A**

Employee Information

First Name: **Robert**

Last Name: **Andrews**

Date of Hire: **10/23/2020**

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

[View More Employee Information](#)

Document Information

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

Document Number: **123456789**

Document Expiration: **10/10/2021**

[View OnDocs](#)

[Go Back](#)



Uploading the Paper I-9

I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) **OnDocs** [Issues](#) [Amendments](#)[Add Case Note](#)[Upload Document](#)[Add E-Mail](#)[Refresh](#)

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/23/2020	13:41:23	Image/JPEG	U.S. Passport	73.0

The paper I-9 should be scanned as a multi-page PDF file, to ensure both I-9 sections are recognized by Guardian.

From the **OnDocs** tab of the employee's I-9 record click the **Upload Document** button.

Uploading the Paper I-9

Select **I-9** from the dropdown menu and click the **Next** button.

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

I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) [OnDocs](#) [Issues](#) [Amendments](#)[Add Case Note](#) [Upload Document](#) [Add E-Mail](#)[Refresh](#)

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/23/2020	13:41:23	Image/JPEG	U.S. Passport	73.0
10/23/2020	13:18:58	Image/JPEG	U.S. Passport-ID Page	80.0

Select Document Type

Please select the type of document being uploaded.

Other

I-9

U.S. Passport Card-Front of Card

U.S. Passport Card-Back of Card

U.S. Passport-ID Page

U.S. Passport-Barcode Page

-- Alien Registration Receipt Card (Form I-551) --

Permanent Resident Card (Form I-551)

[Next](#)

Total Document Storage: 453

Uploading the Paper I-9

Click **Select File**. Browse to the scanned I-9 PDF file and click **Open**.

Note: Ensure the file filter setting is set to **All Files**, otherwise you will not see PDF file types.

Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert



Details OnDocs Issues Amendments

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Refresh

Date Created	Time Created	File Type	Subject Reference
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10/23/2020	13:41:23	Image/JPEG	U.S. Passport
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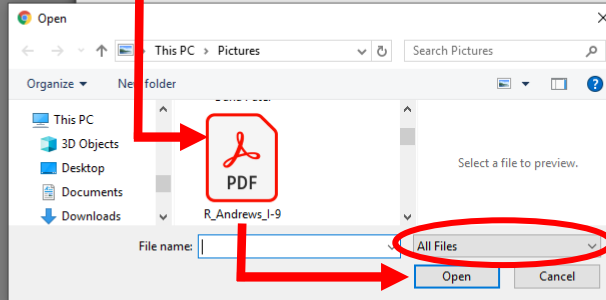
10/23/2020	13:18:58	Image/JPEG	U.S. Passport-ID Page
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Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

Close



Uploading the Paper I-9

Click the **Upload** button and then click **Close** once the upload is complete.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues Amendments

Add Case Note Upload Document Add E-Mail

File Size (KB)

73.0

80.0

Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

R_Andrews_I-9.pdf

Upload

Close

Total Document Storage: 453

Uploading the Paper I-9

The uploaded paper I-9 can be viewed by clicking the PDF icon.

Guardian

Dashboard

Start I-9



Employee

E-V

I-9 for Andrews, Robert

Details OnDocs Issues Amendments

Refresh

Date Created	Time Created	File Type	Subject Reference
10/23/2020	16:25:44	 Adobe Acrobat	I-9 image
10/23/2020	13:41:23	 Image/JPEG	U.S. Passport

760B114262DAA94F9111D96A4261D347 - Google Chrome
uat1.guardiandocuments.com/getdoc/760B114262DAA94F9111...

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. Employees 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 from 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) Andrews	First Name (Given Name) Robert	Middle Initial L	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123 W. Main St.	City or Town Jackson	State MS	ZIP Code 39216
Date of Birth (mm/dd/yyyy) 1-1-1977	U.S. Social Security Number 799 85 8462	Employer's E-mail Address N/A	Employer's Telephone Number 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 boxes):

- 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)
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

OR
1. Alien Registration Number/USCIS Number:
OR
2. Form I-94 Admission Number:
OR
3. Foreign Passport Number:
Country of Issuance:

Signature of Employee: **Robert Andrews** Today's Date (mm/dd/yyyy): **10/29/2020**

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparer(s) and/or translator(s) assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____ Today's Date (mm/dd/yyyy): _____

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
State	ZIP Code

Employer Completes Next Page

Form I-9 10/21/2019 Page 1 of 3

Announcements

Help

Denise Moreno

Logout

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Add Case Note

Upload Document

Add E-Mail

File Size (KB)

797.0

73.0

80.0

Total Document Storage: 950

[Table of Contents](#)

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.