

Guardian Parking I-9s

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FAQ

What does it mean to Park an I-9?

The term "Park" within Guardian refers to the act of locking an incomplete I-9.

What is the purpose of Parking an I-9?

While an I-9 can be parked for any reason, this is commonly used to lock an I-9 record for which the organization has no intention of completing, but would like to retain for the minimum required retention period.

Can a Parked I-9 be completed in the future?

No, once an I-9 is Parked it is permanently locked. If an I-9 needs to be completed for the employee a new I-9 will need to be created.

FAQ

> How can an organization utilize this feature?

The ability to Park I-9s is managed at the Administration level.

Who can Park I-9s?

Only users who have been given the privilege to park I-9s may do so.

What type of I-9 can be Parked?

Any incomplete New Hire Paper or Electronic I-9 can be parked.

Search for Employee

Belmont - Phoenix

Employee Group

Dashboard:

Guardian

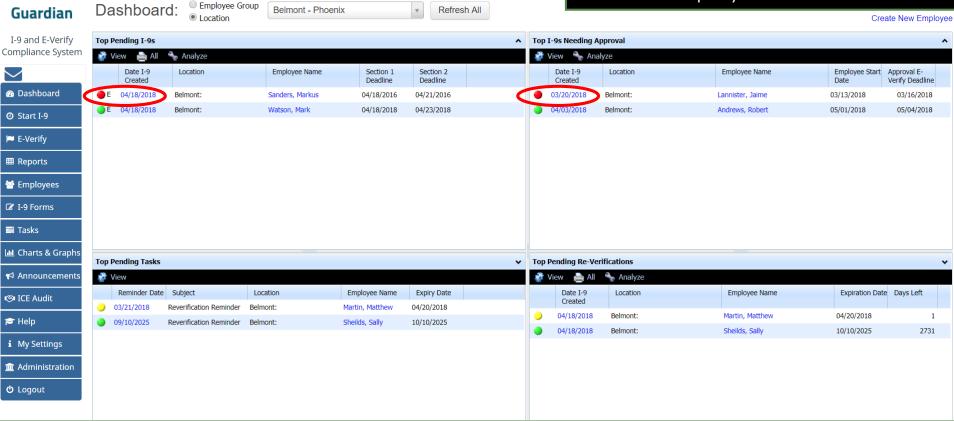
First, locate and open the employee's **I-9 Record**. Incomplete I-9s may be access from the Dashboard.



Refresh All

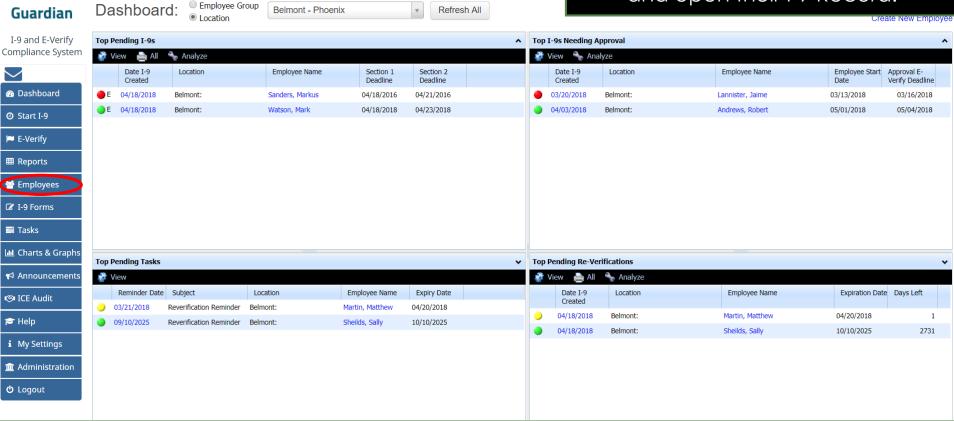
Search for Employee

Once the Employee is located, click the **Date I-9 Created** to open the employee's I-9 Record.



Search for Employee

Alternatively, search from the Employee from the Employees tab and open their I-9 Record.



Parking the I-9

From the **Details** tab of the I-9 Record, click the Park This I-9 button.

Guardian

♠ Dashboard

Start I-9

E-Verify

■ Reports

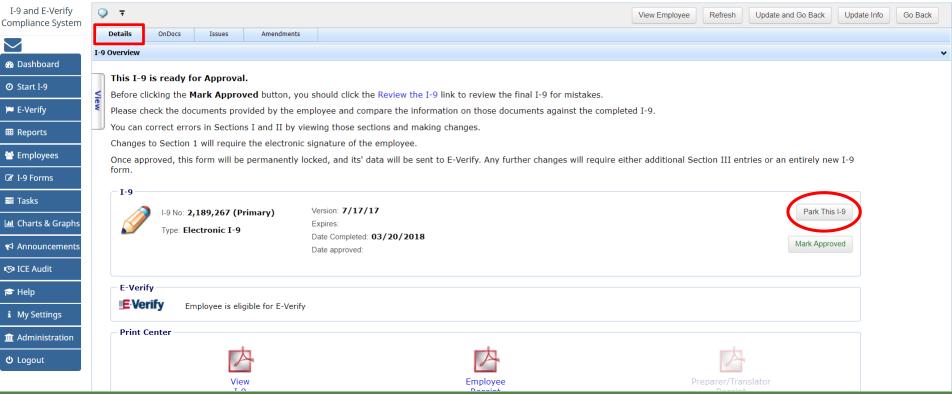
Employees

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Parking the I-9

If the Park button is not visible, ensure All Panels is select from the left-hand **View** panel.



Dashboard Start I-9

E-Verify

■ Reports

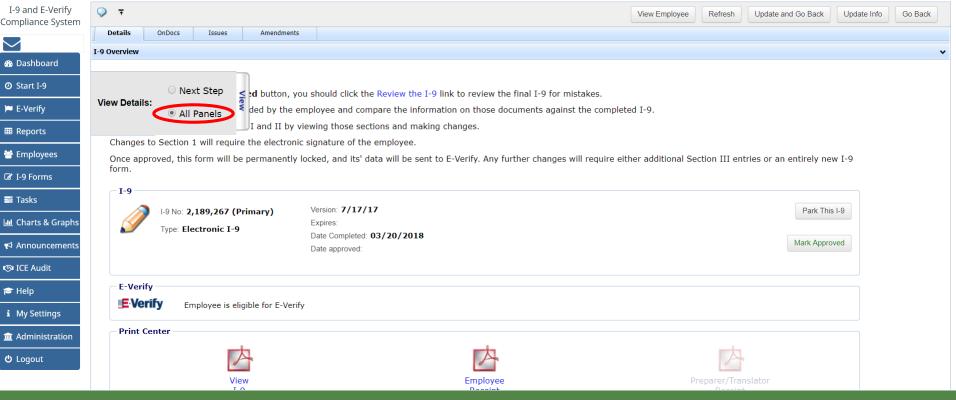
Employees

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Parking the I-9

After clicking Park This I-9, click Yes to confirm the action. Note: The action is not reversible.

I-9 for Lannister, Jaime Guardian

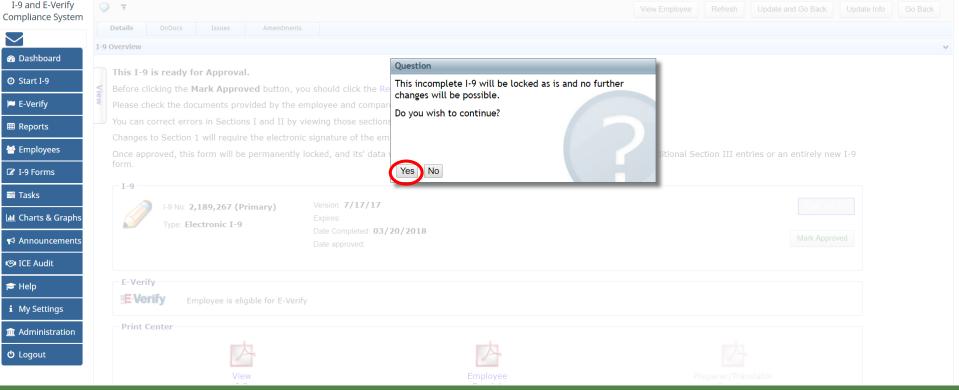


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For Additional Assistance

- 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.