



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

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

Guardian

Dashboard:

- Employee Group
- Location

Belmont - Phoenix

Refresh All

I-9 and E-Verify Compliance System

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline	
	04/18/2018	Belmont:	Sanders, Markus	04/18/2016	04/21/2016	
	04/18/2018	Belmont:	Watson, Mark	04/18/2018	04/23/2018	

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
	03/20/2018	Belmont:	Lannister, Jaime	03/13/2018	03/16/2018	
	04/03/2018	Belmont:	Andrews, Robert	05/01/2018	05/04/2018	

Top Pending Tasks

	Reminder Date	Subject	Location	Employee Name	Expiry Date	
	03/21/2018	Reverification Reminder	Belmont:	Martin, Matthew	04/20/2018	
	09/10/2025	Reverification Reminder	Belmont:	Sheilds, Sally	10/10/2025	

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	1	
	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2731	

Search for Employee

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

Guardian

Dashboard:

- Employee Group
- Location

Belmont - Phoenix

Refresh All

[Create New Employee](#)

I-9 and E-Verify Compliance System

- Dashboard
- Start I-9
- E-Verify
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- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout

Top Pending I-9s

View All Analyze

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline
 E	04/18/2018	Belmont:	Sanders, Markus	04/18/2016	04/21/2016
 E	04/18/2018	Belmont:	Watson, Mark	04/18/2018	04/23/2018



Top I-9s Needing Approval

View Analyze

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
	03/20/2018	Belmont:	Lannister, Jaime	03/13/2018	03/16/2018
	04/03/2018	Belmont:	Andrews, Robert	05/01/2018	05/04/2018

Top Pending Tasks

View

	Reminder Date	Subject	Location	Employee Name	Expiry Date
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	09/10/2025	Reverification Reminder	Belmont:	Sheilds, Sally	10/10/2025

Top Pending Re-Verifications

View All Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	1
	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2731

Search for Employee

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

[Create New Employee](#)

Guardian

Dashboard: Employee Group Location Belmont - Phoenix Refresh All

I-9 and E-Verify Compliance System

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- Start I-9
- E-Verify
- Reports
- Employees**
- I-9 Forms
- Tasks
- Charts & Graphs
- Announcements
- ICE Audit
- Help
- My Settings
- Administration
- Logout

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline
● E	04/18/2018	Belmont:	Sanders, Markus	04/18/2016	04/21/2016
● E	04/18/2018	Belmont:	Watson, Mark	04/18/2018	04/23/2018

Top I-9s Needing Approval

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline
●	03/20/2018	Belmont:	Lannister, Jaime	03/13/2018	03/16/2018
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Top Pending Tasks

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Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
●	04/18/2018	Belmont:	Martin, Matthew	04/20/2018	1
●	04/18/2018	Belmont:	Sheilds, Sally	10/10/2025	2731

Parking the I-9

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

Guardian

I-9 for Lannister, Jaime

I-9 and E-Verify Compliance System

View Employee

Refresh

Update and Go Back

Update Info

Go Back

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



I-9 No: **2,189,267 (Primary)**

Type: **Electronic I-9**

Version: **7/17/17**

Expires:

Date Completed: **03/20/2018**

Date approved:

Park This I-9

Mark Approved

E-Verify



Employee is eligible for E-Verify

Print Center



View
I-9



Employee
Receipt



Preparer/Translator
Receipt

Parking the I-9

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

Guardian

I-9 for Lannister, Jaime

I-9 and E-Verify Compliance System

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Details

OnDocs

Issues

Amendments

I-9 Overview

View Details:

Next Step

All Panels

View

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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



I-9 No: **2,189,267 (Primary)**

Type: **Electronic I-9**

Version: **7/17/17**

Expires:

Date Completed: **03/20/2018**

Date approved:

Park This I-9

Mark Approved

E-Verify



Employee is eligible for E-Verify

Print Center



View
I-9



Employee
Receipt



Preparer/Translator
Receipt

Parking the I-9

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

Guardian

I-9 for Lannister, Jaime

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

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View Employee

Refresh

Update and Go Back

Update Info

Go Back

Details

OnDocs

Issues

Amendments

I-9 Overview

This I-9 is ready for Approval.

Before clicking the **Mark Approved** button, you should click the **Park** button. Please check the documents provided by the employee and compare them to the original. You can correct errors in Sections I and II by viewing those sections. Changes to Section 1 will require the electronic signature of the employee. Once approved, this form will be permanently locked, and its' data will not be available for additional Section III entries or an entirely new I-9 form.

Question

This incomplete I-9 will be locked as is and no further changes will be possible.

Do you wish to continue?

Yes No

I-9



I-9 No: 2,189,267 (Primary)

Type: Electronic I-9

Version: 7/17/17

Expires:

Date Completed: 03/20/2018

Date approved:

Park This I-9

Mark Approved

E-Verify



Employee is eligible for E-Verify

Print Center



View



Employee



Preparer/Translator

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.