

Guardian E-Verify: Processing a DHS TNC Photo No Match with Employee Present

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What is a TNC?

A TNC is a Tentative Nonconfirmation issued from E-Verify indicating that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) is unable to verify the information provided for the employee. It does **not** mean that the employee is unauthorized to work.

Why did the employee receive a TNC?

An DHS TNC may be received for a variety of reasons, including a photo no match. The specific reason will be listed on the Manual Processing tab.

Can the employee continue to work after receiving a TNC?

Yes, if a TNC is received no adverse action should be taken against the employee. Employers may not fire, suspend, delay training, withhold or lower pay during the time the TNC is being contested.

What is the photo matching tool?

The photo matching tool is an additional tool utilized during the EVerify process to determine authenticity of certain documents presented for I-9 purposes.

How can the user review the photo?

The tool appears during the E-Verify submission process when List A, I-551, I-766, or U.S. Passport documents have been presented in Section 2. Guardian displays a list of all image and PDF files uploaded to the employee'sI-9 OnDocs tab to use as a comparison to the photo presented by E-Verify.

What is the flow for processing a DHS TNC?

Processing a DHS TNC involves several steps and involves both a representative from the organization and the employee.

Guardian provides screen prompts and instructions for managing this process.

The following image developed by USCIS provides an visual overview:



How can the employee be notified of the TNC?

In Guardian the user has three options in notifying the employee of the TNC:

- 1. Review the notice in person and allow the employee to electronically sign the notice.
- 2. Print or save the notice and provide it to the employee outside of Guardian for wet signature.
- 3. Email the employee via Guardian to access and sign the notice remotely.

How does an employee remotely access the notice?

The employee utilizes the normal employee login to review and sign the notice. Login credentials can be created or reset from the employee's **Login Info** tab.

How can a TNC be processed for remote employees?

Guardian provides the ability for a remote employee to access the employee interface for purposes of TNC processing (review and electronic signing of the TNC Further Action Notice). This remote processing is incorporated to the interface workflow. To review this process see tutorial E-Verify: Processing a DHS TNC Photo No Match with a Remote Employee.

Where else can I obtain information about E-Verify requirements for TNC processing?

USCIS has published information regarding DHS TNCs at the following website: <u>http://www.uscis.gov/e-verify/employers/tentative-nonconfirmations</u>

E-Verify Submission Process

Click **Approve This I-9** to lock and submit the data to E-Verify.

Gua	rdia	n						Annou	ncements	Help 🗸 De	nise Moreno ,	- Logo	out
Dashbo	ard	Start I-9)	Employee 🗸	E-Verify 🗸	Reports							
I-9 for Goo	dell, Elaiı	ne											
○ Ŧ								View Employee	Refresh	Update and Go Back	Update Info	Go Back	Delete
Details	OnDocs	Issues	Amendments										
Approve I-9													~
		By clickin Please m have then To view t Click the Click the View I-9	note: about to app ng the Appr lake sure yo m) or review the complete Cancel but	ove This I-9 button u have reviewed the v the I-9 documents ed I-9 form one last ton below to return t	listed below (if any). time, Review the I-9.	g sections 1 & 2 of this 1 ore approving this submi you need to make chang	I-9 form permanent. ssion. Compare the informatior les or further review this I-9.	n provided to that		inal documents (if you ancel Approve Th			
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		Date Created	Time Created	File Type	Subject Reference					File Siz	e re (KB)		
		09/08/2020	13:26:08	🔁 Adobe Acrobat	I9 #2657904 Snapshot [[Mark Completed]					408.7		
		09/08/2020		Timage/JPEG	U.S. Passport-Barcode P	age					9.0		
		09/08/2020	13:25:48	🔁 Image/JPEG	U.S. Passport-ID Page						195.0		

E-Verify Submission Process

E-Verify -

Employees subject to **E-Verify** will be automatically submitted. Processing typically takes 30 seconds or less.

Log Out

Infoluntcemtents

Guardian

Dashboard	Start I-9

Employee 🔻

Reports

E-Verify for: Elaine Goodell

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: Elaine Last Name: Goodell Date of Hire: 09/08/2020 Citizenship Status: U.S. Citizen

View More Employee Information

Document Information

Document Type: **U.S. Passport or Passport Card** Document Number: **441209749** Document Expiration: **04/06/2027**

View OnDocs

Go Back

E-Verify Submission Process

Guardian

Dashboard	Start I-9	Employee 🔻	E-Verify	Reports	

E-Verify for: Elaine Goodell

A notification stating **Photo Match Required** may prompt the user to review and verify the correctness of the I-9 information submitted. Click the **Continue E-Verify Process** link to proceed.

Attention Required: Photo Match Needed

E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: 2020262223735CM

E-Verify Summary

Case Status

Status: Photo Matching Required Initiated By: Denise Moreno Initiated On: 09/18/2020

Continue E-Verify Process

Employee Information

First Name: Elaine Last Name: Goodell Date of Hire: 09/18/2020 Citizenship Status: U.S. Citizen

View More Employee Information

Document Information

Document Type: **U.S. Passport or Passport Card** Document Number: **441209749** Document Expiration: **04/06/2027**

View OnDocs

Go Back

E-Verify Photo Matching

Guardian

Dashboard	Start I-9	Employee 🔻	E-Verify	Reports	

E-Verify for: Elaine Goodell

Documents previously uploaded are available for review.

Click the appropriate link to compare the retained document to the image returned by E-Verify.



E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: 2020262223735CM

E-Verify Photo Match Required



Does the photo displayed match the photo displayed on $\ensuremath{\textbf{Elaine}}$ $\ensuremath{\textbf{Goodell's}}$ U.S. Passport?

- Yes, this photo matches
- 🔘 No, this photo does not match
- No photo displayed

Continue

Document Information

- Document Type:
- View Elaine's U.S. Passport-ID Page

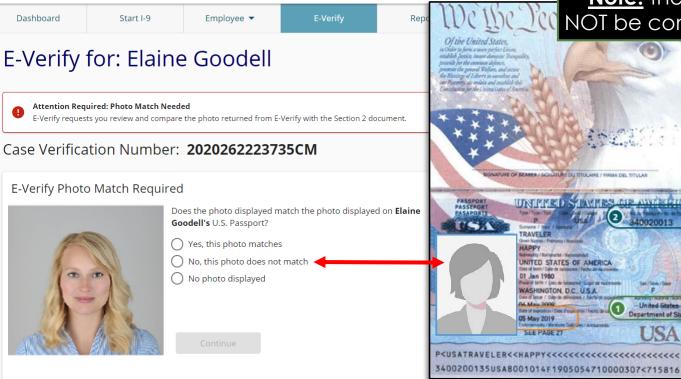
View Elaine's U.S. Passport-Barcode Page

Things You Should Know

- Photo must be compared to the document presented (copy or actual document), not the actual employee.
- When comparing, account for slight variations based on the age of the document.
- E-Verify includes a watermark on the photo to prevent unauthorized use. The document being compared should not contain this watermark.

E-Verify Photo Matching

Guardian



Compare the E-Verify photo to the copy of the retained document.

Note: the returned photo should NOT be compared to the employee.

Should Know

-United States Department of State

ISA

be compared to the document presented (copy cument), not the actual employee.

aring, account for slight variations based on the ocument.

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E-Verify Photo Matching

Guardian

Dashboard	Start I-9	Employee 🔻	E-Verify	Reports			
E-Verify for: Elaine Goodell							

Following review, click the appropriate response.

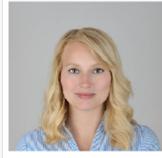
<u>Note:</u> A 'No' response will trigger a DHS TNC (Refer to the DHS Photo No Match TNC tutorial for further information).

Attention Required: Photo Match Needed

E-Verify requests you review and compare the photo returned from E-Verify with the Section 2 document.

Case Verification Number: 2020262223735CM

E-Verify Photo Match Required



Does the photo displayed match the photo displayed on **Elaine** Goodell's U.S. Passport?

Yes, this photo matches
 No, this photo does not match

No photo displayed

Continue

Document Information

Document Type:

View Elaine's U.S. Passport-ID Page

View Elaine's U.S. Passport-Barcode Page

Things You Should Know

- Photo must be compared to the document presented (copy or actual document), not the actual employee.
- When comparing, account for slight variations based on the age of the document.
- E-Verify includes a watermark on the photo to prevent unauthorized use. The document being compared should not contain this watermark.

Guardian

Dashboard Start I-9 Employee - E-Verify Reports	
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E-Verify for: Elaine Goodell

If either of the 'No' options are selected, the user will be asked to select which uploaded file corresponds to the front and back of the provided document.

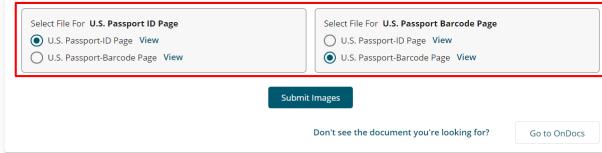
Attention Required: Document Submission Required

E-Verify requests you transmit a copy of the Section 2 document.

Case Verification Number: 2020262223735CM

Submit Supporting Documentation to E-Verify

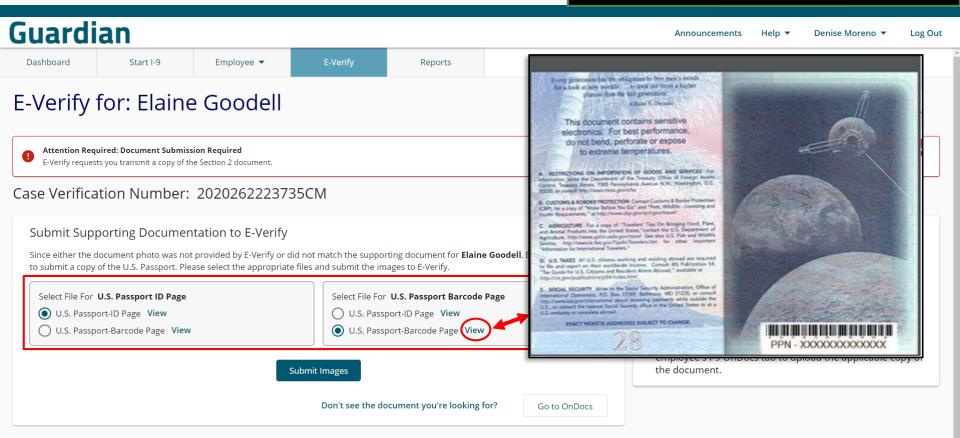
Since either the document photo was not provided by E-Verify or did not match the supporting document for **Elaine Goodell**, E-Verify requires you to submit a copy of the U.S. Passport. Please select the appropriate files and submit the images to E-Verify.



Things You Should Know

- E-Verify accepts PDF, PNG, JPEG, or GIF formats. Each document must be smaller than 5MB in size.
- E-Verify expects separate files for the front and back of the document (I-551, I-766, or U.S. Passport Card), or the passport ID page and passport barcode page for a U.S. Passport.
- If you do not see the applicable image listed, return to the employee's I-9 OnDocs tab to upload the applicable copy of the document.

If needed, click **View** to review the uploaded files.



Guardian

Dashboard	Start I-9	Employee 🔻	E-Verify	Reports		

E-Verify for: Elaine Goodell

Click **Submit Images** after confirming the document selections.

Refer to the DHS Photo No Match tutorial for further information on processing the TNC.

Attention Required: Document Submission Required

E-Verify requests you transmit a copy of the Section 2 document.

Case Verification Number: 2020262223735CM

Submit Supporting Documentation to E-Verify

Since either the document photo was not provided by E-Verify or did not match the supporting document for **Elaine Goodell**, E-Verify requires you to submit a copy of the U.S. Passport. Please select the appropriate files and submit the images to E-Verify.



Things You Should Know

- E-Verify accepts PDF, PNG, JPEG, or GIF formats. Each document must be smaller than 5MB in size.
- E-Verify expects separate files for the front and back of the document (I-551, I-766, or U.S. Passport Card), or the passport ID page and passport barcode page for a U.S. Passport.
- If you do not see the applicable image listed, return to the employee's I-9 OnDocs tab to upload the applicable copy of the document.

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

Help 🔻

Denise Moreno 🔻

Log Out

Guardian

4				
			E 11 15	
Dashboard	Start I-9	Employee 🔻	E-Verify 🔻	Reports

E-Verify for: Elaine Goodell

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: Elaine Last Name: Goodell Date of Hire: 09/08/2020 Citizenship Status: U.S. Citizen

View More Employee Information

Document Information

Announcements

Document Type: **U.S. Passport or Passport Card** Document Number: **441209749** Document Expiration: **04/06/2027**

View OnDocs

Go Back

Guardian

1					
Dashboard	Start I-9	Employee 💌	E-Verify 🔻	Reports	

E-Verify for: Elaine Goodell

Attention Required: Review Further Action Notice

E-Verify returned a Tentative Nonconfirmation result and needs more information to confirm employment authorization. Review the Further Action Notice and determine next steps.

Case Verification Number: 2020252214402HJ

E-Verify Tentative Nonconfirmation (TNC)

Social Security Administration and Department of Homeland Security were unable to verify employment eligibility during the initial verification.

A Do NOT have your employee take action just yet! You need to finish this process, have your employee sign the TNC notice, and complete the E-Verify referral process before any action to resolve the TNC can be taken.

Let's Verify the Information is Accurate and Determine What's Next



Step 1: once the I-9 has been reviewed, user may click the View Further Action Notice (FAN) link to open & review the FAN (English or Spanish version).

Things You Should Know

- This does NOT mean that the employee is not authorized to work. You should take no
 adverse action based on this status.
- Any review of the Further Action Notice with the employee should be done in private.

E Verify

Further Action Notice Tentative Nonconfirmation (TNC)

(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

For SSA Field Office Staff: use EV STAR and see POMS RM 10245.005ff			
Goodell, Elaine		132-21-3214	
Employee's Last Name, First Name		Employee's Social Security Number	
		6/1977	
Employee's A-Number		Employee's Month/Year of Birth	
09/08/2020		2020252214402HJ	
Date of Tentative Nonco	te of Tentative Nonconfirmation Case Verification Number		
Reason for this Notice:		umber entered in E-Verify is not valid according to Social S TNC. The information entered for this employee did not	

Your employer, LawLogix Dev client company , participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States,

Why you received this notice:

You received this Further Action Notice from LawLogic New client company because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS and SSA currently have for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about these reasons online www.e-verify.overholyowen/powen/sectrative-noncom/traition-th-coverview.

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

What you need to do:

- Review your information at the top of this page. Let LewLogix Dev client company know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2,
- Decide if you want to take action to resolve this case. If your information above is correct, then
 you can choose to take action to correct your record so that DHS and SSA records reflect that you
 are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

1 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov

E-Verify

For information on employee rights and responsibilities, <u>www.e-verify.gov/employees/employee-rights</u> and-responsibilities.

Taking action to resolve a case:

You have 8 Federal Government working days to take action (visit an SSA field office AND contact DHS) from the date your employer sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must visit SSA and contact DHS.

Visit SSA Field Office:

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA Card Center, you are **required** to visit the Card Center, To locate an SSA office, visit <u>www.socialsecurity.gov/locator</u>, or call SSA at 800-772-1213 (TTY: 800-325-0778).

Bring this Further Action Notice when you visit SSA. Tell SSA that you have an E-Verify issue.

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, not photocopies:

- Proof of your age: a birth certificate or passport
- · Proof of your identity: a driver's license or passport
- · Proof of a legal name change: a marriage certificate, if you current name is not on your SSN card
- Proof of a U,S, citizenship or work-authorized status:
 - o If a U,S, citizen a Naturalization Certificate, U.S, public birth certificate, or U,S, passport, or
- If you are not a U.S. citizen a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing workauthorized status.

Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (TTY: 800-877-8339). A representative will help you work through the details of your case.

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter,

Contact your State Motor Vehicles Agency (if instructed by DHS):

If you provided your employer a state driver's license or state identification card and DI resolve your case, you may need to contact the state motor vehicles agency that issue license or state identification card.

To check on the status of your case, visit myE-Verify at https://myeverify.uscis.gov/.

2 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19



Please indicate below whether or not you intend to dispute this case,

The FAN will provide a reason for the TNC. Employer and employee must review the FAN, although only the employee is required to sign it.

Guardian

Dashboard	Start I-9	Employee 🔻	E-Verify 🔻	Reports
Dashboard	Start 1-5	Employee •	L-verny v	Reports

E-Verify for: Elaine Goodell

Attention Required: Review Further Action Notice

E-Verify returned a Tentative Nonconfirmation result and needs more information to confirm employment authorization. Review the Further Action Notice and determine next steps.

Case Verification Number: 2020252214402HJ



Step 2 - Decide whether to continue processing the TNC

- No, we need to close this case due to a clerical error and resubmit
- Yes, I want to continue processing this TNC and review the Further Action Notice with my employee
 - Process the FAN electronically in person with the employee
 - Provide the employee an access method to review and electronically sign the FAN remotely
- Review and sign the FAN manually outside of Guardian

Notifying the Employee

- If the information submitted to E-Verify is correct, notify the employee as soon as possible to continue the TNC process.
- The employee will have 8 federal working days to take action, beginning the day the case is referred to E-Verify.

ot authorized to work. You should take no

Step 2 allows the employer to

indicate whether the case will be

closed due to a clerical error, or if

the TNC processing should

continue by reviewing the FAN. Select Yes if continuing to

process the TNC.

the employee should be done in private.

Continue

Guardian

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

E-Verify for: Elaine Goodell

For in-person processing of the TNC, select the option that provides the employee with the in-person access method for employee review and signing of the **FAN**. Click **Continue**.

Attention Required: Review Further Action Notice

E-Verify returned a Tentative Nonconfirmation result and needs more information to confirm employment authorization. Review the Further Action Notice and determine next steps.

Case Verification Number: 2020252214402HJ



Step 2 - Decide whether to continue processing the TNC

- No, we need to close this case due to a clerical error and resubmit
- Yes, I want to continue processing this TNC and review the Eurther Action Notice with my employee
 - Process the FAN electronically in person with the employee
 - Provide the employee an access method to review and electronically sign the FAN remotely
 -) Review and sign the FAN manually outside of Guardian

Continue

Notifying the Employee

- If the information submitted to E-Verify is correct, notify the employee as soon as possible to continue the TNC process.
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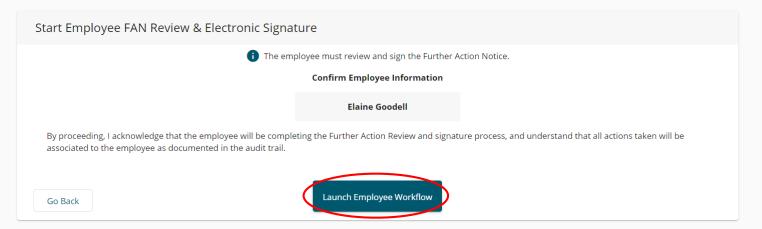
the employee should be done in private.

Guardian

Dashboard	Start I-9	Employee 🔻	E-Verify	Reports
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Click the Launch Employee Workflow button to allow the employee to take control of the device to initiate the electronic signature of the FAN.

E-Verify for: Elaine Goodell



The employee confirms their identity and clicks **Continue**.

Guardian LawLogix Guardian Hello Elaine, **Employee Identity** () You are being asked to review and sign the Further Action Notice (FAN) from E-Verify. First & Last Name: Elaine Goodell I confirm that I am the employee named above. Cancel Continue

Step 1: Employee reviews the Further Action Notice (FAN).

Guardian

/erify Tentative Nonconfirmation (TNC)		Things You Should Know
E-Verify needs more information to confirm your employment authorization.	You can keep working until this is resolved. No Negative action, such as termination of employment, can be taken against y	
ase review the Further Action Notice.		while you are going through this process.
Step 1 - Confirm Receipt of Further Action Notice	Why Did I Get This?	
View Further Action Notice (FAN)	Some information submitted to E-Verify does not match what is currently on file with Social Security Administration (SSA) or Department of Homeland Security (DHS).	
FAN (Spanish Version) I have received & Reviewed the Notification	 This could be due to a mistake in the data submitted to E-Verify, or missing information in the data within the SSA or DHS. 	
Step 2 - Decide If You Will Take Action	What Will Happen If l Do/Do Not Take Action?	
\bigcirc I want to take action to resolve this case \bigcirc I do not want to take action to resolve this case and understand my employment may	 By choosing to take action, you will be given 8 Federal Government working days to take action on this case. The 8-day deadline will begin once your employer refers the case to E-Verify. Your employer may not take an adverse action against you during this time 	
be terminated	 By not taking action, E-Verify will be unable to confirm your employment authorization. This will result in a Final Nonconfirmation, and gives your employer the right to terminate your employment based on the results. 	
Step 3 - Sign Your Notification	What Happens After I Sign?	
Sign the Notification	After signing the notification, your employer will refer your case to the DHS/SSA to begin the process.	
Note: Your employer will be notified of your decision.	You will have 8 government days to visit an SSA office, or call the DHS directly, to reach a	

Case Verification Number: 2020252214402HJ

Employee reviews the **TNC FAN**.

E Verify

Further Action Notice Tentative Nonconfirmation (TNC)

(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

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Goodell, Elaine		132-21-3214	
Employee's Last Name, First Name		Employee's Social Security Number	
		6/1977	
Employee's A-Number		Employee's Month/Year of Birth	
09/08/2020		2020252214402HJ	
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Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

What you need to do:

- Review your information at the top of this page. Let LewLogix Dev client company know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2,
- Decide if you want to take action to resolve this case. If your information above is correct, then
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1 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov

E Verify

For information on employee rights and responsibilities, <u>www.o-verify.gov/employees/employee-rights-</u> and-responsibilities.

Taking action to resolve a case:

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Visit SSA Field Office:

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Bring this Further Action Notice when you visit SSA. Tell SSA that you have an E-Verify issue.

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, not photocopies:

- Proof of your age: a birth certificate or passport
- · Proof of your identity: a driver's license or passport
- · Proof of a legal name change: a marriage certificate, if you current name is not on your SSN card
- · Proof of a U,S, citizenship or work-authorized status:
 - o If a U,S, citizen a Naturalization Certificate, U,S, public birth certificate, or U,S, passport, or
- If you are not a U,S, citizen a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing workauthorized status.

Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (TTY: 800-877-8339). A representative will help you work through the details of your case,

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter,

Contact your State Motor Vehicles Agency (if instructed by DHS):

2 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19

If you provided your employer a state driver's license or state identification card and DHS was unable to resolve your case, you may need to contact the state motor vehicles agency that issued your driver's license or state identification card.

www.e-verify.gov

To check on the status of your case, visit myE-Verify at https://myeverify.uscis.gov/





Please indicate below whether or not you intend to dispute this case,

choose to: (check o	ne) • resolve this E-Verify case. I understand that have u	ntil	to take action.
	n to resolve this E-Verify case. I understand that if I d that I am authorized to work in the United States and		
Employee's Signature		Date	
eport Discriminatio	n		
	discrimination based upon your citizenship, in		

3 | Further Action Notice - SSA/DHS TNC | Revision Date 6/28/19

www.e-verify.gov

Guardian

Hello Elaine,

E-Verify Tentative Nonconfirmation (TNC)

E-Verify needs more information to confirm your employment authorization.

Please review the Further Action Notice.

Step 1 - Confirm Receipt of Further Action Notice

View Further Action Notice (FAN)

FAN (Spanish Version)

have received & Reviewed the Notification

Why Did I Get This?

Some information submitted to E-Verify does not match what is currently on file Security Administration (SSA) or Department of Homeland Security (DHS).

 This could be due to a mistake in the data submitted to E-Verify, or missing information in the data within the SSA or DHS.

Step 2 - Decide If You Will Take Action

want to take action to resolve this case

i do not want to take action to resolve this case and understand my employment may be terminated

What Will Happen If I Do/Do Not Take Action?

- By choosing to take action, you will be given 8 Federal Government working days to take action on this case. The 8-day deadline will begin once your employer refers the case to E-Verify. Your employer may not take an adverse action against you during this time
- By not taking action, E-Verify will be unable to confirm your employment authorization. This will result in a Final Nonconfirmation, and gives your employer the right to terminate your employment based on the results.

Step 3 - Sign Your Notification

Note: Your employer will be notified of your decision.

What Happens After I Sign?

After signing the notification, your employer will refer your case to the DHS/SSA to begin the process.

 You will have 8 government days to visit an SSA office, or call the DHS directly, to reach a resolution for the TNC.

Employee clicks the checkbox to confirm receipt of the notification.

Step 2: Employee selects to either Take Action or Not take Action to resolve the TNC.

Step 3: Employee confirms clicks the Sign the Notification button.

Case Verification Number: 2020252214402HJ

Sign the Notification

Hello Elaine,

E-Verify Tentative Nonconfirmation (TNC)

E-Verify needs more information to confirm your employment autho

Please review the Further Action Notice.

Step 1 - Confirm Receipt of Further Action Notice

View Further Action Notice (FAN)
 FAN (Spanish Version)

I have received & Reviewed the Notification

Step 2 - Decide If You Will Take Action

I want to take action to resolve this case

 I do not want to take action to resolve this case and understand my be terminated

Step 3 - Sign Your Notification



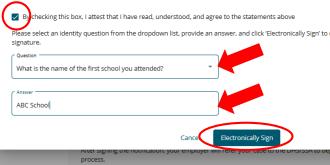
Note: Your employer will be notified of your decision.

Electronic Signature

You, the employee, must sign this E-Verify Further Action Notice as described below. By signing this form, you a Action on the E-Verify Tentative Nonconfirmation (TNC) and take steps to resolve the TNC as described in the N

Full Name: Elaine Goodell Date of Birth: 06/09/1977

I consent to provide an electronic signature in connection with the E-Verify Further Action Notice and unders date of birth above, providing the requested information below, clicking on the 'I Accept' box, and clicking or am electronically signing this E-Verify Further Action Notice. I understand that my electronic signature will be initialed and dated this document by hand.



You will have 8 government days to visit an SSA office, or call the DHS directly, to reach a
resolution for the TNC.

Employee agrees to the **Electronic Signature** agreement.

Employee is prompted to provide a memorable answer to a question of their choosing (or enter a 4-digit PIN if enabled) and clicks the **Electronically Sign** button.

Note: responses are not validated and will not be referenced or reused during any subsequent employee signatures. However, all responses are recorded, and can be provided in the event of an audit.

Case Verification Number: 2020252214402HJ



What if the employee chooses not to contest the TNC?

If the employee elects to not contest the TNC then the response is considered a Final Nonconfirmation. The employee may be terminated with no civil or criminal liability as noted in The E-Verify Memorandum of Understanding For Employers (MOU), Article II, Section A - Responsibilities of the Employer (#13).

https://www.e-

verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf

Users may select the appropriate case closure reason on the Close Case tab after notifying E-Verify of the employee's decision.

Employee clicks the **Close Employee Workflow Window** button and hands the device back to the user.

Guardian

Thank You Elaine,



🧭 You have successfully signed your Further Action Notice. Next, your HR personnel will take over to complete the submission process to E-Verify.



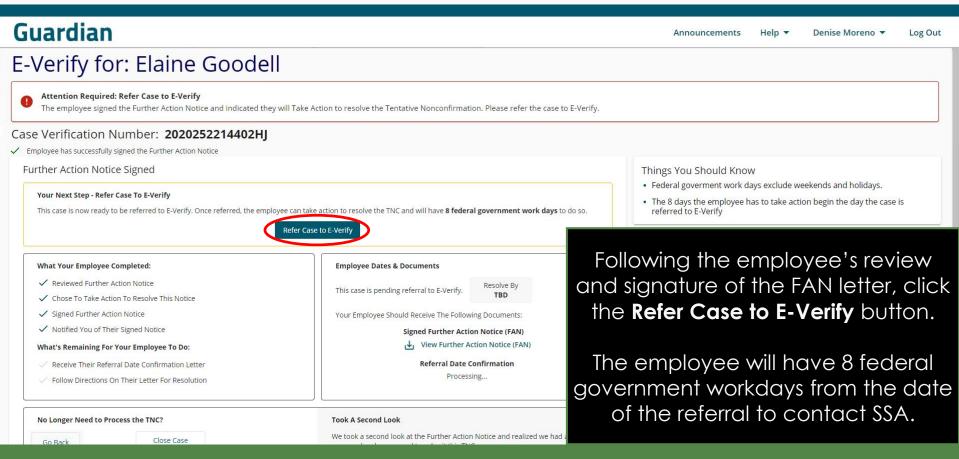


What if the employee is not present?

If the employee is not present and the user wishes to have the employee access the document remotely and electronically sign review the tutorial E-Verify: Processing an SSA TNC with a Remote Employee.

Users may opt to print the TNC notice for wet signature (non-electronic completed outside the Guardian system) by following **Option 2**. In this instance, LawLogix recommends that the completed notice be scanned and uploaded to the employee's **I-9 OnDocs** for retention purposes.

Initiate TNC Referral to SSA



Initiate TNC Referral to SSA

Guardian

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

E-Verify for: Elaine Goodell

The Employee Has Been Referred To E-Verify The employee must follow the instructions on the Further Action Notice. Then E-Verify will provide a final determination. Communicate to your empl

Case Verification Number: 2020252214402HJ

You have successfully referred this case to E-Verify

Tentative Nonconfirmation Documents

This case has been referred to DHS and SSA on September 9, 2020. To proceed, download the Referral Date Confirmation & the signed Action Notice below.

Ready to Send your employee to resolve this case. Print the following documents and have your employee take them with them whe contacting the DHS or SSA office.

Referral Date Confirmation & Signed Further Action Notice

- 🕁 Download/Print Referral Date Confirmation
- Download/Print Signed Further Action Notice

AND/OR

E-mail Your Employee Referral Date Confirmation Letter Is Ready

After the case is referred, the user may download/print copies of the **FAN** and **RDC** letters (not required, as the letters are automatically stored in OnDocs within Guardian).

If needed, click the Email Your Employee Referral Date Confirmation Letter Is Ready button to send an email prompting the employee to log back in to the employee portal to access the Referral Date Confirmation (RDC) letter.

employee.

Initiate TNC Referral to SSA

employee portal to access the Guardian **Referral Date Confirmation** E-Verify Referral Date Confirmation - Employ (RDC) letter. Dashboard Start I-9 Employe To: Egoodell@test.com E-Verify for: Elaine Gooc Important: E-Verify Referral Instructions Now Available Subiect: The Employee Has Been Referred To E-Verify US Sans Serif 1 в Ι Normal $X_2 X^2$ EE The employee must follow the instructions on the Further solve this Tentative Nonconfirmation. = *T*, Case Verification Number: 2020252 Hello Flaine As discussed previously, E-Verify returned a Tentative Nonconfirmation (TNC) response to us and requires more information to determine your authorization to work in the United States. You have chosen to take action to resolve ✓ You have successfully referred this case to E-Verify this item and we have notified E-Verify of your decision Tentative Nonconfirmation Documents In response, E-Verify has provided a document that provides further instructions and the deadline by which you Should Know must take action OT indicate that the employee is not authorized This case has been referred to DHS and SSA on Septemb Please follow the link below to login to our system and retrieve the documents you will need to resolve this item. Action Notice below. https://uat1.lawlogix.com/4DCGI/WEB_Log_Login/emp/57fa6f62-1551-405d-ab2byee 8 working day time limit has begun. Ready to Send your employee to resolve this case. P 640c96ec5780000003625/RMLNM contacting the DHS or SSA office. wait until notification is received on this case Sincerely, fy before you take any negative actions on this Referral Date Cor Denise Moreno <u>ب</u> Do ı∳ı Do Cancel Send Email E-mail Your Emi

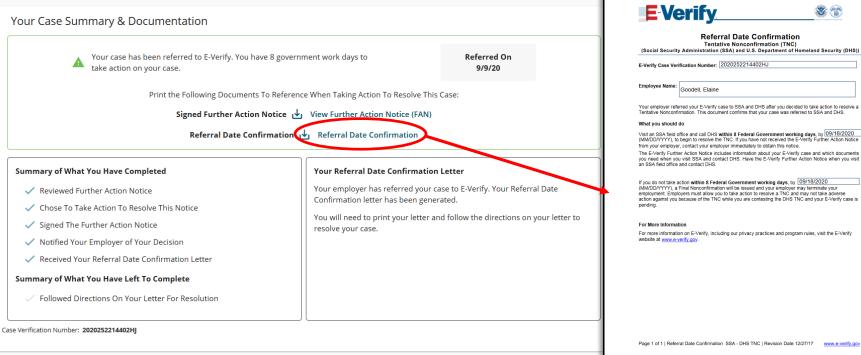
Click Send Email to prompt the

employee to log back in to the

Employee Reviews RDC

LawLogix Guardian

Hello Elaine,



The employee portal will refresh automatically providing the employee with the **Referral Date Confirmation** (RDC) Letter.

ase is in

r you vou

g your

Employee Reviews RDC

(Social Security	Referral Date Confirmation Tentative Nonconfirmation (TNC) y Administration (SSA) and U.S. Department of Homeland Security (DHS))
E-Verify Case Ver	ification Number: 2020252214402HJ
Employee Name:	Goodell, Elaine
	erred your E-Verify case to SSA and DHS after you decided to take action to resolve a rmation. This document confirms that your case was referred to SSA and DHS.
What you should	do
(MM/DD/YYYY), to	office and call DHS within 8 Federal Government working days, by 09/18/2020 begin to resolve the TNC. If you have not received the E-Verify Further Action Notice r, contact your employer immediately to obtain this notice.
The E-Verify Furth	er Action Notice includes information about your E-Verify case and which documents u visit SSA and contact DHS. Have the E-Verify Further Action Notice when you visit
(MM/DD/YYYY), a employment. Empl	ction within 8 Federal Government working days , by 109/18/2020 Final Nonconfirmation will be issued and your employer may terminate your overs must allow you to take action to resolve a TNC and may not take adverse because of the TNC while you are contesting the DHS TNC and your E-Verify case is
For More Informat	tion
For more information website at www.e-v	on on E-Verify, including our privacy practices and program rules, visit the E-Verify <u>reffy.gov</u> .

The **RDC** letter provides instructions for the employee and specifies the deadline by which to take action.

The employee must print copies of both the signed **FAN** letter and **RDC** letter to bring to a local SSA field office.

What is the purpose of the Referral Date Confirmation?

The Referral Date Confirmation provides information about the tentative non-confirmation including the reason for the case result and actions the employee and employer must perform. This letter also includes the E-Verify case number which SSA will utilize to update the case status with E-Verify.

How long does the employee have to visit SSA?

The employee has eight federal government workdays from the date of the referral to visit the field office. The date the employee must visit SSA by is included in the referral date confirmation. An E-Verify final case result of SSA No Show results when the employee does not visit the SSA field office within this time.

Monitoring Case Statues

The case status reflects that the TNC has been referred.

Guardian						Announcements	Help 🔻	Denise Moreno 🔻	Log Out		
Dashboard	Start I-9	Employee 🔻	E-Verify 🔫	Reports							
E-Verify	for: Elaine	e Goodell									
	Has Been Referred To E-V must follow the instructions		e. Then E-Verify will provid	le a final determination. Cor	nmunicate to your employee the 8 working	day timeframe to resolve this Te	ntative Nonco	nfirmation.			
Case Verificatio	on Number: 2020	252214402HJ									
E-Verify Summary	E-Verify Summary										
Case Status		Employ	ployee Information Document Information								
Status: TNC Referred Initiated By: Denise Moreno			First Name: Elaine Last Name: Goodell			Document Type: Driver's license or ID card issued by a U.S. state or outlying possession					
Initiated On: 09/08/2020			Date of Hire: 09/08/2020			Document Number: 123456789					
			Citizenship	Status: U.S. Citizen		Document Expiration: 10	/10/2020				
						Document Type: Social S	ecurity Card	1			
						Document Number: 132-					
						Document Expiration: N /	A				
Continue E-Veri	fy Process		View More	Employee Information		View OnDocs					
E-mail Summary											

Monitoring Case Statues

Gua	rdian								
Dashbo	Dashboard Star		Employee 🗸	E-Verify 🗸	Reports				
Employee Group Western US > Portland Refresh All									
Top Pending E-Verify Actions							Top I-9s Needing Appr		
🧳 View 🔌	Analyze					*	View 🛛 🔧 Ar	nalyze	
Date Started 🔻	Current Status	Location	Employee Name	Date Initial Verification			Date I-9 Created	l	
09/08/2020	Pending Further SSA/DHS Action [SSA Referred, waiting for Resolution]	Portland:	Goodell, Elaine	09/08/2020		•	08/26/2020	Po	
09/04/2020	On Hold, waiting for user interaction [SSA Case Incomplete]	Portland:	Smith, John	09/04/2020					

The Dashboard is effective for E-Verify Case status updates. The **Top Pending E-Verify Actions** panel reflects the current case status.

Monitor the case status and take action if prompted.

If the employee is eventually confirmed **Work Authorized** no additional action is required.

For Additional Assistance

- Select **Help** from the top 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.

Table of Contents

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