Guardian
Purging I-9s

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FAQ

➢ **What retention guidelines should employers follow for the Form I-9?**

Employers must have a completed Form I-9 for every person on their payroll (or otherwise receiving remuneration) who is required to complete Form I-9.

Once an employee no longer works for the employer, the employer must determine how much longer to keep the employee's Form I-9.

Employers may purge Form I-9's of terminated employees 1 year from their termination date or 3 years from their start date, whichever is <u>longer</u>.

FAQ

➢ **Does Guardian automatically purge I-9's?**

No. Guardian automatically calculates the purgeable date of terminated employees, but employers must decide if and when they would like to purge, as well as which specific I-9's to purge.

➢ **Can I purge I-9's in bulk?**

Yes. Guardian provides a simple tool for purging multiple I-9's simultaneously, as outlined in this tutorial.

➢ **Who is able to purge I-9's?**

Only an Administrator of your Guardian site may purge I-9's.

Purge Data

Guardian

I-9 and E-Verify
Compliance System

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Dashboard: ● Employee Group   ○ Location | Southwest > Arizona > Belmont ▾ | Refresh All

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

Create New Employee

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline	
● E	02/06/2018	Belmont:	Gilkyson, Tony	01/01/2018	01/04/2018	
● E	01/03/2018	Belmont:	Wilson, Mario	03/01/2018	03/06/2018	
● E	03/20/2018	Belmont:	Stein, Sally	03/06/2018	03/09/2018	
● E	03/20/2018	Belmont:	Winston, Bailey	03/20/2018	03/23/2018	

View All Analyze

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline	
● E	02/06/2018	Belmont:	Gilkyson, Tony	01/01/2018	01/04/2018	
● E	01/03/2018	Belmont:	Wilson, Mario	03/01/2018	03/06/2018	
● E	03/20/2018	Belmont:	Stein, Sally	03/06/2018	03/09/2018	
● E	03/20/2018	Belmont:	Winston, Bailey	03/20/2018	03/23/2018	

View All Analyze

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
🟢	04/03/2018	Belmont:	Marston, Rosa	10/10/2020	920	
🟢	01/23/2018	Belmont:	Alvin, Dave	10/10/2025	2746	

View All Analyze

Top I-9s Needing Further Action

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
🔴	01/31/2018	Belmont:	Mae, Daisy	No SS	03/02/2018	-33

View All

Purge Data

Guardian

Employee Records

Users & Roles

Locations & E-Verify

I-9 Policy

Security

Communication

Help

Return to Main Application

Custom Fields | **Manage Group Structure** | **Purge Data**

Below are the custom fields that will appear as part of the employee record. You can have a total of 8 custom fields. From this screen you can add a new custom field or edit an existing one.

Add New Custom Field

	Field Name	Field Type	Required
1	Region	Choices list	Yes
2	Division	Choices list	Yes
3	Department	Choices list	No

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Purge Data

Purgeable I-9's will appear.

If no employees are listed than you have no purgeable I-9's at this time.

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Custom Fields	Manage Group Structure	Purge Data

Purge Data

Search By: [Employee ID ▼] [Search terms] [Go]

[Purge I-9 Forms Only ▼] [Purge]

	Employee Name	Employee ID	Location Name	Location Number	Date Hired	Date Terminated	Date Purgeable
☐	Lannister, Jaime		Belmont		03/29/2015	04/09/2015	03/29/2018
☐	Renfrow, Sally		Belmont		03/02/2015	03/03/2015	03/02/2018
☐	Sanders, Cole		Belmont		04/10/2013	04/11/2013	04/10/2016
☐	Smith, Patricia		Belmont		04/07/2015	04/08/2015	04/07/2018

Total Items: 4
Selected Items: 0

Page Size: [25 ▼] [◄◄] [◄] [1] [►] [►►]

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Purge Data

Employers may either purge the entire employee record along with Form I-9's, or purge only the I-9's while maintaining the employee record within Guardian.

Some employers choose to maintain the employee record in anticipation of future re-hire events.

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Purge Data

To begin the purge process, select the employee(s) to be purged, and click the **Purge** button.

To purge all the employees listed, click the top-left checkbox to select all available employees.

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Custom Fields | Manage Group Structure | Purge Data

Purge Data

Search By: [Employee ID ▼] [Search terms] [Go]

[Purge I-9 Forms Only ▼] [Purge]

☑	Employee Name	Employee ID	Location Name	Location Number	Date Hired	Date Terminated	Date Purgeable
☑	Lannister, Jaime		Belmont		03/29/2015	04/09/2015	03/29/2018
☑	Renfrow, Sally		Belmont		03/02/2015	03/03/2015	03/02/2018
☑	Sanders, Cole		Belmont		04/10/2013	04/11/2013	04/10/2016
☑	Smith, Patricia		Belmont		04/07/2015	04/08/2015	04/07/2018

Total Items: 4

Selected Items: 4

Page Size: [25 ▼] |◀ ◀ [1] ▶ ▶|

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Purge Data

The user may also select individual I-9s to be purged by clicking the individual **checkboxes** next to the employee's names in the listing and then clicking the **Purge button.**

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Custom Fields | **Manage Group Structure** | **Purge Data**

Purge Data

Search By: [Employee ID ▾] [Search terms] [Go]

[Purge I-9 Forms Only ▾] **Purge**

	Employee Name	Employee ID	Location Name	Location Number	Date Hired	Date Terminated	Date Purgeable
☐	Lannister, Jaime		Belmont		03/29/2015	04/09/2015	03/29/2018
☑	Renfrow, Sally		Belmont		03/02/2015	03/03/2015	03/02/2018
☐	Sanders, Cole		Belmont		04/10/2013	04/11/2013	04/10/2016
☑	Smith, Patricia		Belmont		04/07/2015	04/08/2015	04/07/2018

Total Items: 4

Selected Items: 2

Page Size: [25 ▾] |◀ ◀ [1] ▶ ▶|

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Purge Data

After clicking the **Purge button,** an alert will appear that reminds the user that purging is permanent. The purge process is not reversible.

If this is acceptable, click **Ok.**

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Custom Fields | Manage Group Structure | Purge Data

Purge Data

Search By: Employee ID ▼ | Search terms | Go

Purge I-9 Forms Only

	Employee Name		Hired	Date Terminated	Date Purgeable
☑	Lannister, Jaime		/2015	04/09/2015	03/29/2018
☑	Renfrow, Sally		/2015	03/03/2015	03/02/2018
☑	Sanders, Cole		/2013	04/11/2013	04/10/2016
☑	Smith, Patricia		/2015	04/08/2015	04/07/2018

From dwebclient.perfectcompliance.com

Are you sure you wish to purge the selected records? This action is not reversible.

OK | Cancel

Total Items: 4
Selected Items: 4

Page Size: 25 ▼ |◄ ◄ 1 ► ►|

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Purge Data

Your request was successful and is in process.

Custom Fields

Manage Group Structure

Purge Data

Purge Data

Search By: Employee ID ▼ | Search terms | Go

Purge I-9 Forms Only ▼ | **Purge**

☑	Employee Name	Employee ID	Location Name	Location Number	Date Hired	Date Terminated	Date Purgeable

Total Items: 0
Selected Items: 4

Page Size: 25 ▼ |◀ ◀ 1 ▶ ▶|

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Purge Prevention

Purge Prevention

Employees

Search Options

Results: 0 Employees Found

| Options | Search by Name: | Carmel, J | All Employees | Presets ▾ | Results: |◀ ◀ Page 1 ▶ ▶|

Employee Name ▲	Title	I-9 Number	Employee Group	Date Hired	Location
Carmel, Joseph		2200083	Southwest > Arizona > Belmont	04/09/2013	Belmont

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If desired, specific employees can be excluded from the Purge process.

To prevent an employee from being purged, search for the employee from the **Employees** tab, and click on the employee's name to access their Employee Record.

Purge Prevention

Joseph Carmel

Employee Access

| Personal | Job Details | Tasks | I-9 Forms | OnDocs | Login Info | Custom Fields | E-Verify |

Job Information

Employment Information

Employee ID

Employee Group: Southwest > Arizona > Belmont

Location: Belmont

Date Hired: 04/09/2013

Date Terminated: 04/10/2013

Date Purgeable: 04/09/2016   ⬤ Do Not Purge when Eligible

Notification Emails

Address 1:

Address 2:

Employment History

Date Hired	Date Terminated
04/09/2013	04/10/2013

Re-Hire Employee

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.