

# Guardian Purging I-9s

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> 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>.



#### > 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.

## To purge I-9s click the **Administration** tab.

Guardian	Da	ishboard	<ul> <li>Employee Group</li> <li>Location</li> </ul>	Southwest > Arizona	> Belmont	Ref	resh All								Type of I-9: C	urrent   Imp ate New Emp	ported
I-9 and E-Verify	Тор Р	ending I-9s						^	Тор Р	ending I-9s							^
Compliance System	🧩 V	/iew 💼 All 👎	👆 Analyze						🧋 Vi	iew 📄 All	Analyze						
		Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline				Date I-9 Created	Location	Emplo	oyee Name	Section 1 Deadline	Section 2 Deadline		
🚳 Dashboard	🔴 E	02/06/2018	Belmont:	Gilkyson, Tony	01/01/2018	01/04/2018			e E	02/06/2018	Belmont:	Gilkyso	n, Tony	01/01/201	8 01/04/201	3	
@ Start I-9	🔴 E	01/03/2018	Belmont:	Wilson, Mario	03/01/2018	03/06/2018			🔴 E	01/03/2018	Belmont:	Wilson,	Mario	03/01/201	8 03/06/201	3	
	🔴 E	03/20/2018	Belmont:	Stein, Sally	03/06/2018	03/09/2018			🔴 E	03/20/2018	Belmont:	Stein, S	Sally	03/06/201	8 03/09/201	3	
🍽 E-Verify	🔴 E	03/20/2018	Belmont:	Winston, Bailey	03/20/2018	03/23/2018			🔴 E	03/20/2018	Belmont:	Winstor	n, Bailey	03/20/201	8 03/23/201	3	
I Reports																	
😁 Employees																	
🕼 I-9 Forms																	
🚍 Tasks																	
🔟 Charts & Graphs	Тор Р	ending Re-Verif	ications					~	Top I-	9s Needing F	urther Action						~
🖈 Announcements	🧩 V	/iew 💼 All 👎	👆 Analyze						💞 Vi	iew 📄 All							
🛯 ICE Audit		Date I-9 Created	Location	Employee Name		Expiration Date	Days Left			Date I-9 Created	Location	Employe	ee Name	Reason	Date Expires	Days Left	
🚖 Help		04/03/2018	Belmont:	Marston, Rosa	1	0/10/2020	920		🥚 (	01/31/2018	Belmont:	Mae, Dais	5y	No SS	03/02/2018	-33	
	0	01/23/2018	Belmont:	Alvin, Dave	1	0/10/2025	2746										
i My Settings																	
Administration																	
එ Logout																	

Guardian					
Employee Records	Custo	■ 前 m Fields Manage Group Structure Purge Data			
🐣 Users & Roles	Below	are the custom fields that will appear as part of the employ	ee record. You can have a total of 8 custom fields. Fi	rom this screen you can add a new custom field or edit an existing	one.
😵 Locations & E-Verify					Add New Custom Field
<u></u> I-9 Policy		Field Name	Field Type	Required	
A Security	1	Region 👗	Choices list	Yes	
	2	Division 🔥	Choices list	Yes	
Communication	3	Department	Choices list	No	
? Help					
Return to Main Application					

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Purgeable I-9's will appear.

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

loyee Records	E Custom Fields	Manage Group Structure	回 Purge Data				
rs & Roles	Purge Da	ata					
tions & E-Verify	i dige be						
olicy	Search By: Em	pployee ID   Search te	Go				
urity	Purge I-9 For	ms Only <b>v Purge</b>					
nmunication	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, S	ially	Belmont		03/02/2015	03/03/2015	03/02/2018
rn to Main Application	📄 Sanders, C	ole	Belmont		04/10/2013	04/11/2013	04/10/2016
	Smith, Patr	ricia	Belmont		04/07/2015	04/08/2015	04/07/2018
	Total Items: 4	: 0				Page Size: 25	• • • • •

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Guardian



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.

Date Purgeable

03/29/2018

03/02/2018

04/10/2016

04/07/2018

||◀ | ◀ | 1

v ||

**Date Terminated** 

04/09/2015

03/03/2015

04/11/2013

04/08/2015

Page Size: 25

Date Hired

03/29/2015

03/02/2015

04/10/2013

04/07/2015

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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.

**Date Purgeable** 

03/29/2018

03/02/2018

04/10/2016

04/07/2018

▼ I< </p>

Date Terminated

04/09/2015

03/03/2015

04/11/2013

04/08/2015

Page Size: 25

I-9s to be purged by clicking the individual checkboxes next to the employee's names in the listing Juardian LawLogix and then clicking the Purge button. ÷. 匬 😤 Employee Records Purge Data **Custom Fields** Manage Group Structure A Users & Roles Purge Data Cocations & E-Verify Search By: Employee ID Search terms IIII I-9 Policy Security Purge I-9 Forms Only Purge **Employee Name Employee ID** Location Name Location Number Date Hired Date Terminated **Date Purgeable** Communication Lannister, Jaime Belmont 03/29/2015 04/09/2015 03/29/2018 ? Help Renfrow, Sally Belmont 03/02/2018 • 03/02/2015 03/03/2015 Return to Main Application 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 Page Size: 25 |◀ ◀ 1 . Selected Items: 2

The user may also select individual

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Purge Data

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Manage Group Structure

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.** 

II I-9 Policy	Purge I-9 Forms Only		-		
Communication	Employee Name	From dwebclient.perfectcompliance.com	Hired	Date Terminated	Date Purgeable
	🕢 Lannister, Jaime	Are you sure you wish to purge the selected records? This action is	/2015	04/09/2015	03/29/2018
Help	Renfrow, Sally	not reversible.	/2015	03/03/2015	03/02/2018
Return to Main Application	<ul> <li>Sanders, Cole</li> </ul>		/2013	04/11/2013	04/10/2016
	✓ Smith, Patricia	Cancer	/2015	04/08/2015	04/07/2018
	Total Items: 4 Selected Items: 4		, i	Page Size: 25	• 14 4 1 • •

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**Guardian** 

Employee Records

Cocations & E-Verify

A Users & Roles

**Custom Fields** 

Purge Data

## A notification will appear once the purge process has begun.

Guardian	Your request was successful and is in process.				
Employee Records	Custom Fields Manage Group Structure	圃 Purge Data			
🐣 Users & Roles	Purge Data				
S Locations & E-Verify					
<u> I</u> -9 Policy	Search By: Employee ID Search ter	Go			
Security	Purge I-9 Forms Only				
		Location Name Locatio	Number Date Hired	Date Terminated Date Purgeable	
<b>?</b> Help	Total Items: 0			Page Size: 25	
C Return to Main Application	Selected Items: 4				

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# **Purge Prevention**

### **Purge Prevention**

Guardian	🙇 Emplo	oyees				
I-9 and E-Verify	Search Options					
Compliance System	Results: 0 Employees Found	1				
	P Options Search by N	lame: Carmel, J 🎡 A	ll Employees 🎅 Preset	s 🗸 🛛 Results: 🚺 🐧 Page	1 <b>) ) </b>	
	Employee Name	▲ Title	I-9 Number	Employee Group	Date Hired	Location
Dashboard	Carmel, Joseph		2200083	Southwest > Arizona > Belmont	04/09/2013	Belmont
O Start I-9						
🍽 E-Verify						
I Reports						
😤 Employees						
🕼 I-9 Forms						
Tasks						
🔟 Charts & Graphs						
📢 Announcements						
🕼 ICE Audit						
🖻 Help						
i My Settings						
â Administration						
එ Logout						

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**

Guardian	🙇 Jose	eph Ca	rmel					
I-9 and E-Verify Compliance System		Access						
	Personal Job I	Details Tasks	I-9 Forms	OnDocs	Login Info	Custom Fields	E-Verify	
$\sim$	Job Information							
Dashboard     Start I 0	- Employment I	nformation				– Employment H	istory	
O Start 1-9	Employee ID			A		Date Hired	Date Term	ninated
🍽 E-Verify	Employee ib					04/09/2013	04/10/20	)13
I Reports	Employee Group	Southwest > Ari	zona > Belmo	nt	• 0		_	
😁 Employees	Date Hired	Belmont 04/09/2013			0	Re-Hire Employ	ee	
C I-9 Forms	Date Terminated	04/10/2013						
Tasks	Date Purgeable	04/09/2016	o Not Purge wh	en Eligible				
ய் Charts & Graphs	- Notification Er	nails						
📢 Announcements	,	Address 1:						
🔊 ICE Audit		Address 2:						
🖻 Help								
i My Settings								
<b>එ</b> Logout								

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Click on the **Job Details** tab from the Employee Record.

Click **Do Not Purge when Eligible** to prevent the employee from being purged, even when eligible.

### 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.

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