



Guardian Terminations & Re-hires

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Employee Terminations

Searching for Employee

To terminate an employee, click the **Employees** tab on the **Dashboard** in the Standard Interface.

type of I-9: Current | Imported
[Create New Employee](#)

Guardian

Dashboard: Employee Group
 Location

Southwest > Arizona > Belmont

Refresh All

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

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My Settings

Administration

Logout

Top Pending I-9s

| | Date I-9 Created | Location | Employee Name | Section 1 Deadline | Section 2 Deadline | |
|---|------------------|----------|---------------------------------|--------------------|--------------------|--|
| E | 02/06/2018 | Belmont: | Gilkysen, 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 | |

Top Pending I-9s

| | Date I-9 Created | Location | Employee Name | Section 1 Deadline | Section 2 Deadline | |
|---|------------------|----------|---------------------------------|--------------------|--------------------|--|
| E | 02/06/2018 | Belmont: | Gilkysen, 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 | |

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 | |

Top I-9s Needing Further Action

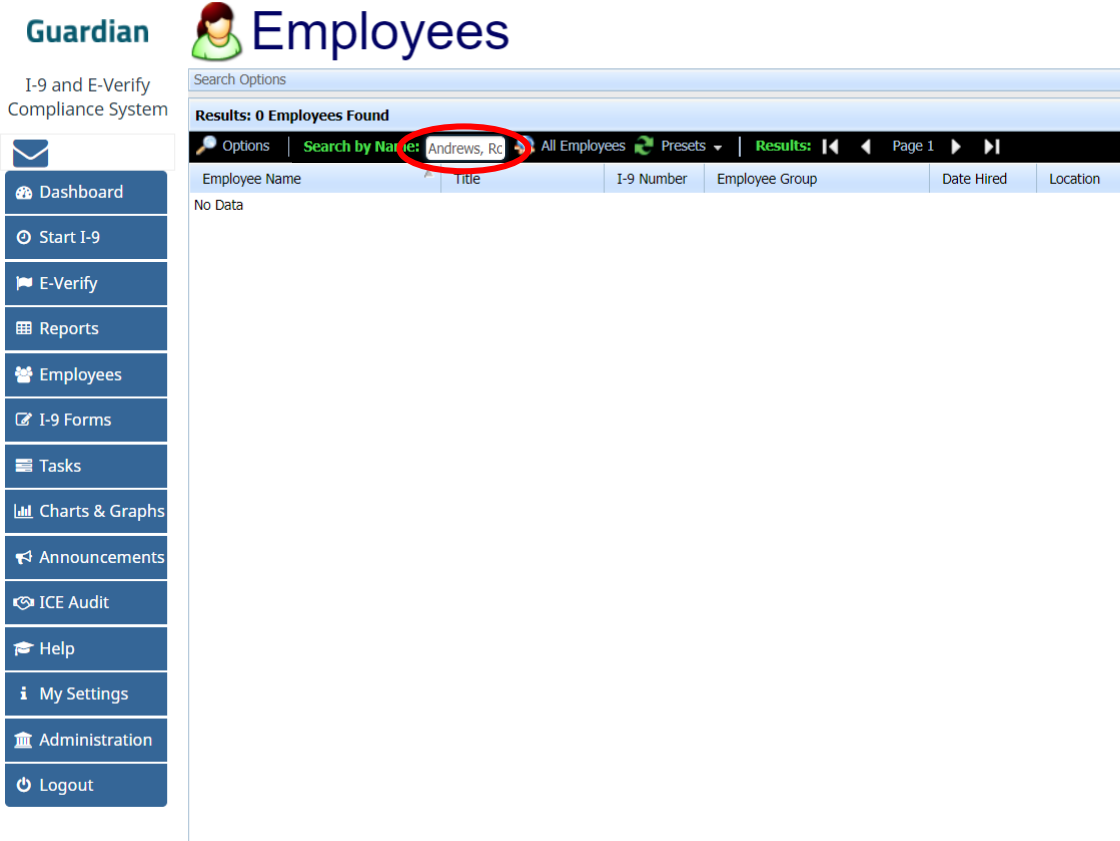
| | Date I-9 Created | Location | Employee Name | Reason | Date Expires | Days Left | |
|--|------------------|----------|----------------------------|--------|--------------|-----------|--|
| | 01/31/2018 | Belmont: | Mae, Daisy | No SS | 03/02/2018 | -33 | |


Searching for Employee

Enter the employee's name in the **Search by Name** field in the following format:

Last Name, First Name

When finished, click the **Enter Key** on the keyboard.



Guardian  **Employees**

I-9 and E-Verify Compliance System

Search Options

Results: 0 Employees Found


Options | **Search by Name:** Andrews, R | All Employees | Presets | Results: | Page 1

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location |
|---------------|-------|------------|----------------|------------|----------|
| No Data | | | | | |

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Searching for Employee


Optionally, specific search criteria may be entered by clicking the **Options** button.

Guardian  **Employees**

I-9 and E-Verify Compliance System

Search Options

Results: 0 Employees Found

 **Options** Search by Name: All Employees Presets Results: Page 1 Add

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location | Status |
|---------------|-------|------------|----------------|------------|----------|--------|
| No Data | | | | | | |

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Searching for Employee

Enter the specific search criteria in the corresponding fields in order to narrow the search. Click the **Do Search** button.

Guardian



Employees

I-9 and E-Verify Compliance System

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Search Options

Hide Options | All Employees | Set Defaults | Use Defaults

Do Search

Employee Name: Andrews, R

Location Name: Belmont - Phoenix

Location City:

Employee Status: Current

Employee ID No:

Location Number:

Location State:

I-9 Status: With I-9

Employee Group: Southwest > Arizona > Bel...

Results: 1 Employee Found

Options | Search by Name: | All Employees | Presets | Results: | Page 1 | Add

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location | Status |
|-----------------|-------|------------|-------------------------------|------------|----------|---------|
| Andrews, Robert | | 2200060 | Southwest > Arizona > Belmont | 05/01/2016 | Belmont | Current |

Searching for Employee

Once the correct employee appears in the listing, click on the employee's name to access the **Employee Record**.

Guardian



Employees

I-9 and E-Verify Compliance System



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Logout

Search Options

Hide Options | All Employees | Set Defaults | Use Defaults

Do Search

Employee Name: Andrews, R
Location Name: Belmont - Phoenix
Location City:
Employee Status: Current

Employee ID No:
Location Number:
Location State:
I-9 Status: With I-9
Employee Group: Southwest > Arizona > Bel...

Results: 1 Employee Found

Options | Search by Name: | All Employees | Presets | Results: Page 1 | Add

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location | Status |
|-----------------|-------|------------|-------------------------------|------------|----------|---------|
| Andrews, Robert | | 2200060 | Southwest > Arizona > Belmont | 05/01/2016 | Belmont | Current |

Employee Record Access

From within the **Employee Record**,
click on the **Job Details** tab.

Guardian



Robert Andrews

I-9 and E-Verify
Compliance System

Employee Access

Refresh

Update and Go Back

Update Info

Go Back

Delete

Personal

Job Details

Tasks

I-9 Forms

OnDocs

Login Info

Custom Fields

E-Verify

Settings

Personal Information

First Name

Middle Name

Last Name

Maiden Name

Title

Date of Birth

Social Security #

Language

Employee ID

Contact Information

Work Phone Ext

Home Phone Ext

Cell Phone Ext

E-Mail

Home Address

Line 1

Line 2

Apt #

City, State

Zip, Country



Dashboard

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Employee Termination

From the **Employment History** section, click **Terminate Employee**.

Guardian



Robert Andrews

I-9 and E-Verify Compliance System

Employee Access

Refresh

Update and Go Back

Update Info

Go Back

Delete

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 05/01/2016

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

| Date Hired | Date Terminated |
|------------|-----------------|
|------------|-----------------|

| | |
|------------|-----|
| 05/01/2016 | N/A |
|------------|-----|

[Terminate Employee](#)

Notification Emails

Address 1:

Address 2:



Dashboard

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Employee Termination

Enter the termination date and click the **Update Info** button.

Guardian



Robert Andrews

I-9 and E-Verify
Compliance System

Employee Access

Refresh

Update and Go Back

Update Info

Go Back

Delete

Personal Job Details Tasks I-9 Forms OnDoc

Terminate Employee

Job Information

Employment Information

Employee ID

Employee Group Southwest > Arizona > Belmont

Location Belmont

Date Hired 05/01/2016

Date Terminated

Date Purgeable Do Not Purge when Eligible

Notification Emails

Address 1:

Address 2:

Employee ID

Employee Name **Andrews, Robert**

Date Hired **05/01/2016**

Date Terminated

Please note that upon termination, employee's Form I-9 will remain in the Guardian system for the duration of the required legal retention period which is three years from the date of hire or one year from the date of termination, whichever occurs later. Once this retention period has been met, the I-9 will be "purgeable" at employer's discretion.


Update Info Cancel

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Employee Termination



The termination date will appear in the Employment History section, and the Terminate Employee button will now be a **Re-Hire Employee** button.

The employee may be re-hired in the future, if needed.

Guardian  **Robert Andrews**

I-9 and E-Verify Compliance System

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


  **Employee Access**


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

Job Information

Employment Information

Employee ID

Employee Group 

Location **Belmont** 

Date Hired **05/01/2016**

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

| Date Hired | Date Terminated |
|------------|-----------------|
| 05/01/2016 | 04/09/2018 |

Re-Hire Employee

Notification Emails

Address 1:

Address 2:

Employee Re-hires

Searching for Employee

To re-hire an employee, click the **Employees** tab on the Dashboard.

Guardian

Dashboard: Employee Group Location

Southwest > Arizona > Belmont

Refresh All

Type of I-9: **Current** | **Imported**
[Create New Employee](#)

I-9 and E-Verify
Compliance System

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- Tasks
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- Announcements
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Top Pending I-9s

| | Date I-9 Created | Location | Employee Name | Section 1 Deadline | Section 2 Deadline | |
|-----|------------------|----------|---------------------------------|--------------------|--------------------|--|
| ● E | 02/06/2018 | Belmont: | Gilkysen, 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 | |

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 | |

Top Pending I-9s

| | Date I-9 Created | Location | Employee Name | Section 1 Deadline | Section 2 Deadline | |
|-----|------------------|----------|---------------------------------|--------------------|--------------------|--|
| ● E | 02/06/2018 | Belmont: | Gilkysen, 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 | |

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 | |

Searching for Employee

Enter the employee's name in the **Search by Name** field in the following format:

Last Name, First Name

When finished, click the **Enter Key** on the keyboard.

Guardian  **Employees**

I-9 and E-Verify Compliance System

Search Options

Results: 0 Employees Found


Options | **Search by Name:** | All Employees Presets Results: Page 1

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location |
|---------------|-------|------------|----------------|------------|----------|
| No Data | | | | | |

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Searching for Employee




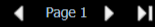

Optionally, specific search criteria may be entered by clicking the **Options** button.

Guardian  **Employees**

I-9 and E-Verify Compliance System

Search Options

Results: 0 Employees Found


 Options **Search by Name:**  All Employees  Presets **Results:**  Page 1  Add

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location | Status |
|---------------|-------|------------|----------------|------------|----------|--------|
| No Data | | | | | | |

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Searching for Employee

Once the correct employee appears in the listing, click on the employee's name to access the **Employee Record**.

Guardian  **Employees**

I-9 and E-Verify Compliance System

Search Options

Results: 1 Employee Found

Options | Search by Name: | All Employees | Presets | Results: | Page 1 | Add

| Employee Name | Title | I-9 Number | Employee Group | Date Hired | Location | Status |
|---------------------------------|-------|------------|-------------------------------|------------|----------|---------------------|
| Andrews, Robert | | 2200060 | Southwest > Arizona > Belmont | 05/01/2016 | Belmont | Terminated - Retain |

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Employee Record Access

Once on the **Employee Record**,
click on the **Job Details** tab.

Guardian



Robert Andrews

I-9 and E-Verify
Compliance System

Employee Access

Refresh

Update and Go Back

Update Info

Go Back

Delete

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Personal Information

First Name

Middle Name

Last Name

Maiden Name

Title

Date of Birth

Social Security #

Language

Employee ID

Contact Information

Work Phone Ext

Home Phone Ext

Cell Phone Ext

E-Mail

Home Address

Line 1

Line 2

Apt #

City, State

Zip, Country



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Employee Re-Hire

Prior periods of employment can be seen from the **Employment History** section.

To re-hire the employee, click the **Re-Hire Employee** button.

Guardian  **Robert Andrews**

I-9 and E-Verify Compliance System

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: 05/01/2016

Date Terminated:

Date Purgeable: Do Not Purge when Eligible

Notification Emails

Address 1:

Address 2:

Employment History

| Date Hired | Date Terminated |
|------------|-----------------|
| 05/01/2016 | 04/09/2018 |

[Re-Hire Employee](#)

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Employee Re-Hire

Enter the appropriate re-hire date into the **Date Re-hired** field and click the **Update Info** button.

Guardian



Robert Andrews

I-9 and E-Verify Compliance System

Employee Access Refresh Update and Go Back Update Info Go Back Delete

Personal **Job Details** Tasks I-9 Forms OnDoc

Re-Hire Employee

Employee ID

Employee Name **Andrews, Robert**

Date Terminated **2018-04-09**

Date Re-Hired

Update Info

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Job Information

Employment Information

Employee ID

Employee Group Southwest > Arizona > Belmont

Location Belmont

Date Hired 05/01/2016

Date Terminated 04/09/2018

Date Purgeable 05/01/2019 Do Not Purge when Eligible

Notification Emails


Address 1:

Address 2:
















Employee Re-Hire



The new **Date Hired** will appear in the Employment History section, and the Re-hire Employee button will now be a **Terminate Employee** button.

The employee will need a new I-9, or a Section 3 (depending on company policy and the previous I-9 completion date), to represent the new period of employment.

Guardian  **Robert Andrews**

I-9 and E-Verify Compliance System

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  **Employee Access**

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

Job Information

Employment Information

Employee ID

Employee Group ⓘ

Location **Belmont** ⓘ

Date Hired **05/01/2018**

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

| Date Hired | Date Terminated |
|------------|-----------------|
| 05/01/2016 | 04/09/2018 |
| 05/01/2018 | N/A |

[Terminate Employee](#)

Notification Emails

Address 1:

Address 2:

Employee Re-Hire

From the employee record, click the **I-9 Forms** tab.

Guardian



Robert Andrews

I-9 and E-Verify Compliance System

Employee Access Refresh Update and Go Back Update Info Go Back Delete

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Job Information

Employment Information

Employee ID

Employee Group ⓘ

Location ⓘ

Date Hired

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

| Date Hired | Date Terminated |
|------------|-----------------|
| 05/01/2016 | 04/09/2018 |
| 05/01/2018 | N/A |

[Terminate Employee](#)

Notification Emails

Address 1:

Address 2:

Employee Re-Hire

To begin a new I-9, click the **Add I-9** button that is appropriate to your organization's workflow.

Guardian



Robert Andrews

I-9 and E-Verify Compliance System



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

Refresh + Add I-9 + Add I-9 for Remote Processing

| I-9 Number | View I-9 | [Primary] Type [*] Setup RH/RA | Date Created | Name on Form | I-9 Location | I-9 Date Started | Section 1 Signed | Section 2 Signed | Date Completed | Date Approved | Date Expires |
|------------|----------|----------------------------------|--------------|-----------------|--------------|------------------|------------------|------------------|----------------|---------------|--------------|
| 2200060 | | [P] Electronic I-9 | 04/09/2018 | Andrews, Robert | | 05/01/2016 | 04/09/2018 | 04/09/2018 | 04/09/2018 | 04/09/2018 | |

Employee Re-Hire

To instead complete a Section 3 to document the re-hire event, first click the I-9 **Date Created** to open the I-9 record.

Guardian



Robert Andrews

I-9 and E-Verify Compliance System

Employee Access

Refresh Re-Evaluate Dashboards Update and Go Back Update Info Go Back Delete

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

Refresh + Add I-9 + Add I-9 for Remote Processing

| I-9 Number | View I-9 | [Primary] Type [*] Setup RH/RA | Date Created | Name on Form | I-9 Location | I-9 Date Started | Section 1 Signed | Section 2 Signed | Date Completed | Date Approved | Date Expires |
|------------|----------|----------------------------------|--------------|-----------------|--------------|------------------|------------------|------------------|----------------|---------------|--------------|
| 2200060 | | [P] Electronic I-9 | 04/09/2018 | Andrews, Robert | | 05/01/2016 | 04/09/2018 | 04/09/2018 | 04/09/2018 | 04/09/2018 | |

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Employee Re-Hire

Click one of the available **Add** buttons to begin the Section 3 process.

See the related Section 3 tutorial for additional information on completing Section 3.

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I-9 and E-Verify
Compliance System

I-9 for Andrews, Robert

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I-9 Overview

Details | OnDocs | Issues | Amendments

E-Verify
Submitted: 07/10/2018 @ 07:08:54
E-Verify Verification Complete [View E-Verify](#)

Section 3
Section 3 Entries: 0
[Refresh](#) [Add Section 3](#) [Add Remote Section 3](#)

Print Center

- [View I-9](#)
- [Employee Receipt](#)
- [Preparer/Translator Receipt](#)

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.