



# Guardian Uploading the Paper I-9 Form

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# FAQ

## ➤ **Why is it important to upload paper I-9 forms?**

In instances in which I-9s are not completed electronically, the paper form is the controlling document. It is important to reflect the controlling I-9 within the Guardian I-9 record. This is applicable for New Hire Paper and Archival Paper I-9 types.

## ➤ **Which OnDocs folder should be used to store paper I9s?**

The specific I-9 OnDocs folder must be used to correctly associate the scanned image to the I-9 record.

# FAQ

## ➤ **Why are there 2 OnDocs tabs within the employee record?**

There are two different places to store documents within the employee record. The OnDocs tab visible when accessing the employee record is considered the “general” OnDocs and shows all information added directly to the general OnDocs tab as well as the individual I-9 OnDocs tabs. In this way, information can be catalogued and associated to specific I-9 records.

# Uploading the Paper I-9 Form

Search for the employee from the **Employees** tab, then click on the employee name to access the Employee Record.

Guardian

Search Employees

Search I-9 Forms

Search Tasks

Dashboard

Start I-9

Employee

E-Verify

Reports

Employee Search Options

Results: 1 Employee Found

Options Search by Name: Presets Results: Page 1

Employee Name	Title	I-9 Number	Employee Group	Date Hired	Location	Status
Andrews, Robert		2677704	Western US > Los Angeles	10/23/2020	Los Angeles	Current

# Uploading the Paper I-9 Form

Select the **I-9 Forms** tab.

Guardian

Announcements

Help ▾

Denise Moreno ▾

Logout

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Robert Andrews

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

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

# Uploading the Paper I-9 Form

Select the appropriate I-9 record.

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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 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expires
2677704		[P] New Hire Paper I-9	10/23/2020	Andrews, Robert	Los Angeles	Western US	10/23/2020	10/23/2020	10/23/2020	10/23/2020	10/23/2020	10/23/2020

# Uploading the Paper I-9 Form

Select the **OnDocs** tab.

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E-Verify

Reports

## I-9 for Andrews, Robert



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

### I-9 Overview

E-Verify needs attention.

#### I-9 Information

I-9 No: **2,677,704 (Primary)**

Type: **New Hire Paper I-9**

Version: **3/17/20**

Expires:

Date Completed: **10/23/2020**

Date approved: **10/23/2020**

I-9 Location: Los Angeles

I-9 Business Unit: Western US

I-9 Hire Date: **10/23/2020**

#### Current Employee Information

**Andrews, Robert**

Current Hire Date: 10/23/2020

Current Business Unit: **Western US**

View Employee

#### Section 1

**Andrews, Robert**

Signed: 10/23/2020

View Section 1

#### Preparer/Translator

**No Assistance Provided**

Signed:

View Prep



# Uploading the Paper I-9 Form

## I-9 for Andrews, Robert

View Employee View E-Verify Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

Add Case Note Upload Document Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/23/2020	13:41:23	Image/JPEG	U.S. Passport	73.0
10/23/2020	13:18:58	Image/JPEG	U.S. Passport-ID Page	80.0

The paper I-9 should be scanned as a multi-page PDF file, to ensure both I-9 sections are recognized by Guardian.

From the **OnDocs** tab of the employee's I-9 record click the **Upload Document** button.

# Uploading the Paper I-9 Form

Select **I-9** from the dropdown menu and click the **Next** button.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

### I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) [OnDocs](#) [Issues](#) [Amendments](#)[Add Case Note](#)[Upload Document](#)[Add E-Mail](#)

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/27/2020	08:44:22	Image/JPEG	Employment Authorization D	119.0
10/26/2020	15:43:49	Image/JPEG	U.S. Passport	73.0

### Select Document Type

Please select the type of document being uploaded.

Please select...

- Other
- I-9**
- U.S. Passport Card
- U.S. Passport
- Alien Registration Receipt Card (Form I-551)
- Permanent Resident Card (Form I-551)
- Foreign Passport with Temp. I-551 Stamp
- Foreign Passport with Temp. I-551 MBIV

[Next](#)

Total Document Storage: 192

# Uploading the Paper I-9 Form

## Guardian

Dashboard

Start I-9

Employee ▾

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Reports

I-9 for Andrews, Robert

Details OnDocs Issues Amendments

Refresh

Date Created	Time Created	File Type	Subject Reference
--------------	--------------	-----------	-------------------

10/23/2020	13:41:23	Image/JPEG	U.S. Passport
------------	----------	------------	---------------

10/23/2020	13:18:58	Image/JPEG	U.S. Passport-ID Page
------------	----------	------------	-----------------------

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Add Case Note

Upload Document

Add E-Mail

File Size (KB)

73.0

80.0

Total Document Storage

153

Click **Select File**. Browse to the scanned I-9 PDF file and click **Open**.

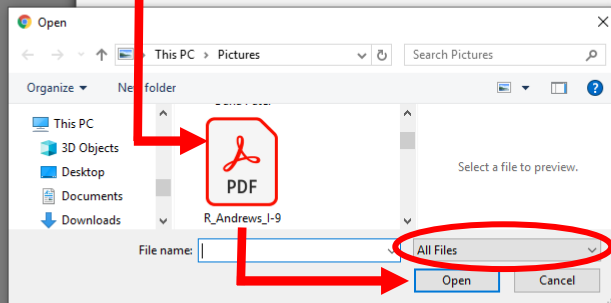
Note: Ensure the file filter setting is set to **All Files**, otherwise you will not see PDF file types.

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

Close



# Uploading the Paper I-9 Form

Click the **Upload** button and then click **Close** once the upload is complete.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

I-9 for Andrews, Robert

View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details OnDocs Issues Amendments

Refresh

Date Created	Time Created	File Type	Subject Reference
10/23/2020	13:41:23	Image/JPEG	U.S. Passport
10/23/2020	13:18:58	Image/JPEG	U.S. Passport-ID Page

Add Case Note Upload Document Add E-Mail

File Size (KB)
73.0
80.0

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

[Select File](#) R\_Andrews\_I-9.pdf

[Upload](#)

[Close](#)

# Uploading the Paper I-9 Form

The uploaded paper I-9 can be viewed by clicking the PDF icon.

## Guardian

Dashboard

Start I-9



Employee

E-V

### I-9 for Andrews, Robert

Details OnDocs Issues Amendments

Refresh

Date Created	Time Created	File Type	Subject Reference
10/23/2020	16:25:44	 Adobe Acrobat	I-9 image
10/23/2020	13:41:23	 Image/JPEG	U.S. Passport

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
03/22/16, 1/15/2017  
Expires 10/23/2022

**INSTRUCTIONS:** Read instructions carefully before completing this form. The instructions used for available online or paper or electronically during completion of this form. Employers are liable for errors in the completion of this form.  
**WARNING:** It is illegal to knowingly accept or knowingly transfer to another employer a document that is not a genuine document. If an employer knowingly accepts or knowingly transfers to another employer a document that is not a genuine document, the employer may be liable for civil or criminal penalties. The refusal to hire or continue to employ an individual because the documentation provided has a false expiration date may also constitute illegal discrimination.

**Section I: Employee Information and Attestation** (Employer must complete and sign Section I of Form I-9 no later than the first day of employment, and not before accepting a job offer.)

First Name (Family Name)	Last Name (Surname)	Middle Initial	Other Last Names Used (If any)
Employee	None	N/A	N/A
Address (Street Number and Name)	Appt. Number	City or Town	State
123 W. Main St.	None	City	CA
ZIP Code	U.S. Social Security Number	City	ZIP Code
91011-1002	Employee's E-mail Address	City	927111
0101110002	Employee's Telephone Number	City	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.  
I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A non-citizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number)
- 4. An alien authorized to work until expiration date, if applicable, mm/dd/yyyy:  
Some aliens may wish to mark "N/A" in the expiration date field (See instructions).  
Alien authorized to work until (provide one of the following document numbers to complete items 1-3:  
Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
OR  
2. Form I-94 Admission Number: \_\_\_\_\_  
OR  
3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

Signature of Employer: *New Employee* Employee's Date (mm/dd/yyyy): *1/1/2023*

**Preparer and/or Translator Certification (check one):**  
 I am the preparer or translator.  A preparer or translator prepared the employer's completion of this form.  
(Both boxes must be completed and signed when preparer and/or translator accept an employer's completion of Section I.)

I attest, under penalty of perjury, that I have attested to the completion of Section I of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: \_\_\_\_\_ Today's Date (mm/dd/yyyy): \_\_\_\_\_

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
	State
	ZIP Code

Employer Completion Date: \_\_\_\_\_

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Update Info

Go Back

Delete

Add Case Note

Upload Document

Add E-Mail

File Size (KB)

797.0

73.0

80.0

Total Document Storage: 850

# 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.