



Guardian Special Amendments

Table of Contents

1. <u>Special Amendment Functionality</u>	4
2. <u>Extension of Stay</u>	8
3. <u>F-1/OPT STEM Extension</u>	20
4. <u>TPS Auto-extension</u>	31
5. <u>EAD Auto-extension</u>	47

Getting Started – FAQ

What are Special Amendments?

There are instances in which completing the I-9 for a new hire or for reverification purposes requires special processing. Guardian includes Special Amendment functionality that can be utilized on approved I-9s to document automatic work authorization extensions.

The Special Amendment functionality helps to guide users on compliantly completing such I-9 updates and automates much of the process by applying all the required amendments in bulk to the appropriate I-9 fields.

Special Amendment Functionality

Special Amendment Functionality

Locate the desired I-9 record from the Dashboard or the **I-9 Forms** tab, and click on the **I-9 Number**.



I-9 Forms

Complete and Approve I-9s

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

Search Options

Results: 1 I-9 Found

Options

Search by Name:

Presets

Results: Page 1

Add

I-9 Number	I-9 PDF	[Type] OnDocs	Employee Name	Employee Group	Employee Status	Date Created	Date S1 Signed	Date S2 Signed	Date Completed	Date Approved	Date I-9 Expires	I9 Err	EV Err	FAR Err	Spe Err
2126404		[E] [P]	Stanwick, Sally	Southwest > Arizona > Mesa	Current (02/01/2017)	01/16/2018	01/16/2018	01/16/2018	01/16/2018	01/16/2018	01/16/2018	1	-	-	-

Special Amendment Functionality

Once in the I-9 record, navigate to the **Amendments** Tab. The **Special Amendments** section is collapsed by default. Click on the caret symbol to expand the **Special Amendments** section.

I-9 and E-Verify Compliance System

Company

I-9 for Stanwick, Sally

Special Amendments section is collapsed by default. Click on the caret symbol to expand the **Special Amendments** section.

Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9 Actions Adjust I-9 Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By
No Amendments (1)					


Issues with I-9 Amendments

Special Amendments


Special Amendment Functionality

Various **Special Amendment** options are available.


A specific Special Amendment option will only be accessible if it could apply to the employee's completed I-9.




I-9 and E-Verify Compliance System




I-9 for Stanwick, Sally




Dashboard




Start I-9




E-Verify




Reports




Employees




I-9 Forms




Tasks




Charts & Graphs




Announcements




ICE Audit




Help



My Settings



Administration



Logout

Details

OnDocs

Issues

Amendments

I-9 Amendments

Issues with I-9 Amendments

Special Amendments

Hide Special Amendment Options

Extension of Stay

F-1/OPT STEM Extension

CAP GAP Extension

TPS Auto-extension

EAD Auto-extension

For aliens authorized to work up to an additional 240 days beyond their I-94 expiration date recorded in Section 2 based on a pending I-129 Extension of Status Petition.

For F-1/OPT Students eligible for an interim 180 day extension beyond their Section 2 EAD card expiration date based on a pending STEM Extension application.

For F-1/OPT Students eligible for an interim CAP GAP Extension beyond their Section 2 EAD card expiration date through Sept. 30 of the same calendar year based on a pending H-1B Petition.

For employees in Temporary Protected Status whose employment authorization has been automatically extended.

For employees with certain Employment Authorization Document (EAD) categories eligible for an interim 180 day extension beyond their current EAD card expiration date based on a timely filed EAD renewal application.

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

Extension of Stay

Extension of Stay

The Extension of Stay is used to extend the employees work authorization an additional 240 days beyond their I-94 expiration date (recorded in Section 2) while the pending I-129 Extension of Status petition is pending.

This option is enabled when:

- The Section 1 attestation is 'alien authorized to work'
- The Section 2 List A document was one of Guardian's recognized variations of the document type: Foreign Passport and I-94
- The I-9 contains an I-9 expiration date
- The I-9 did not already use a special rule/special amendment

Extension of Stay

From the **Top Pending Re-Verifications** panel on the Dashboard, click on the date in the **Date I-9 Created** column to access the employee's I-9 record.



Dashboard: ☐ Employee Group ☐ Location Southwest > Arizona > Mesa II 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
- Help
- My Settings
- Administration
- Logout

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	08/14/2018	Special Amendments:	TPS, Robert	09/03/2018	20
	10/05/2018	Special Amendments:	STEM, Susan	01/01/2019	84
	10/05/2018	Special Amendments:	STAY, Mary	11/15/2018	37
	10/08/2018	Special Amendments:	GAP, Mitchell	04/01/2019	174
	10/08/2018	Special Amendments:	EAD, Jane	11/15/2018	37

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline
	08/07/2018	Mesa II:	Davidson, Susan	07/24/2018	07/27/2018
	09/27/2018	Mesa II:	Johnson, Prudence	07/25/2018	07/30/2018
	08/14/2018	Mesa II:	Davis, Alex	10/04/2018	10/09/2018
	10/09/2018	Mesa II:	Wilson, Brett	10/09/2018	10/12/2018

Top I-9s

	Date Created	Location	Employee Name	Reason	Date Expires	Days Left
●	09/27/2018	Mesa II:	Wilson, Sandra	Receipt	10/02/2018	-7
●	10/08/2018	Mesa II:	Stuart, Stephanie	Receipt	11/07/2018	29
●	10/09/2018	Mesa II:	Donaldson, Margaret	Receipt	01/07/2019	90


Top Pending Tasks

	Reminder Date	Subject	Location	Employee Name	Expiry Date	
	06/18/2018	Amended I-9 needs employee's review and approval.	Mesa II:	Doe, John	06/19/2018	
	06/18/2018	Notification of Remote Agent Document Selection	Mesa II:	Diaz, Stacy	06/19/2018	
	09/02/2018	Receipt Reminder	Mesa II:	Wilson, Sandra	10/02/2018	
	10/08/2018	Receipt Reminder	Mesa II:	Stuart, Stephanie	11/07/2018	
	12/08/2018	Receipt Reminder	Mesa II:	Donaldson, Margaret	01/07/2019	
	09/10/2020	Reverification Reminder	Mesa II:	Hyatt, Chris	10/10/2020	


Extension of Stay

From the employee's I-9 record, navigate to the **Amendments** tab.

At the bottom-right, click on the caret symbol to expand the **Special Amendments** window.

Company

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

I-9 for STAY, Mary


Details


OnDocs


Issues

Amendments

I-9 Amendments

 Refresh

 Show Special Amendment Options


 View I-9

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By
<div><div>No Amendments (1)</div></div>					

Issues with I-9 Amendments

Special Amendments

At the bottom-right, click on the caret symbol to expand the **Special Amendments** window.



Extension of Stay

Click the **Extension of Stay** button.



I-9 for STAY, Mary

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

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Amendments

Issues with I-9 Amendments

Special Amendments

Hide Special Amendment Options

Extension of Stay

For aliens authorized to work up to an additional 240 days beyond their I-94 expiration date recorded in Section 2 based on a pending I-129 Extension of Status Petition.

F-1/OPT STEM Extension

For F-1/OPT Students eligible for an interim 180 day extension beyond their Section 2 EAD card expiration date based on a pending STEM Extension application.

CAP GAP Extension

For F-1/OPT Students eligible for an interim CAP GAP Extension beyond their Section 2 EAD card expiration date through Sept. 30 of the same calendar year based on a pending H-1B Petition.

TPS Auto-extension

For employees in Temporary Protected Status whose employment authorization has been automatically extended.

EAD Auto-extension

For employees with certain Employment Authorization Document (EAD) categories eligible for an interim 180 day extension beyond their current EAD card expiration date based on a timely filed EAD renewal application.

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

Extension of Stay

Enter the date that the I-129 petition was filed.

Guardian

I-9 and E-Verify Compliance System

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Extension of Stay

I-9 Extension of Stay for STAY, Mary

Document Name: I-129

240-Day Ext

Date Petition Filed:

Current Expiration Date: 11/15/2018

New Expiration Date:

Under the law, certain aliens (e.g., H-1B, H-2A, E-1/2, L-1, O-1, etc.) can continue to work after their status expires for a period not to exceed 240 days, as long as their employer has filed a timely extension petition (on Form I-129). In this scenario, employers are instructed to amend the existing I-9 by writing "240-Day Ext" and the date they submitted the Form I-129 petition within the section associated to the extension. The employer must then reverify once they receive a decision or by the end of the 240-day period, whichever comes first.

To extend this I-9, enter the date the I-129 petition was filed. This will extend the expiration date of the I-9 240 days.

Cancel

Add Amendment

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

Extension of Stay

Guardian will calculate the 240-day extension and will automatically populate the **New Expiration Date**.

When ready, click **Add Amendment**.

Guardian

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Extension of Stay

I-9 Extension of Stay for STAY, Mary

Document Name:

I-129

240-Day Ext

Date Petition Filed:

10/31/2018



Current Expiration Date:

11/15/2018

New Expiration Date:

7/13/2019

Under the law, certain aliens (e.g., H-1B, H-2A, E-1/2, L-1, O-1, etc.) can continue to work after their status expires for a period not to exceed 240 days, as long as their employer has filed a timely extension petition (on Form I-129). In this scenario, employers are instructed to amend the existing I-9 by writing "240-Day Ext" and the date they submitted the Form I-129 petition within the section associated to the extension. The employer must then reverify once they receive a decision or by the end of the 240-day period, whichever comes first.

To extend this I-9, enter the date the I-129 petition was filed. This will extend the expiration date of the I-9 240 days.

Cancel

Add Amendment

Extension of Stay

The **Extension of Stay** amendments will generate and appear on the Amendments tab.

These **Section 2** Amendments will require user review and approval.

Guardian



I-9 for STAY, Mary

I-9 and E-Verify Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout



Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Actions Adjust I-9 Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
Section 2 (4)						
(M) Date Document Filed		10/31/2018		Doe, Jane 10/31/2018 @ 14:39:35		
(M) Document Filed		I-129		Doe, Jane 10/31/2018 @ 14:39:35		
(M) Document Reference		240-Day Ext		Doe, Jane 10/31/2018 @ 14:39:35		
(M) New Expiration date		7/13/2019		Doe, Jane 10/31/2018 @ 14:39:35		

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

Extension of Stay

User selects the **Approve Non Section 1 Amendments** link to review and approve the Section 2 amendments.

Guardian

 I-9 for STAY, Mary

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

View Employee

Refresh

Update and Go Back

Update Info

Go Back



Details

OnDocs

Issues

Amendments

I-9 Amendments



Refresh



Show Special Amendment Options



View I-9

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 2 (4)				
(M) Date Document Filed		10/31/2018		Doe, Jane 10/31/2018 @ 14:39:35
(M) Document Filed		I-129		Doe, Jane 10/31/2018 @ 14:39:35
(M) Document Reference		240-Day Ext		Doe, Jane 10/31/2018 @ 14:39:35
(M) New Expiration date		7/13/2019		Doe, Jane 10/31/2018 @ 14:39:35

Actions

- Notify Employee by E-Mail
- View/Send Employee Approval Notes
- Employee Approve Section 1
- Approve Section 1
- Approve Non Section 1 Amendments

Extension of Stay

User enters their sign-on credentials to approve the **Extension of Stay** amendments and clicks the **Submit** button.

Guardian

I-9 and E-Verify Compliance System

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Approval

I-9 for STAY, Mary

[\[View PDF \]](#)

WARNING!

You Are About to Permanently Amend Section 2 and/or 3 of this I-9!

Please be advised that if you continue, the amended data values contained in sections 2 and 3 will be saved permanently and cannot be changed again! Each data value on the I-9 form can be amended only one time. If mistakes are found after approving the amendments, a new I-9 will have to be created.

Please be sure to review the new form now and verify that it is correct.

Password

Submit

I am positive that the amended data values are correct and ready to be made permanent!

Submit

Changes need to be made

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

Extension of Stay

The approved **Extension of Stay** will appear in the **Additional Information** field on Section 2.

Guardian



I-9 for STAY, Mary

I-9 and E-Verify Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout



Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value
------------	----------------	---------------

Section 2 (4)

(M) Date Document Filed	10/31/2018
(M) Document Filed	I-129
(M) Document Reference	240-Day Ext
(M) New Expiration date	7/13/2019

Issues with I-9 Amendments

Special Amendments



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
Stay	Stay	Mary	N/A	4

List A Identify and Employment Authorization	OR	List B Identify	AND	List C Employment Authorization
---	----	--------------------	-----	------------------------------------

Document Title Foreign Passport and I-94/I-94A	Document Title	Document Title
Issuing Authority CHINA	Issuing Authority	Issuing Authority
Document Number 12345678	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy) 01/01/2025	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)

Document Title I-94/I-94A	Document Title	Document Title
Issuing Authority U.S. Customs and Border Protection	Issuing Authority	Issuing Authority
Document Number 12345678900	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy) 11/15/2018	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title N/A	Document Title	Document Title
Issuing Authority N/A	Issuing Authority	Issuing Authority
Document Number N/A	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy) N/A	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)

Additional Information

OR Code - Sections 2 & 3
Do not enter in This Space

240-Day Ext (I-129 Petition Filed: 10/31/2018) **JD 10012018**

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **09/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative Electronically Signed by Jane Doe	Today's Date (mm/dd/yyyy) 09/01/2018	Title of Employer or Authorized Representative Trainer
Last Name of Employer or Authorized Representative Doe	First Name of Employer or Authorized Representative Jane	Employer's Business or Organization Name Guardian Company
Employer's Business or Organization Address (Street Number and Name) 123 Elm St	City or Town Phoenix	State NM
		ZIP Code 85022

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)		
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)		

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative

Form I-9 07/17/17 N

Page 2 of 3

Employee Refresh Update and Go Back Update Info Go Back

Actions Adjust I-9 Add

Modified By	Approved By	
-------------	-------------	--

Doe, Jane 10/31/2018 @ 14:39:35	Doe, Jane 10/31/2018 @ 15:30:40	
Doe, Jane 10/31/2018 @ 14:39:35	Doe, Jane 10/31/2018 @ 15:30:40	
Doe, Jane 10/31/2018 @ 14:39:35	Doe, Jane 10/31/2018 @ 15:30:40	
Doe, Jane 10/31/2018 @ 14:39:35	Doe, Jane 10/31/2018 @ 15:30:40	

Extension of Stay – Section 3

When subsequent Extensions of Stay are applied to a single employee profile, and/or the Extension of Stay applies to a prior Section 3 reverification, the amendment automatically adjusts the Section 3 document expiration date and 240-Day extension note.

Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
N/A	N/A	N/A	N/A
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
Foreign Passport and I-94/I-94A	12345678901	08/25/2018 4/22/2019 <small>CB 08/20/18</small>	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
Electronically Signed Doe, J	08/20/2018	John Doe	
Form I-9 07/17/17 N		240-Day Ext	<small>CB 08/20/18</small> Page 2 of 3

F-1/OPT STEM Extension

F-1/OPT STEM Extension

Certain F-1 Students working for an employer post graduation pursuant to Optical Practical Training (OPT) may be eligible for a one time 24-month extension of work authorization if the student employee meets certain criteria including earning a Bachelor's, Masters or Doctoral degree in Science, Technology, Engineering or Mathematics ("STEM") and provided the employer is enrolled in E-Verify.

This extension applies to F-1/OPT Students eligible for an interim 180 day extension beyond their Section 2 EAD card expiration date based on a pending STEM Extension application.

F-1/OPT STEM Extension

If the employee timely files an I-765 STEM Extension application prior to his or her EAD expiration date, the employee's work authorization is automatically extended for an additional 180 day interim period pending the adjudication of the I-765 extension application.

The I-9 must be re-verified when the new EAD card is issued for the 24-month STEM Extension period.

F-1/OPT STEM Extension

From the **Top Pending Re-Verifications** panel on the Dashboard, click on the date in the **Date I-9 Created** column to access the employee's I-9 record.



Dashboard:

☒ Employee Group
☐ Location

Southwest > Arizona > Mesa II

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

Help

My Settings

Administration

Logout

Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	08/14/2018	Special Amendments:	TPS, Robert	09/03/2018	20
	10/05/2018	Special Amendments:	STEM, Susan	01/01/2019	84
	10/05/2018	Special Amendments:	STAY, Mary	01/01/2019	84
	10/08/2018	Special Amendments:	GAP, Mitchell	04/01/2019	174
	10/08/2018	Special Amendments:	EAD, Jane	11/15/2018	37

Top Pending I-9s

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline
	08/07/2018	Mesa II:	Davidson, Susan	07/24/2018	07/27/2018
	09/27/2018	Mesa II:	Johnson, Prudence	07/25/2018	07/30/2018
	08/14/2018	Mesa II:	Davis, Alex	10/04/2018	10/09/2018
	10/09/2018	Mesa II:	Wilson, Brett	10/09/2018	10/12/2018

Top I-9s


Date Created	Location	Employee Name	Document Type	Expiration Date	Days Left
	09/27/2018	Mesa II:	Wilson, Sandra	Receipt	10/02/2018 -7
	10/08/2018	Mesa II:	Stuart, Stephanie	Receipt	11/07/2018 29
	10/09/2018	Mesa II:	Donaldson, Margaret	Receipt	01/07/2019 90


Top Pending Tasks


Reminder Date	Subject	Location	Employee Name	Expiry Date
	06/18/2018	Amended I-9 needs employee's review and approval.	Mesa II: Doe, John	06/19/2018
	06/18/2018	Notification of Remote Agent Document Selection	Mesa II: Diaz, Stacy	06/19/2018
	09/02/2018	Receipt Reminder	Mesa II: Wilson, Sandra	10/02/2018
	10/08/2018	Receipt Reminder	Mesa II: Stuart, Stephanie	11/07/2018
	12/08/2018	Receipt Reminder	Mesa II: Donaldson, Margaret	01/07/2019
	09/10/2020	Reverification Reminder	Mesa II: Hyatt, Chris	10/10/2020

F-1/OPT STEM Extension

From the employee's I-9 record, navigate to the **Amendments Tab**. From that screen, click on the caret symbol to expand the Special Amendments window.


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

 I-9 for STEM, Susan

DetailsOnDocsIssues**Amendments**

I-9 Amendments

RefreshShow Special Amendment OptionsView I-9

ActionsAdjust I-9Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
No Amendments (1)						

Issues with I-9 Amendments
Special Amendments



F-1/OPT STEM Extension

Click on the **F-1/OPT STEM Extension** button to process the Extension.



I-9 for STEM, Susan

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

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

I-9 Amendments

Issues with I-9 Amendments

Special Amendments

Hide Special Amendment Options

Extension of Stay

For aliens authorized to work up to an additional 240 days beyond their I-94 expiration date recorded in Section 2 based on a pending I-129 Extension of Status Petition.

F-1/OPT STEM Extension

For F-1/OPT Students eligible for an interim 180 day extension beyond their Section 2 EAD card expiration date based on a pending STEM Extension application.

CAP GAP Extension

For F-1/OPT Students eligible for an interim CAP GAP Extension beyond their Section 2 EAD card expiration date through Sept. 30 of the same calendar year based on a pending H-1B Petition.

TPS Auto-extension

For employees in Temporary Protected Status whose employment authorization has been automatically extended.

EAD Auto-extension

For employees with certain Employment Authorization Document (EAD) categories eligible for an interim 180 day extension beyond their current EAD card expiration date based on a timely filed EAD renewal application.

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

F-1/OPT STEM Extension

During the amendment process the user is required to enter a SEVIS Number. Guardian autofills the following:

- **Document Name** = I-20
- **Current Expiration Date**
- **Work Authorization** = F-1 OPT STEM Extension
- **Expiration Date** = auto-calculates the 180 day extension based on the current expiration date.

When the group of amendments is approved the notation **180-day STEM Ext, I-20, SEVIS #[number]** is displayed in the 'Additional Information' area (2016+ form version) or in the space under List B (pre-2016 form versions).

F-1/OPT STEM Extension

User enters in the employee's SEVIS number (found on the employee's I-20) and clicks the **Update Info** button. Guardian auto-calculates the 180 day extension based on the current expiration date.

Guardian

I-9 and E-Verify Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Extension of Stay



Extend I-9 for STEM, Susan

F-1/OPT STEM Extension

Document Name: I-20

SEVIS Number: N0000000001

Current Expiration Date: 01/01/2019

Work Authorization: F-1 OPT STEM Extension

Expiration Date: 6/30/2019

Go Back to I-9

Update Info

Certain F-1 Students working for an employer are eligible for a time 24 month extension of work authorization if the student employee meets certain criteria including earning a Bachelor's, Masters or Doctoral degree in Science, Technology, Engineering or Mathematics("STEM") and provided the employer is enrolled in E-Verify.

If the employee timely files an I-765 STEM Extension application prior to his or her EAD expiration date, the employee's work authorization is automatically extended for an additional 180 day interim period pending the adjudication of the I-765 extension application. USCIS advises that employers should annotate the I-9 in these circumstances with the information for the expired EAD card along with the SEVIS Number of the Form I-20 which has been endorsed by a Designated School Official recommending the STEM extension. In addition, the words "180-day Ext" should be noted in the margin of Section 2.

The I-9 must be re-verified when the new EAD card is issued for the 24 month STEM Extension period.

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038
SEVIS ID: N0000000001		
SURNAME/PRIMARY NAME Sample STEM	GIVEN NAME Student	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 FEBRUARY 1987	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME Jay SamOne	
SCHOOL INFORMATION		
SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson FDSO	SCHOOL CODE AND APPROVAL DATE BAL214F4444000 09 APRIL 2018	
PROGRAM OF STUDY		
EDUCATION LEVEL BACHELOR'S	MAJOR 1 Mechanical Engineering 14.1901	MAJOR 2 Forest Engineering 14.3401
NORMAL PROGRAM LENGTH 36 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2011	PROGRAM END DATE 30 MAY 2015	

F-1/OPT STEM Extension

User selects the **Approve Non Section 1 Amendments** link to review and approve the Section 2 amendments.

Guardian



I-9 for STEM, Susan

I-9 and E-Verify
Compliance System

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Details

OnDocs

Issues

Amendments

I-9 Amendments



Show Special Amendment Options



View I-9

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 2 (4)				
(M) Document		I-20		Doe, Jane 11/05/2018 @ 10:32:21
(M) New Expiration date		6/30/2019		Doe, Jane 11/05/2018 @ 10:32:21
(M) SEVIS Number		N0000000001		Doe, Jane 11/05/2018 @ 10:32:21
(M) Work Authorization		F-1 OPT STEM Extension		Doe, Jane 11/05/2018 @ 10:32:21

Actions

Adjust I-9

Add

Notify Employee by E-Mail

View/Send Employee Approval Notes

Employee Approve Section 1

Approve Section 1

Approve Non Section 1 Amendments

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

[Table of Contents](#)


Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

F-1/OPT STEM Extension

User enters Guardian sign-on credentials to approve the **F-1/OPT STEM Extension** amendments and clicks the **Submit** button.

Guardian

I-9 and E-Verify Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit


Help

My Settings

Administration

Logout

Approval

 I-9 for STEM, Susan

[\[View PDF \]](#)


WARNING!


You Are About to Permanently Amend Section 2 and/or 3 of this I-9!

Please be advised that if you continue, the amended data values contained in sections 2 and 3 will be saved permanently and cannot be changed again! Each data value on the I-9 form can be amended only one time. If mistakes are found after approving the amendments, a new I-9 will have to be created.

Please be sure to review the new form now and verify that it is correct.

Password:





Submit

I am positive that the amended data values are correct and ready to be made permanent!

Submit

Changes need to be made

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

F-1/OPT STEM Extension

The approved **Stem Extension** amendments will appear on Section 2.

Guardian



I-9 for STEM, Susan

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout



Details OnDocs Issues **Amendments**

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value	Note of R
Section 2 (4)			
(M) Document		I-20	
(M) New Expiration date		6/30/2019	
(M) SEVIS Number		N0000000001	
(M) Work Authorization		F-1 OPT STEM Extension	

Issues with I-9 Amendments

Special Amendments

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1

Last Name (Family Name)
STEM

First Name (Given Name)
Susan

M.I.
N/A

Citizenship/Immigration Status
4

List A
Identity and Employment Authorization

OR

List B
Identity

AND

List C
Employment Authorization

Document Title
Employment Authorization Document (Form I-766)
USCIS
Document Number
XXX123456789
Expiration Date (if any) (mm/dd/yyyy)
01/01/2019

Document Title
Issuing Authority
N/A
Document Number
N/A
Expiration Date (if any) (mm/dd/yyyy)
N/A

Document Title
Issuing Authority
N/A
Document Number
N/A
Expiration Date (if any) (mm/dd/yyyy)
N/A

Additional Information
US-001 STEM Ext. I-20, SEVIS #N0000000001

OR Code - Sections 2 & 3
Do Not Write in This Space
JD 11/05/18

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **11/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative
Electronically Signed by J. Doe

Today's Date (mm/dd/yyyy)
10/30/2018

Title of Employer or Authorized Representative
Implementation & Training Specialist

Last Name of Employer or Authorized Representative
Doe

First Name of Employer or Authorized Representative
Jane

Employer's Business or Organization Name
Acme-Everfly

Employer's Business or Organization Address (Street Number and Name)
123 Elm

City or Town
Phoenix

State
AZ

ZIP Code
85201

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)
Last Name (Family Name)
First Name (Given Name)
Middle Initial
Date (mm/dd/yyyy)

B. Date of Rehire (if applicable)
Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.
Document Title
Document Number
Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Form I-9 07/17/17 N

Page 2 of 3

Refresh

Update and Go Back

Update Info

Go Back

Actions Adjust I-9 Add

Modified By

Approved By

Doe, Jane
11/05/2018 @ 10:32:21
Doe, Jane
11/05/2018 @ 10:32:21
Doe, Jane
11/05/2018 @ 10:32:21
Doe, Jane
11/05/2018 @ 10:32:21

Doe, Jane
11/05/2018 @ 11:40:22
Doe, Jane
11/05/2018 @ 11:40:22
Doe, Jane
11/05/2018 @ 11:40:22
Doe, Jane
11/05/2018 @ 11:40:22

TPS Auto-extension

TPS Auto-extension

Temporary Protected Status (TPS) is designated by the Secretary of Homeland Security for certain countries where conditions prevent nationals from returning safely.

The auto-extension date is based on the date published in the Federal Register. The TPS extension includes an auto-extension of work authorization to provide sufficient time for the individual to re-apply for TPS and work authorization. A TPS Auto-extension process in Guardian amends the I-9 in order to document that the employee is waiting for the new EAD card. Once the EAD card with the new expiration date is received, a Section 3 Reverification will be processed.

More information and updates can be accessed through the following USCIS website: <https://www.uscis.gov/humanitarian/temporary-protected-status>

TPS Auto-extension

USCIS issues TPS beneficiaries a Form I-766, **Employment Authorization Document** (EAD) card. When conducting a Form I-9 reverification for an auto extended TPS beneficiary:

1. Look at the Category of the EAD card. TPS Categories can be **A12** or **C19**.
2. Check that the **expiration date on the EAD card** matches the previous TPS expiration as defined in the Federal Register notice.



What is Temporary Protected Status (TPS)?

For individuals who have already been granted TPS under Yemen's designation, the 60-day re-registration period runs from August 14, 2018 through October 15, 2018. USCIS will issue new EADs with a March 3, 2020 expiration date to eligible Yemeni TPS beneficiaries who timely re-register and apply for EADs. Given the timeframes involved with processing TPS re-registration applications, DHS recognizes that not all re-registrants will receive new EADs before their current EADs expire on **September 3, 2018**. Accordingly, through this **Federal Register** notice, DHS automatically extends the validity of EADs issued under the TPS designation of Yemen for 180 days, through March 2, 2019. Additionally, individuals who have EADs with an expiration date of March 3, 2017, and who applied for a new EAD during the last re-registration period but have not yet received their new EADs are also covered by this automatic extension. These

TPS Auto-extension

When DHS extends an expiring TPS designation, it may also extend the validity of the expiring EADs associated with the TPS, which allows USCIS time to issue new EADs.

Information about automatic extensions is published in the Federal Register.

The screenshot shows the Federal Register website. At the top, it says "FEDERAL REGISTER" and "The Daily Journal of the United States Government". There are logos for the National Archives and the Department of Homeland Security. A blue banner at the top right says "Notice". The main title of the notice is "Extension of the Designation of Yemen for Temporary Protected Status". Below the title, it says "A Notice by the U.S. Citizenship and Immigration Services on 08/14/2018". The notice is categorized as a "PUBLISHED DOCUMENT". On the left side, there are icons for a menu, a speech bubble, a document, and a folder. The main content area has three sections: "AGENCY:", "ACTION:", and "SUMMARY:". The "AGENCY:" section says "U.S. Citizenship and Immigration Services, Department of Homeland Security." The "ACTION:" section says "Notice." The "SUMMARY:" section says "Through this Notice, the Department of Homeland Security (DHS) announces that the Secretary of Homeland Security (Secretary) is extending the designation of Yemen for Temporary Protected Status (TPS) for 18 months, from September 4, 2018, through March 3, 2020. The extension allows currently eligible TPS beneficiaries to retain TPS through March 3, 2020, so long as they otherwise continue to meet the eligibility requirements for TPS." On the right side, there is a "DOCUMENT DETAILS" section. It includes "Printed version: PDF", "Publication Date: 08/14/2018", "Agencies: U.S. Citizenship and Immigration Services", and "Dates: Extension of Designation of Yemen for TPS: The 18-month extension of the TPS designation of Yemen is effective September 4, 2018, and will remain in effect through March 3, 2020. The 60-day re-registration period runs from August 14, 2018 through October 15, 2018. (Note: It is".

TPS Auto-extension

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify ▾](#)[Reports](#)☐ Employee Group☒ Location

Branch 1234

Refresh All

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

Top Pending Re-Verifications

[View](#) [All](#) [Analyze](#)

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	01/12/2021	Branch 1234:	TPS, Robert	02/01/2021	20	

Top I-9s Needing Approval

[View](#) [Analyze](#)

	Date I-9 Created	Location	Employee Name	Employee Start Date	Approval E-Verify Deadline	
●	07/02/2019	Branch 1234:	Smith, Leonard	07/02/2019	07/05/2019	

Top Pending Re-Verifications

[View](#) [All](#) [Analyze](#)

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	01/12/2021	Branch 1234:	TPS, Robert	02/01/2021	20	


Top I-9s Needing Further Action

[View](#) [All](#)

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left	
●	05/07/2018	Branch 1234:	White, Tiffany	Receipt	05/31/2020	-226	




From the **Top Pending Re-Verifications** panel on the Dashboard, click on the **date** in the Date I-9 Created column to access the employee's I-9 record.


From the employee's I-9 record, navigate to the **Amendments Tab**. From that screen, click on the caret symbol to expand the **Special Amendments** window.


View Em

Details	OnDocs	Issues	Amendments
---------	--------	--------	-------------------

I-9 Amendments

 Refresh
  Show Special Amendment Options
  View I-9

Data Field	Original Value	Amended Value	Note of Record
<div>  No Amendments (1) </div>			

Issues with I-9 Amendments
 Special Amendments

From the employee's I-9 record, navigate to the **Amendments Tab**. From that screen, click on the caret symbol to expand the **Special Amendments** window.

TPS Auto-extension

Click on the **TPS Auto-extension** button to process the TPS extension.

[Announcements](#)[Help ▾](#)[Robert Reaume ▾](#)[Logout](#)[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify ▾](#)[Reports](#)

I-9 for TPS, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)[I-9 Amendments](#)[Issues with I-9 Amendments](#)[Special Amendments](#)[Hide Special Amendment Options](#)[Extension of Stay](#)

For aliens authorized to work up to an additional 240 days beyond their I-94 expiration date based on a pending I-129 Extension of Status petition.

[F-1/OPT STEM Extension](#)

For F-1/OPT Students eligible for an interim 180 day extension beyond their Section 2 EAD card expiration date based on a pending STEM Extension application.

[CAP GAP Extension](#)

For F-1/OPT Students eligible for an interim CAP GAP Extension beyond their Section 2 EAD card expiration date through Sept. 30 of the same calendar year based on a pending H-1B Petition.

[TPS Auto-extension](#)

For employees in Temporary Protected Status whose employment authorization has been automatically extended.

[EAD Auto-extension](#)

For employees with certain Employment Authorization Document (EAD) categories eligible for an interim 180 day extension beyond their current EAD card expiration date based on a timely filed EAD renewal application.

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

TPS Auto-extension

[Dashboard](#)[Start I-9](#)[Employee ▾](#)[E-Verify ▾](#)[Reports](#)[Extension of Stay](#)

Extend I-9 for TPS, Robert

TPS Auto
Extension

Document Name:

Current Expiration Date:

New Expiration Date:

For aliens who have already been granted TPS under South Sudan's designation, the 60-day re-registration period runs from November 2, 2020 through January 4, 2021. USCIS will issue new EADs with a May 2, 2022, expiration date to eligible South Sudanese TPS beneficiaries who timely re-register and apply for EADs. Given the timeframes involved with processing TPS re-registration applications, DHS recognizes that all re-registrants may not receive new EADs before their current EADs expire on November 2, 2020. Accordingly, through this **Federal Register** notice, DHS automatically extends the validity of these EADs previously issued under the TPS designation of South Sudan for 180 days, through May 1, 2021. Therefore, TPS beneficiaries can show their EADs with (1) a

Upon approval by Congress, USCIS may grant TPS for a Designated Period to eligible foreign nationals of certain countries already residing in the US when it is determined that conditions in the country such as civil war or a national disaster temporarily prevent foreign nationals of that country from returning safely. During a Designated Period, individuals who are TPS beneficiaries can obtain employment authorization by applying for an EAD card.

If Congress extends the Designated Period of TPS authorization for a specific country, DHS may issue a blanket automatic extension of expiring EAD cards for TPS beneficiaries of that country in order to allow time for a new EAD card to be issued. The auto-extension date is published in the Federal Register Notice announcing the extension of the designated period for that country.

When an employee is working pursuant to an EAD card that has expired and is a beneficiary of TPS for a country that has been issued an EAD automatic extension, the auto extension date should be entered in the Additional Information field in Section 2. When the new EAD card is issued, the employee should be reverified.

[Go Back to I-9](#)[Update Info](#)

Refer to the Federal Register Notice for the auto-extended EAD expiration date. Enter the Auto-extension date into the **New Expiration Date** field and click the **Update Info** button.

TPS Auto-extension

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

I-9 for TPS, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)[Actions ▾](#) [Adjust I-9](#) [Add](#)

Data Field ^A	Original Value	Amended Value	Note of Record	Modified By	Approved By	
Section 2 (3)						
(M) Document Reference	Federal Register Notice			Reaume, Robert 01/12/2021 @ 14:30:09		
(M) S2 Additional Info	EAD EXT [05/01/2021]	EAD Auto Ext.		Reaume, Robert 01/12/2021 @ 14:30:09		
(M) TPS Auto-Extension	0	1		Reaume, Robert 01/12/2021 @ 14:30:09		

The TPS Auto-extension amendments will generate and appear on the Amendments Tab window. The Amendments will require review and approval by the user for **Section 2.**

TPS Auto-extension

User selects the **Approve Non Section 1 Amendments** link to review and approve the Section 2 amendments.

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

I-9 for TPS, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

I-9 Amendments

[Refresh](#) [Show Special Amendment Options](#) [View I-9](#)

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 2 (3)				
(M) Document Reference	Federal Register Notice			Reaume, Robert 01/12/2021 @ 14:30:09
(M) S2 Additional Info	EAD EXT [05/01/2021]	EAD Auto Ext.		Reaume, Robert 01/12/2021 @ 14:30:09
(M) TPS Auto-Extension	0	1		Reaume, Robert 01/12/2021 @ 14:30:09

Actions ▾

- Rehire Employee by E-Mail
- View/Send Employee Approval Notes
- Employee Approve Section 1
- Approve Section 1
- Approve Non Section 1 Amendments

TPS Auto-extension

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

User enters Guardian sign-on credentials to approve the **TPS Auto-Extension** amendment and clicks the **Submit** button.

Approval



I-9 for TPS, Robert


[\[View PDF \]](#)

WARNING!

You Are About to
Permanently Amend
Section 2 and/or 3 of this I-9!

Please be advised that if you continue, the amended data values contained in sections 2 and 3 will be saved permanently and cannot be changed again! Each data value on the I-9 form can be amended only one time. If mistakes are found after approving the amendments, a new I-9 will have to be created.

Please be sure to review the new form now and verify that it is correct.

Password 



I am positive that the amended data values
are correct and ready to be made
permanent!

Changes
need to be
made

The approved TPS Auto-extension amendments will appear Section 2.

Employee ▼

I-9 for TPS, Robert

Form - Google Chrome

uat1.guardiandocuments.com/getdoc/7A621918D2F970485867C75490E93

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

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) TPS	First Name (Given Name) Robert	M.I. N/A	Citizenship/Immigration Status 4
------------------------------	---------------------------------------	--	--------------------	--

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
--	-----------	---------------------------	------------	---

Document Title Employment Authorization Document (Form I-766) Issuing Authority USCIS Document Number 8R0000000000001 Expiration Date (if any) (mm/dd/yyyy) 02/01/2021 Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any) (mm/dd/yyyy) N/A Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any) (mm/dd/yyyy) N/A	Document Title Issuing Authority Document Number Expiration Date (if any) (mm/dd/yyyy) Additional Information <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> EX ADT [05/01/2021] </div>	Document Title Issuing Authority Document Number Expiration Date (if any) (mm/dd/yyyy) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> QR Code - Sections 2 & 3 of this Form in This Space <div style="text-align: center;">(R) NR 11321</div> </div>
--	---	--

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **01/12/2021** (See instructions for exemptions)

Signature of Employer or Authorized Representative Electronically Signed by R. Reume	Today's Date (mm/dd/yyyy) 01/12/2021	Title of Employer or Authorized Representative Trainer
Last Name of Employer or Authorized Representative Reume	First Name of Employer or Authorized Representative Robert	Employer's Business or Organization Name Guardian Campus - Robert's Site
Employer's Business or Organization Address (Street Number and Name) 123 Elm St	City or Town Phoenix	State ZIP Code NM 85022

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)	B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

Form I-9 10/23/2019
 (01) Auto Ext.

Page 2 of 3

nouncements

Help ▼

Robert Reaume ▼

[Logout](#)

ify

Refresh

Update and Go Back

Update Info

[Go Back](#)

Delete

 Actions
  Adjust I-9
  Add

Modified By

Approved By

Reaume, Robert
01/12/2021 @ 14:30:09

Reaume, Robert
01/12/2021 @ 14:37:10

Reaume, Robert
01/12/2021 @ 14:30:09

Reaume, Robert
01/12/2021 @ 14:37:10

Reaume, Robert
01/12/2021 @ 14:30:09

Reaume, Robert
01/12/2021 @ 14:37:10

EAD Auto-extension

EAD Auto-extension

What is the Auto-extended EAD Rule?

Effective January 17, 2017 a ruling was established providing an automatic work authorization extension for up to 180 days for individuals in certain categories as they wait for the renewal of an Employment Authorization Document (EAD). This means that while the EAD card is expired, the employee continues to be authorized to work contingent on the auto extension rule.

Who qualifies for the Auto-Extension?

In order to qualify, the employee must have filed an application to renew the EAD card that was received by USCIS before the work authorization expiration date. In addition, the employee must have submitted a renewal application for the same category code as is on the EAD card. There are specific category codes which are eligible for the 180-day automatic extension.

EAD Auto-extension

With this rule the auto-extension is not considered a reverification.

A Section 3 should only be completed when the auto-extension has ended or the employee presents a new document to show continued work authorization, whichever is sooner. This option is enabled when:

- The Section 1 attestation is 'alien authorized to work'
- The Section 2 List A document is one of Guardian's recognized 'flavors' of the document type: Employment Authorization Document (I-766).
- If a Section 3 exists, the Section 3 document is the Employment Authorization Document (I-766) document type.
The I-9 contains an I-9 expiration date
- The I-9 did not already use a special rule/special amendment

EAD Auto-extension

In addition to amending Section 2, this special amendment will also amend the 'work until' field in **Section 1** to reflect the auto-extended expiration date. This amendment is auto-created when using the special amendment feature for an initial renewal (i.e. situations in which a prior reverification does not exist).

The special amendment feature accommodates both first time and subsequent renewals. In cases where a Section 3 reverification was already completed, this special amendment will amend the expiration date on the previously completed Section 3.

More information and updates can be accessed through the following USCIS website:
<https://www.uscis.gov/working-united-states/automatic-employment-authorization-document-ead-extension>

EAD Auto-extension

From the **Top Pending Re-Verifications** panel on the Dashboard, click on the date in the **Date I-9 Created** column to access the employee's I-9 record.



Dashboard: ☒ Employee Group ☐ Location Southwest > Arizona > Mesa II 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
- Help
- My Settings
- Administration
- Logout

Top Pending Re-Verifications

View All Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	08/14/2018	Special Amendments:	TPS, Robert	09/03/2018	20
	10/05/2018	Special Amendments:	STEM, Susan	01/01/2019	84
	10/05/2018	Special Amendments:	STAY, Mary	01/01/2019	84
	10/08/2018	Special Amendments:	GAP, Mitchell	04/01/2019	174
	10/08/2018	Special Amendments:	EAD, Jane	11/15/2018	37

Top Pending I-9s

View All Analyze

	Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline
	08/07/2018	Mesa II:	Davidson, Susan	07/24/2018	07/27/2018
	09/27/2018	Mesa II:	Johnson, Prudence	07/25/2018	07/30/2018
	08/14/2018	Mesa II:	Davis, Alex	10/04/2018	10/09/2018
	10/09/2018	Mesa II:	Wilson, Brett	10/09/2018	10/12/2018


Top I-9s

View

	Date Created	Location	Employee Name	Reason	Date Expires	Days Left
●	09/27/2018	Mesa II:	Wilson, Sandra	Receipt	10/02/2018	-7
●	10/08/2018	Mesa II:	Stuart, Stephanie	Receipt	11/07/2018	29
●	10/09/2018	Mesa II:	Donaldson, Margaret	Receipt	01/07/2019	90


Top Pending Tasks

View


	Reminder Date	Subject	Location	Employee Name	Expiry Date	
	06/18/2018	Amended I-9 needs employee's review and approval.	Mesa II:	Doe, John	06/19/2018	
	06/18/2018	Notification of Remote Agent Document Selection	Mesa II:	Diaz, Stacy	06/19/2018	
	09/02/2018	Receipt Reminder	Mesa II:	Wilson, Sandra	10/02/2018	
	10/08/2018	Receipt Reminder	Mesa II:	Stuart, Stephanie	11/07/2018	
	12/08/2018	Receipt Reminder	Mesa II:	Donaldson, Margaret	01/07/2019	
	09/10/2020	Reverification Reminder	Mesa II:	Hyatt, Chris	10/10/2020	

EAD Auto-extension


From the employee's I-9 record, navigate to the **Amendments Tab**. From that screen, click on the caret symbol to expand the **Special Amendments** window.



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



I-9 for EAD, Jane




Details

OnDocs

Issues

Amendments

I-9 Amendments

 Refresh  Show Special Amendment Options  View I-9

Actions

Adjust I-9

Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
No Amendments (1)						
Issues with I-9 Amendments						
Special Amendments						



EAD Auto-extension

Click on the **EAD Auto-Extension** button to process the Extension.



I-9 for EAD, Jane

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

View Employee

Refresh

Update and Go Back

Update Info

Go Back

Delete



Details

OnDocs

Issues

Amendments

I-9 Amendments

Issues with I-9 Amendments

Special Amendments

Hide Special Amendment Options

Extension of Stay

For aliens authorized to work up to an additional 240 days beyond their I-94 expiration date recorded in Section 2 based on a pending I-129 Extension of Status Petition.

F-1/OPT STEM Extension

For F-1/OPT Students eligible for an interim 180 day extension beyond their Section 2 EAD card expiration date based on a pending STEM Extension application.

CAP GAP Extension

For F-1/OPT Students eligible for an interim CAP GAP Extension beyond their Section 2 EAD card expiration date through Sept. 30 of the same calendar year based on a pending H-1B Petition.

TPS Auto-extension

For employees in Temporary Protected Status whose employment authorization has been automatically extended.

EAD Auto-extension

For employees with certain Employment Authorization Document (EAD) categories eligible for an interim 180 day extension beyond their current EAD card expiration date based on a timely filed EAD renewal application.

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

EAD Auto-extension

Referring to the employee's provided filed application receipt notice (Form I-797C) and the expiration date on the EAD card, user answers the corresponding questions in order to determine if the employee is eligible for the auto-extension.

Guardian

I-9 and E-Verify Compliance System

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

EAD Auto-Extension

Extend I-9 for EAD, Jane

EAD Auto-extension

Foreign national workers in certain employment eligibility categories may receive an automatic extension of their EAD if a renewal application is pending.

To take advantage of this extension, the employee should present the expired EAD along with the application receipt notice (Form I-797C) showing that the EAD renewal was timely filed and showing the same qualifying eligibility category as that on the expired EAD.

Using these two documents, please answer the questions below to ensure the employee is eligible for an auto-extension. Guardian will then initiate amendments to both Section 1 and Section 2 of the employee's I-9 to indicate the new auto-extended EAD expiration date. The pending amendments must then be approved by the employee and employer in Section 1 and Section 2 respectively.

Note: Auto-extensions for TPS beneficiaries based on a Federal Register notice should utilize the 'TPS Extension' special amendment.

Is the category listed on the EAD and the I-797C the same? ☐ Yes ⓘ

Is the category listed on the EAD one of the following:
A03, A05, A07, A08, A10, C08, C09, C10, C16, C20, C22, C24, C31, and A12 or C19? ☐ Yes

Is the **Received Date** on the I-797C on or before 2018-11-15? ☐ Yes ⓘ

Go Back to I-9

Add Amendments

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

[Table of Contents](#)

EAD Auto-extension

If the required EAD Auto-extension criteria isn't met, the **Add Amendments** button will be greyed out and the user will be prompted to return to the I-9 by clicking the **Go Back to I-9** button.

Guardian

I-9 and E-Verify Compliance System

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

EAD Auto-Extension

Extend I-9 for EAD, Jane

EAD Auto-extension

Foreign national workers in certain employment eligibility categories may receive an automatic extension of their expiring Employment Authorization Document (EAD) for up to 180 days while a renewal application is pending.

To take advantage of this extension, the employee should present the expired EAD along with the application receipt notice (Form I-797C) showing that the EAD renewal was timely filed and showing the same qualifying eligibility category as that on the expired EAD.

Using these two documents, please answer the questions below to ensure the employee is eligible for an auto-extension. Guardian will then initiate amendments to both Section 1 and Section 2 of the employee's I-9 to indicate the new auto-extended EAD expiration date. The pending amendments must then be approved by the employee and employer in Section 1 and Section 2 respectively.

Note: Auto-extensions for TPS beneficiaries based on a Federal Register notice should utilize the 'TPS Extension' special amendment.

Is the category listed on the EAD and the I-797C the same?

☒ Yes ⓘ

Is the category listed on the EAD one of the following:
A03, A05, A07, A08, A10, C08, C09, C10, C16, C20, C22, C24, C31, and A12 or C19?

☐ Yes

Is the **Received Date** on the I-797C on or before 2018-11-15?

☒ Yes ⓘ

Go Back to I-9

Add Amendments

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

[Table of Contents](#)

EAD Auto-extension

Once the questions have been answered by clicking the corresponding checkboxes, user will click the **Add Amendments** button.

Guardian

I-9 and E-Verify Compliance System

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

EAD Auto-Extension

Extend I-9 for EAD, Jane

EAD Auto-extension

Foreign national workers in certain employment eligibility categories may receive an automatic extension of their expiring Employment Authorization Document (EAD) for up to 180 days while a renewal application is pending.

To take advantage of this extension, the employee should present the expired EAD along with the application receipt notice (Form I-797C) showing that the EAD renewal was timely filed and showing the same qualifying eligibility category as that on the expired EAD.

Using these two documents, please answer the questions below to ensure the employee is eligible for an auto-extension. Guardian will then initiate amendments to both Section 1 and Section 2 of the employee's I-9 to indicate the new auto-extended EAD expiration date. The pending amendments must then be approved by the employee and employer in Section 1 and Section 2 respectively.

Note: Auto-extensions for TPS beneficiaries based on a Federal Register notice should utilize the 'TPS Extension' special amendment.

Is the category listed on the EAD and the I-797C the same?

☒ Yes ⓘ

Is the category listed on the EAD one of the following:
A03, A05, A07, A08, A10, C08, C09, C10, C16, C20, C22, C24, C31, and A12 or C19?

☒ Yes

Is the **Received Date** on the I-797C on or before 2018-11-15?

☒ Yes ⓘ

Go Back to I-9

Add Amendments

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

[Table of Contents](#)

EAD Auto-extension

The **EAD Auto-extension** amendments will generate and appear on the Amendments tab.

Guardian

I-9 for EAD, Jane

I-9 and E-Verify
Compliance System

View Employee

Refresh

Update and Go Back

Update Info

Go Back




Details

OnDocs




Issues

Amendments

I-9 Amendments

 Refresh  Show Special Amendment Options  View I-9

 Actions  Adjust I-9  Add

Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	
Section 2 (1)						
(M) (II-A) 1st Expiration Date	11/15/2018	05/14/19	EAD Auto Ext.	Doe, Jane 11/07/2018 @ 11:17:26		
Section 1 (2)						
(M) Document Reference		180-Day EAD Ext.		Doe, Jane 11/07/2018 @ 11:17:26		
(M) Work Until Date	11/15/2018	05/14/19	EAD Auto Ext.	Doe, Jane 11/07/2018 @ 11:17:26		

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

EAD Auto-extension

Section 1 Amendments will require employee review and approval. User selects the **Notify Employee by E-mail** (or **Employee Approve Section 1** link if the employee is present.)

Guardian



I-9 for EAD, Jane

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Details OnDocs Issues Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 2 (1)				
(M) (II-A) 1st Expiration Date	11/15/2018	05/14/19	EAD Auto Ext.	Doe, Jane 11/07/2018 @ 11:17:26
Section 1 (2)				
(M) Document Reference	180-Day EAD Ext.			Doe, Jane 11/07/2018 @ 11:17:26
(M) Work Until Date	11/15/2018	05/14/19	EAD Auto Ext.	Doe, Jane 11/07/2018 @ 11:17:26

Actions Adjust I-9 Add

- Notify Employee by E-Mail
- View/Send Employee Approval Notes
- Employee Approve Section 1
- Approve Section 1
- Approve Non Section 1 Amendments

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

EAD Auto-extension

Training Test Company

Hello Jane!

One or more items in Section 1 of your I-9 form are believed to be incorrect, out of date, or entered in error. As a result, the form is being sent to you for review or have proposed changes entered.

Please enter or confirm the correct information in each New Value field to amend your current I-9.

This will take less time than asking you to fill out a completely new I-9 form.

I-9 Section 1 Amendments

Data Field	Original Value	New Value	Reason	Modified By	Approval
[1] Work Until Date	11/15/2018	05/14/19	EAD Auto Ext.	Doe, Jane 11/07/2018 @ 11:17:26	<input type="checkbox"/> I Approve
[2] Document Reference		180-Day EAD Ext.		Doe, Jane 11/07/2018 @ 11:17:26	<input type="checkbox"/> I Approve

If a proposed change above is not needed because the value is already correct, please let the HR know by entering a comment in the 'Approval Comments' field below. Once all changes/confirmations are complete click the "Check Issues" button below to verify the changes.

Approval Comments

Update Comments

Check Issues

Approve Amendments

Once all issues are addressed, click 'I Approve' next to each item above, then click the 'Electronically Sign Amendments' button below to finalize your updates.

Electronically Sign Amendments

The employee will review the **Original Value field** (contains the EAD expiration date) and the **New Value field** (contains the TPS Auto-extension date). The employee will click the **I Approve** checkbox and click the **Electronically Sign Amendments** button.

EAD Auto-extension

User selects the **Approve Non Section 1 Amendments** link to review and approve the Section 2 amendment.

Guardian



I-9 for EAD, Jane

I-9 and E-Verify
Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Remedy

ICE Audit

Help

My Settings

Administration

Logout

View Employee

Refresh

Update and Go Back

Update Info

Go Back



Details

OnDocs

Issues

Amendments

I-9 Amendments

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value	Note of Record	Modified By
Section 2 (1)				
(M) (II-A) 1st Expiration Date	11/15/2018	05/14/19	EAD Auto Ext.	Doe, Jane 11/07/2018 @ 11:17:26
Section 1 (2)				
(M) Document Reference	180-Day EAD Ext.			EAD, Jane 11/07/2018 @ 11:17:26
(M) Work Until Date	11/15/2018	05/14/19	EAD Auto Ext.	EAD, Jane 11/07/2018 @ 11:17:26

- Actions
- Adjust I-9
- Add
- Notify Employee by E-Mail
- View/Send Employee Approval Notes
- Employee Approve Section 1
- Approve Section 1
- Approve Non Section 1 Amendments

EAD Auto-extension

User enters Guardian sign-on credentials to approve the **EAD Auto-extension** amendment and clicks the **Submit** button.

Guardian

I-9 and E-Verify Compliance System

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

ICE Audit

Help

My Settings

Administration

Logout

Approval

I-9 for EAD, Jane

[\[View PDF \]](#)

WARNING!

You Are About to Permanently Amend Section 2 and/or 3 of this I-9!

Please be advised that if you continue, the amended data values contained in sections 2 and 3 will be saved permanently and cannot be changed again! Each data value on the I-9 form can be amended only one time. If mistakes are found after approving the amendments, a new I-9 will have to be created.

Please be sure to review the new form now and verify that it is correct.

Password:

Submit

I am positive that the amended data values are correct and ready to be made permanent!

Submit

Changes need to be made

[Table of Contents](#)

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

EAD Auto-extension

The approved **EAD Auto-extension** amendments will appear on both Section 1 and Section 2.

Guardian

I-9 and E-Verify Compliance System



Dashboard

Start I-9

E-Verify

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Remedy

ICE Audit

Help

My Settings

Administration

Logout



I-9 Amendments

Refresh Show St

Data Field

Section 2 (1)

(M) (II-A) 1st Expiration Date

Section 1 (2)

(M) Document Reference

(M) Work Until Date

Form - Google Chrome

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employers must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
EAD	Jane	N/A	N/A

Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
123 W. Main St.	N/A	Tempe	AZ	85000

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
01/01/1990	N/A	N/A	N/A

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 noncitizen national of the United States (See instructions)
- ☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A
- ☒ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 11/15/2018
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number: N/A
OR
2. Form I-94 Admission Number: N/A
OR
3. Foreign Passport Number: 123456789
Country of Issuance: MICRONESIA, FEDERATED STATES OF

Signature of Employee: Electronically Signed by J. EAD Today's Date (mm/dd/yyyy): 11/07/2018

Preparer and/or Translator Certification (check one):
☒ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 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:	

Form I-9 07/17/2019 (R1) EAD Auto Ext. Page 1 of 3

Form - Google Chrome

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
EAD	Jane	N/A	N/A	4

Document Title	Issuing Authority	Document Number	Expiration Date (if any) (mm/dd/yyyy)
USCIS	XXX1234567890	11/15/2018	05/14/19

Document Title	Issuing Authority	Document Number	Expiration Date (if any) (mm/dd/yyyy)
N/A	N/A	N/A	N/A

Additional Information

180-Day EAD Ext. 11/02/19

Signature of Employer or Authorized Representative: Electronically Signed by J. Doe Today's Date (mm/dd/yyyy): 11/07/2018

Signature of Employer or Authorized Representative: Doe Jane Today's Date (mm/dd/yyyy): 11/07/2018

Employer's Business or Organization Address (Street Number and Name): City or Town: State: ZIP Code:
555 Easy Boston MA 60255

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)	B. Date of Rehire (if applicable)
Last Name (Family Name): First Name (Given Name): Middle Initial:	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: Today's Date (mm/dd/yyyy): Name of Employer or Authorized Representative:

Form I-9 07/17/2019 (R1) EAD Auto Ext. Page 2 of 3

back Update Info Go Back

Actions Adjust I-9 Add

Approved By

Doe, Robert
01/22/2019 @ 07:51:17

EAD, Jane
01/22/2019 @ 07:47:51

EAD, Jane
01/22/2019 @ 07:47:51

Table of Contents

Copyright © 2023, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and the Equifax marks used herein are trademarks of Equifax Inc. Other product and company names mentioned herein are the property of their respective owners.

EAD Auto-extension – Section 3

When subsequent EAD Auto-extensions are applied to a single employee profile that contains a prior Section 3 reverification, the amendment automatically adjusts the Section 3 document expiration date and 180-Day extension note.

Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
N/A	N/A	N/A	N/A
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
Employment Authorization Document (Form I-766)	WAC1234567890	01/01/2021 06/30/21 JD 01/22/19	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
Electronically Signed by J. Doe	01/22/2019	Doe, Jane	

Form I-9 07/17/17 N
(01) EAD Auto Ext.

180-Day EAD Ext. JE 01/22/19

Page 2 of 3

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.