

Guardian Special Amendments

Table of Contents

Table of Contents

- 1. <u>Special Amendment Functionality</u>

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

Table of Contents

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.

Company angenty angen	S I-	VI-9 Forms											Com		Appiove i-a	55
I-9 and E-Verify Compliance System	Search Options	s 9 Found														~
\checkmark	Options	Sear	ch by Name:	Presets 🗸	Results: 🚺 🔹 Page 1	▶ ▶1									(Add
🚳 Dashboard	I-9 Number	I-9 PDF	[Type] OnDocs	Employee Name	Employee Group	Employee Status	Date ^A Created	Date S1 Signed	Date S2 Signed	Date Completed	Date Approved	Date I-9 Expires	I9 Err	EV Err	FAR Err	Spe Err
⊘ Start I-9	2126404	Þ	(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 -		
🍽 E-Verify																
I Reports																
😁 Employees																
🕼 I-9 Forms																
Tasks																
🔟 Charts & Graphs																
Announcements																
🔊 ICE Audit																
🗢 Help																
i My Settings																
â Administration																
ப் Logout																

Table of Contents

Special Amendment Functionality

I-9 for Stanwick, Sally

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.

	Details OnD	Docs Issues	Amendments		Special Am	endmen	s section	
\leq	I-9 Amendments							
🕐 Dashboard	Refresh 🔅 Show :	Special Amendment Option	is View I-9				🙇 Actions 🚽 🍑 Adjust	I-9 🛟 Add
❷ Start I-9	Data Field	Original Value	Amended Value	Note of Record		Modified By	Approved By	Û
🗭 E-Verify	No Amendmen	ts (1)						
III Reports								
😁 Employees								
🕼 I-9 Forms								
Tasks								
<u> 네</u> Charts & Graphs								
Announcements								
🗇 ICE Audit								
🗢 Help								
i My Settings								
Administration								
එ Logout	Issues with I-9 Amendm	ents						•
	Special Amendments							\odot

Table of Contents

I-9 and E-Verify

Compliance System

 \bigcirc

Special Amendment Functionality

I-9 for Stanwick, Sally

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.

ompliance System	Details	OnDocs	Issues	Amendments			could apply to the employee's				
	I-9 Amendment	ts					coold apply to the omployee s				
Dashboard	Issues with I-9	Amendments					completed 1-9.				
Start I-9	Special Amen	dments					v				
E-Verify	Hide Specia	al Amendment O	ptions								
Reports	Extensi	ion of Stay		For aliens authorized	to work up to an additional 240 days beyond their I	-94 expiration date recorded	d in Section 2 based on a pending I-129 Extension of Status Petition.				
Employees	F-1/OP	-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.									
8 I-9 Forms	CAP GAP Extension Extension Extension Extension CAP GAP Extension beyond their Section 2 EAD card expiration date through Sect. 30 of the same calendar year based on a pending H-1B Petition										
Tasks							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
။ Charts & Graphs	TPS Au	ito-extension		For employees in Ter	nporary Protected Status whose employment autho	rization has been automatio	ally extended.				
Announcements	EAD AU	uto-extension		For employees with c application.	ertain Employment Authorization Document (EAD)	categories eligible for an int	erim 180 day extension beyond their current EAD card expiration date based on a timely filed EAD renewal				
◄ ICE Audit	L										
🕇 Help											
My Settings											
Administration											
) Logout											

Table of Contents

-9 and E-Verifv

 \bigcirc

Table of Contents

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

Table of Contents

Company 	Da	shboard	 Employee Group Location 	Southwest > Arizona	> Mesa II	• Refres	h All			the Date	aro e i-
I-9 and E-Verify	Тор Р	ending Re-Verifi	ications				^	Тор	1-95 I	ccess th	
Compliance System	💏 V	iew 📄 All 🦄	👆 Analyze					1	View C		
\checkmark		Date I-9 Created	Location	Employee Name	₹ Ext	biration Date Da	ays Left		Created		
Dashboard	•	08/14/2018	Special Amendments:	TPS, Robert	09/0	3/2018	20	-	09/27/2018	Mesa II:	Wils
	0	10/05/2018	Special Amendments:	STEM, Susan	01/0	1/2019	84	2	10/08/2018	Mesa II:	Don
O Start I-9		10/05/2018	Special Amendments:	STAY, Mary	11/1	5/2018	37	_	10/05/2018	Mesa II.	Don
🍽 E-Verify	0	10/08/2018	Special Amendments:	GAP, Mitchell	04/0	1/2019	174				
I Reports	0	10/08/2018	Special Amendments:	EAD, Jane	11/1	5/2018	37				
😤 Employees											
🕼 I-9 Forms											
📑 Tasks	Тор Р	ending I-9s					~	тор	Pending Tasks		
Lui Charte & Craphe	🧩 V	iew 📄 All 🧯	👆 Analyze					*	View		
		Date I-9 Created	Location	Employee Name	Section 1	Section 2			Reminder Date	Subject	Locatio
	e E	08/07/2018	Mesa II:	Davidson, Susan	07/24/2018	07/27/2018		•	06/18/2018	Amended I-9 needs employee's review and approval.	Mesa II:
🔊 ICE Audit	🔴 E	09/27/2018	Mesa II:	Johnson, Prudence	07/25/2018	07/30/2018			00/10/2010	Notification of Remote	Moon II
•	OE	08/14/2018	Mesa II:	Davis, Alex	10/04/2018	10/09/2018		•	06/16/2016	Selection	Mesa II.
🞓 Help	i C	10/09/2018	Mesa II:	Wilson, Brett	10/09/2018	10/12/2018		•	09/02/2018	Receipt Reminder	Mesa II:
My Sottings								0	10/08/2018	Receipt Reminder	Mesa II:
I my settings								2	12/08/2018	Receipt Reminder	Mesa II:
m Administration								-	09/10/2020	Reverification Reminder	Mesa II:
ථ Logout											

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

-					
Mesa II:	Wilson, Sandra	Receipt	10/02/2018	-7	
Mesa II:	Stuart, Stephanie	Receipt	11/07/2018	29	
Mesa II:	Donaldson, Margaret	Receipt	01/07/2019	90	
	Mesa II: Mesa II: Mesa II:	Mesa II: Wilson, Sandra Mesa II: Stuart, Stephanie Mesa II: Donaldson, Margaret	Mesa II: Wilson, Sandra Receipt Mesa II: Stuart, Stephanie Receipt Mesa II: Donaldson, Margaret Receipt	Mesa II: Wilson, Sandra Receipt 10/02/2018 Mesa II: Stuart, Stephanie Receipt 11/07/2018 Mesa II: Donaldson, Margaret Receipt 01/07/2019	Mesa II: Wilson, Sandra Receipt 10/02/2018 -7 Mesa II: Stuart, Stephanie Receipt 11/07/2018 29 Mesa II: Donaldson, Margaret Receipt 01/07/2019 90

Employee Name

Doe, John

Diaz, Stacy

Wilson, Sandra

Stuart, Stephanie

Hvatt, Chris

Donaldson, Margaret 01/07/2019

Expiry Date

06/19/2018

06/19/2018

10/02/2018

11/07/2018

10/10/2020

Location

Copyrig						
trademarks	tents	on	t C	le c	lab	

Amendments

I-9 for STAY, Mary

Issues

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

	I-9 Amendments									
Dashboard	nefresh < Show Spe	ecial Amendment Options	s 搅 View I-9				🙎 Actions 👻 🍑 Adjust	: I-9 🛟 Add		
O Start I-9	Data Field	Original Value	Amended Value	Note of Record		Modified By	Approved By	Û		
🍽 E-Verify	No Amendments	(1)								
I Reports										
😁 Employees										
I-9 Forms										
📑 Tasks										
🔟 Charts & Graphs										
Announcements										
🕫 ICE Audit										
🞓 Help										
i My Settings										
â Administration										
ଓ Logout	Issues with I-9 Amendment	S								
	Special Amendments							\odot		
								_		

Table of Contents

I-9 and E-Verify Compliance System

Details

OnDocs

Click the **Extension of Stay** button.

✓I-9 for STAY, Mary

I-9 and E-Verify Compliance System	\bigcirc							View Employee	Refresh	Update and Go Back	Update Info	Go Back	Delete
	Det	ails OnDocs	Issues	Amendments									
	I-9 Amer	idments											*
② Dashboard	Issues w	ith I-9 Amendments											*
Ø Start I-9	Special	Amendments	Ontions										*
🍽 E-Verify	The	opedial Amendment	Opuons										
I Reports	EX	ttension of Stay	ン	For aliens authorized to	work up to an additional 2	240 days beyond their	r I-94 expiration date reco	orded in Section 2 based on a p	ending I-129 E	extension of Status Petition.			
曫 Employees	F-	1/OPT STEM Ex	tension	For F-1/OPT Students	ligible for an interim 180 c	day extension beyond	t their Section 2 EAD card	d expiration date based on a pe	nding STEM E	xtension application.			
C I-9 Forms	C		n	For F 1/OPT Students	aligible for an interim CAP	OAP Extension hevo	and their Section 2 EAD or	ard expiration date through Sen	t 30 of the sa	me calendar vear based on	a pending H 1B P	atition	
Tasks	0/				ligible for an intentiti OAI	CAL Extension beyo		ard expiration date through Sep	t. 50 of the sai	ne calendar year based on a	a pending ri-rb r d		
🔟 Charts & Graphs	TF	PS Auto-extensio	n	For employees in Temp	orary Protected Status wh	hose employment auth	horization has been auton	natically extended.					
📢 Announcements	EA	AD Auto-extensio	n	For employees with cer application.	ain Employment Authoriza	zation Document (EAD	0) categories eligible for a	n interim 180 day extension be	yond their curr	ent EAD card expiration dat	e based on a time	ly filed EAD rer	newal
🔊 ICE Audit													
🞓 Help													
i My Settings													
â Administration													
ଓ Logout													

Table of Contents

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

Guardian	S Extension of Stay	а х
I-9 and E-Verify Compliance System	I-9 Extension of Stay for STAY, Mary	
 Dashboard Start I-9 Reports Employees I-9 Forms Tasks Lat Charts & Graphs 	Document Name: I-129 240-Day Ext Date Petition File: 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.
 Announcements ICE Audit 		Cancel Add Amendment
🞓 Help		
i My Settings		
Administration		
O Logout		

Table of Contents

-				populate the New Expiration Date .
Guardian	Extension of Stay			
I-9 and E-Verify Compliance System	I-9 Extension of Stay fo	or STAY, Mary		When ready, click Add Amendment.
Dashboard O Start I-9 Reports	Document Name:	I-129 240-Day Ext		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
' Employees	Date Petition Filed:	10/31/2018	12	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
☑ I-9 Forms	Current Expiration Date:	11/15/2018		days.
Tasks	New Expiration Date	7/13/2019		
네 Charts & Graphs				
📢 Announcements				
🕼 ICE Audit				Cancel Add Amendment
🔁 Help				
i My Settings				
â Administration				
එ 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.

Guardian will calculate the 240-day

extension and will automatically

Amendments

I-9 for STAY, Mary

Issues

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

These Section 2 Amendments will require user review and approval

	I-9 Amendments						
🚳 Dashboard	Refresh 🗳 Show Sp	ecial Amendment Options	s View I-9			💈 Actions 🗸 < Adjust I-9 🛟	Ad
	Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	Ì
I Reports	□ Section 2 (4)						_
😁 Employees	(M) Date Document Filed		10/31/2018		Doe, Jane 10/31/2018 @ 14:39:35	ໂ	Ì
🕼 I-9 Forms	(M) Document Filed		I-129		Doe, Jane 10/31/2018 @ 14:39:35	ដែ	Î
	(M) Document Reference		240-Day Ext		Doe, Jane 10/31/2018 @ 14:39:35	ដែ	Ì
📑 Tasks	(M) New Expiration date		7/13/2019		Doe, Jane 10/31/2018 @ 14:39:35	ĺ	Î
և <u>ա</u> Charts & Graphs							
Announcements							
🔊 ICE Audit							
🞓 Help							
i My Settings							
â Administration							
එ Logout							

Guardian

I-9 and E-Verifv Compliance System

Details

OnDocs

✓I-9 for STAY, Mary

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

I-9 and E-Verify ompliance System	\diamond		View Employee	Refresh Update and Go Bac	k Update Info Go Back
	Details OnDocs Issues	Amendments			
\sim	I-9 Amendments				^
Dashboard	🤁 Refresh < Show Special Amendment Option	ns 📆 View I-9			🧟 Actions 🗸 外 Adjust I-9 🛟 Add
ອ Start I-9	Data Field 🔺 Original Value	Amended Value Note of Record		Modified By	Noury Employee by E-Mail
Reports	□ Section 2 (4)				Employee Approve Section 1
Employees	(M) Date Document Filed	10/31/2018		Doe, Jane 10/31/2018 @ 14:20:25	Approve Section 1 Approve Non Section 1 Amendments
₹ I-9 Forms	(M) Document Filed	I-129		Doe, Jane 10/31/2018 @ 14:39:35	U
	(M) Document Reference	240-Day Ext		Doe, Jane 10/31/2018 @ 14:39:35	Û
E Tasks	(M) New Expiration date	7/13/2019		Doe, Jane 10/31/2018 @ 14:39:35	Û
🔟 Charts & Graphs					
Announcements					
🦻 ICE Audit					
THelp					
i My Settings					
Administration					
ט Logout					

Table of Contents

Guardian

Con \sim -0

₩

© 1 1

Q

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

Guardian

Compliance System

Dashboard
 Start I-9

III Reports

😁 Employees

I-9 Forms

Let Charts & Graphs

Announcements

🔊 ICE Audit

i My Settings

😃 Logout

m Administration

Tasks

I-9 for STAY, Mary

1-9 for S

🔊 Approval

[<u>View PDF</u>]

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.



Table of Contents

Amendments

📆 View I-9

10/31/2018

240-Day Ext

7/13/2019

I-129

Amended Value

Issues

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

I-9 for STAY, Mary Guardian I-9 and E-Verifv 0 Compliance System Details OnDocs \sim I-9 Amendments Dashboard 🔁 Refresh . 🍑 Show Special Amendment Options Original Value Data Field O Start I-9 □ Section 2 (4) III Reports (M) Date Document Filed 😁 Employees (M) Document Filed I-9 Forms (M) Document Reference Tasks (M) New Expiration date 🔟 Charts & Graphs Announcements ICE Audit 🞓 Help i My Settings **m** Administration 😃 Logout Issues with I-9 Amendments

	Em D U.S.	ployment epartment Citizenship	Eligibili of Homel and Imm	ty Verific land Secur igration Se	ation ity rvices				USC Form OMB No. 10 Expires 08/
Section 2. Employer or (Employers or their authorized rey must physically examine one doc of Acceptable Documents.")	Authorized	t complete and OR a combin	sign Section ation of one	Review an on 2 within 3 t document fre	d Verifi ousiness da om List B a	cation lys of the nd one o	1 e employe locument	e's first from Li	day of employm st C as listed on
Employee Info from Section 1	Last Name (Fi	amily Name)		First Name	(Given Na	ne)	M.I.	Citizer	nship/Immigratio
List A Identity and Employment Au	o thorization	R	Lis	t B ntity	,	ND	IN/A	Emplo	List C syment Authoria
Document Title	40.040	Document T	itle			Docu	iment Title		
Issuing Authority	4/1-34A	Issuing Auth	ority			Issui	ng Authori	ity	
CHINA Document Number		Document	umber			Dom	mont Nur	abor	
12345678		Document	uniber			Doci	Imentinun	nber	
Expiration Date (if any)(mm/dd/y	(44)	Expiration D	ate (if any)((mm/dd/yyyy)		Expi	ation Date	e (if anj	/)(mm/dd/yyyy)
Document Title		<u> </u>							
I-94/I-94A									
Issuing Authority		Additiona	Informatio	on				Do N	code - Sections 2 & 3 of Write In This Space
Document Number		11							
12345678900									
Expiration Date (if any)(mm/dd/y)	000								
Document Title									
N/A									1
Issuing Authority								-	
N/A Document Number									
N/A									
Expiration Date (if any)(mm/dd/y)	(10)	240-Day Ext	-129 Petition I	Filed: 10/31/2018	JD 10/31	/2018	T		
N/A Cestifications Lattest under	enalty of poris	that (4) L		ined the de	oumontio		ate of buy th	o obo	ue nomed em
(2) the above-listed document	t(s) appear to b	e genuine ar	id to relate	to the emp	loyee nar	ied, an	1 (3) to th	ie abo	t of my knowle
employee is authorized to wo	rk in the United	1 States.							
The employee's first day of	employment	(mm/dd/yyyy	09/0	1/2018	(See	instruc	tions for	exem	ptions)
Signature of Employer or Authorit	zed Representati	ve	Today's Da	ate (mm/dd/y)	yy) Titi	e of Emp	loyer or A	uthoriz	ed Representati
Electronically Signed by	Jane Doe	1	09/0	01/2018	Tra	iner			
Electronically Signed by Last Name of Employer or Authorize	Jane Doe d Representative	First Name of	09/0 Employer or	01/2018 Authorized Re	presentative	Emp	loyer's Bu	siness	or Organization I
Electronically Signed by Last Name of Employer or Authorize Doe	Jane Doe d Representative	First Name of Jane	09/0 Employer or	Authorized Re	Tra	Emp Gui	loyer's Bu ardian C	siness Comp	or Organization I any
Electronically Signed by Last Name of Employer or Authorize Doe Employer's Business or Organiza 123 Film St	Jane Doe d Representative tion Address (Str	First Name of Jane reet Number a	09/0 Employer or nd Name)	Authorized Re City or Tow	Tra presentative	Emp Gu	loyer's Bu ardian C Sta	siness Comp ite	or Organization I any ZIP Code 85022
Electronically Signed by Last Name of Employer or Authorize Doe Employer's Business or Organiza 123 Elm St	Jane Doe d Representative tion Address (Str	First Name of Jane	09/0 Employer or nd Name)	Authorized Re City or Tow Phoenix	Tra presentative	Emp Gu	loyer's Bu ardian C Sta NI	siness Comp Ite M	or Organization I any ZIP Code 85022
Electronically Signed by Last Name of Employer or Authorize Doe Employer's Business or Organiza 123 Elm St Section 3. Reverification A. Nam Name (# proficable)	Jane Doe d Representative tion Address (Str n and Rehire:	First Name of Jane reet Number an S (To be com	09/0 Employer or nd Name) pleted and	Authorized Re City or Tow Phoenix	Tra presentative n employer	Guiner Emp Guiner	loyer's Bu ardian C Sta NI prized rep	siness Comp Ite M Dresen	or Organization I any ZIP Code 85022 tative.)
Electronically Signed by Last Name of Employer or Authorize Doe Employer's Business or Organiza 123 Elm St Section 3. Reverification A. New Name (if applicable) Last Name (<i>Eamily</i> Name)	Jane Doe d Representative tion Address (Str n and Rehires First 1	First Name of Jane reet Number an s (To be com	09/0 Employer or nd Name) pleted and lame)	Authorized Re City or Tow Phoenix I signed by Mide	Tra presentative n employer	Guiner Emp Guiner B. Date	loyer's Bu ardian C Sta NI prized rep e of Rehin mm/dd/yy	siness Comp Ite M Dresen t (if ap yy)	or Organization I any ZIP Code 85022 tative.) plicable)
Electronically Signed by Last karen of Engloyer or Authorize Doe Employer's Business or Organiza 123 Elm St Section 3. Reverification A. New Name (#applicable) Last Name (Family Name)	Jane Doe d Representative ation Address (Str and Rehires First 1	First Name of Jane reet Number a s (To be com Name (Given I	09/0 Employer or nd Name) pleted and lame)	Authorized Re City or Tow Phoenix d signed by Mide	Tra presentative n employer	ainer Emp Gui or auth B. Dat	loyer's Bu ardian C Sta NI Drized rep e of Rehin mm/dd/yy	siness Comp Ite M oresen e (if ap, yy)	or Organization I any ZIP Code 85022 tative.) plicable)
Electronically Signed by Lat Name of Employer of Authorize Doe Employer's Business or Organiza 123 Elm St Section 3. Reverification A. New Name (fapplicable) Last Name (Family Name) C. If the employee's previous gran continuing employment authorize	Jane Doe d Representative tion Address (Str and Rehires First I first I for in the space	First Name of Jane reet Number a S (To be com Name (Given I authorization provided below	09/0 Employer or nd Name) pleted and lame) has expired	Authorized Re City or Tow Phoenix d signed by Mide I, provide the	Tra presentative n employer lle Initial	Emp Guiner Guiner B. Date Date for the e	loyer's Bu ardian C Sta NI prized rej e of Rehin mm/dd/yy locument	siness Comp Ite M oresen c (if ap, yy) or rece	or Organization I any ZIP Code 85022 tative.) olicable)
Electronically Signed by Last Name of Employer of Authorize Dob Employer's Business or Organiza 123 Elm St Section 3. Reverification A. New Name (<i>I applicable</i>) Last Name (<i>Family Name</i>) C. If the employee's previous gran continuing employment authoriza Document Title	Jane Doe d Representative tion Address (Str n and Rehires First I first I first I for in the space	First Name of Jane reet Number at (<i>To be com</i> Name (<i>Given I</i> authorization provided below	09/C Employer or nd Name) pleted and lame) has expired ,. Docume	City or Tow Phoenix d signed by Nido I, provide the ent Number	Tra- presentative n employer lle Initial	Emp Gui B. Dat Date for the e	loyer's Bu ardian C Sta NI Drized rej e of Rehin mm/dd/yy focument Expin	siness comp ite M oresen e (if ap, yy) or rece ation Da	or Organization I any ZIP Code 85022 tative.) plicable) ipt that establish ate (if any) (mm/d
Electronically Signed by Lat Items of Empiyer of Addote Doe Empiyers faustess or Organiza 123 Elm St Section 3. Revertinger (applicable) Latt Items (Family Name) Cr. If the employee's previous gras continuing employment authorizar Document Title Istitust, under penalty of peri Istitust, under penalty of peri Istitust	d Representative dian Address (Str and Rehires First I for and Rehires First I for any other space ary, that to the mment(s), the dia	First Name of Jane reet Number au 5 (To be com Name (Given I authorization provided below best of my kk	09/C Employer or nd Name) pleted and lame) has expired Document nowledge, have example	D1/2018 Authorized Re City or Tow Phoenix d signed by o indication interval of the semploy interval	Tra presentative amployer lle Initial information rece is auth	or autho B. Date for the s	loyer's Bu ardian C Sta NI prized rej e of Rehin imm/dd/yy focument Expin to work i nd to rela	siness Comp Ite M oresen e (if ap, yy) or rece ation D: n the l ate to 1	or Organization I any ZIP Code 85022 tative.) plicable) ipt that establish ate (if any) (mm/d United States, the individual
Electronically Signed by Lat Items of Empiyer Addrote Doe Empiyers Nationess or Organiza 123 Elm St Section 3. Revertification A. New Name (# applicable) Latt Name (# amply Name) Cr. If the employee's pervicus gra- theemployee's pervicus gra- theemployee presented docc. Signature of Employer or Authort	d Representative d Representative tion Address (Sti and Rehire: First) first of employment fion in the space ury, that to the ument(s), the do zed Representati	First Name of Jane 5 (To be com Name (Given 1 authorization provided below best of my ki coument(s) 1 ve Todays	09/(Employer or Ind Name) pleted and lame) has expired Document have example to wiledge, have example Date (mm/	D1/2018 Authorized Re City or Tow Phoenix d signed by d d signed by d Mide this employ nined appea	Tri presentative n employer lle Initial nformation ree is auth r to be ge Name of E	ainer Emp Gu Gu B. Dat Date Date for the o	loyer's Bu ardian C Sta NI prized rej e of Rehin mm/dd/yy socument Expin to work i nd to relator	siness comp tte M oresen c (if ap, yy) or rece ation D: ation D: ation D: ation C: ation C: a	or Organization I any ZIP Code 85022 tative.) pilcable) ipt that establish ate (if any) (mm/d United States, the individual. presentative

oloyee	Refresh	Update and Go Back	Update Info Go Ba	ack
			💁 Actions 👻 🍑 Adjust I-9	🔒 Ade
		Modified By	Approved By	Î
		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	

Table of Contents

Special Amendments

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.

A. New Name (if applicable)					B. Date of	Rehire (if applicab	ole)
Last Name (Family Name)	First Nam	ie (Given Nai	me)	Middle Initial	Date (mm/dd/yyyy)		
N/A	N/A N/A			N/A	N/A		
C. If the employee's previous grant continuing employment authorizatio	of employment auti n in the space prov	horization havided below.	s expired, provide	the information	n for the doci	ument or receipt the	at establishes
Document Title			Document Number			Expiration Date (if any) (mm/dd/yyyy)	
Foreign Passport and I-94/I-9	4A		12345678901			08/25/2018	4/22/2019
I attest, under penalty of perjury the employee presented docum	y, that to the bes ent(s), the docu	t of my kno ment(s) I ha	wledge, this em ve examined ap	ployee is aut pear to be ge	horized to a	work in the Unite to relate to the ir	d States, and if idividual.
Signature of Employer or Authorize	d Representative	Today's D	ate (mm/dd/yyyy)	Name of E	mployer or /	Authorized Represe	entative
Electronically Signed Doe	, <mark>J</mark>	08/20/	2018	John D	loe		
Electronically orgined boo							

Table of Contents

Table of Contents

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.

Table of Contents

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.

Table of Contents

1-9 and E-Verify Compliance System 10p rending te-verifications Concerns Conconcerns Concerns <	Date I-9
Date 1-9 Created Location Employee Name Exploration Date Days Left	ss the e
★ Dashboard ● 98/14/2018 Special Amendments: TPS, Robert 09/03/2018 20 ● 05/27/2018 Special Amendments: STEM, Susan 01/01/2019 84 ● 10/05/2018 Special Amendments: STAY, Mary 01/01/2019 84 ● 10/05/2018 Special Amendments: STAY, Mary 01/01/2019 84 ● 10/05/2018 Special Amendments: GAP, Mitchell 04/01/2019 174 ● 10/05/2018 Special Amendments: GAP, Mitchell 04/01/2019 174 ● 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 ● 10/08/2018 Anslyze: ● 00/07/2018 ● 00/07/2018 ● 00/07/2018 ● 10/08/2018 Anslyze: ● 00/07/2018 ● 00/18/2018 ● 00/07/2018 ● 10/08/2018 Mesa II: Davison, Frudence 07/25/2018 07/27/2018 ● 06/18/2018 </th <th></th>	
• 10/05/2018 Special Amendments: STEM, Susan 01/01/2019 84 • 10/05/2018 Special Amendments: STAY, Mary 01/01/2019 84 • 10/05/2018 Special Amendments: GAP, Mitchell 04/01/2019 174 • 10/05/2018 Special Amendments: GAP, Mitchell 04/01/2019 174 • 10/06/2018 Special Amendments: EAD, Jane 11/15/2018 37 • 10/06/2018 View All • Analyze • View All • Analyze • View • View • View • View • Mitophole's in analyze • View • Of/18/2018 • Subject • 11/15/2018 Mesa II: Davidson, Susan 07/24/2018 07/2018 • Of/18/20	Wilson
• Start I-9 • 10/05/2018 Special Amendments: STAY, Mary 01/01/2019 84 • E-Verify • 10/08/2018 Special Amendments: GAP, Mitchell 04/01/2019 174 • In/00000 • 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 • Employees • 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 • In/0000 • 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 • In/0000 • 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 • In/0000 • 10/08/2018 • Special Amendments: • EAD, Jane • In/0000 • Opplending T-9 • Opplending T-9 </th <th>Donak</th>	Donak
 10/08/2018 Special Amendments: GAP, Mitchell 04/01/2019 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 10/08/2018 Mesa II: Caction Employee Name Section 1 Deadline Deadlin	
III Reports I 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 III Reports I 10/08/2018 Special Amendments: EAD, Jane 11/15/2018 37 III P Forms I 10/08/2018 Special Amendments: I I 10/08/2018 Special Amendments: I I 10/08/2018 Special Amendments: I I 10/08/2018 Special Amendments: III P Forms I 10/08/2018 Special Amendments: I I I I I I I I I I I I I I I I I I I	
Image: Section 2 Image: Section 2 Image: Section 2 Image: Section 1 Image: Section 2 Image: Section 2 <td< th=""><th></th></td<>	
I • J • J • Forms Top Pending 1-9s Implement to the pending 1-9s Implement to t	
Image: Tasks Top Pending 1-9s Top Pending 1-9s Top Pending Tasks Image: Tasks & Graphs Image: Tasks & Graph	
Image: Charts & Graphs View All Analyze Metric Charts & Graphs Image: Charts & Graphs Date 1-9 Created Location Employee Name Section 1 Deadline Section 2 Deadline Image: Created Reminder Date Subject Image: Created Location Employee Name Section 1 Deadline Section 2 Deadline Image: Created Amended 1-9 n menoleed 1-9 n of 0/18/2018 Amended 1-9 n of 0/1	
Image: Section 2 Created Date 1-9 Created Location Employee Name Section 1 Deadline Section 2 Deadline Image: Section 2 D	
	Location
ICE Audit	review and Mesa II:
	of Remote
	ment Mesa II.
i My Settings i 10/08/2018 Receipt Remine ii My Settings 12/08/2018 Receipt Remine iii Administration 09/10/2020 Reverification F	ninder Mesa II:
Administration	ninder Mesa II:
Administration	nnder Mesa II:
O Logout	in Kentinuer mesa II:

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

Receipt

Receipt

Receipt

10/02/2018

11/07/2018

01/07/2019

-7

29

90

Sandra

Stephanie

dson, Margaret

	Тор Ре	nding I-9s				~	тор	Pending Tasks					*
	🛷 Vie	ew 📄 All 👎	👆 Analyze				*	View					
apns		Date I-9 Created	Location	Employee Name	Section 1 Deadline	Section 2 Deadline		Reminder Date	Subject	Location	Employee Name	Expiry Date	
nents	e	08/07/2018	Mesa II:	Davidson, Susan	07/24/2018	07/27/2018	٠	06/18/2018	employee's review and approval.	Mesa II:	Doe, John	06/19/2018	
	🔴 E	09/27/2018	Mesa II:	Johnson, Prudence	07/25/2018	07/30/2018		00/10/2010	Notification of Remote	Mana 17.	Dian Chan	05/10/2010	
	e	08/14/2018	Mesa II:	Davis, Alex	10/04/2018	10/09/2018	-	06/18/2018	Selection	Mesa II:	Diaz, Stacy	06/19/2018	
	🔵 E	10/09/2018	Mesa II:	Wilson, Brett	10/09/2018	10/12/2018	•	09/02/2018	Receipt Reminder	Mesa II:	Wilson, Sandra	10/02/2018	
							•	10/08/2018	Receipt Reminder	Mesa II:	Stuart, Stephanie	11/07/2018	
5							۲	12/08/2018	Receipt Reminder	Mesa II:	Donaldson, Margaret	01/07/2019	
tion							۲	09/10/2020	Reverification Reminder	Mesa II:	Hyatt, Chris	10/10/2020	
.1011													

Table of Contents

→LQ for STEM Sugar

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.

		symbol to expand the special
I-9 and E-Verify Compliance System	Details OnDors Issues Amendments	Amendments window.
\searrow	I-9 Amendments	^
🚯 Dashboard	💦 Refresh < Show Special Amendment Options 📜 View I-9	🙇 Actions 🗸 🗳 Adjust I-9 🋟 Add
② Start I-9	Data Field Original Value Amended Value Note of Record Note of Record	Modified By Approved By
🍽 E-Verify		
I Reports		
😁 Employees		
I-9 Forms		
🚍 Tasks		
🔟 Charts & Graphs		
Announcements		
🛯 ICE Audit		
🞓 Help		
i My Settings		
â Administration		
ථ Logout	Issues with I-9 Amendments	
	Special Amendments	\odot

Table of Contents

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

Company Lineary Wagen	<i>I</i> −9 for STE	M, Susan									
I-9 and E-Verify ompliance System	•				V	/iew Employee	Refresh	Update and Go Back	Update Info	Go Back D	elete
\checkmark	Details OnDocs Issues	Amendments									
B Dashboard	Issues with I-9 Amendments										*
O Start I-9	Special Amendments										~
🗖 F-Verify	Hide Special Amendment Options										
I Reports	Extension of Stay	For aliens authorized to work up	up to an additional 240 days bey	eyond their I-94 expiration d	ate recorded in Sectior	n 2 based on a pe	ending I-129 Ex	xtension of Status Petition.			
🔄 Employees	F-1/OPT STEM Extension	For F-1/OPT Students eligible f	for an interim 180 day extension	on beyond their Section 2 E	AD card expiration dat	e based on a pen	iding STEM Ex	ttension application.			
🗷 I-9 Forms							00.00				
🛢 Tasks	CAP GAP Extension	For F-1/OPT Students eligible f	for an interim CAP GAP Extensi	ision beyond their Section 2	EAD card expiration of	late through Sept	. 30 of the sam	ie calendar year based on	a pending H-1B Pe	tition.	
<u>ய</u> Charts & Graphs	TPS Auto-extension	For employees in Temporary Pr	Protected Status whose employm	ment authorization has bee	en automatically extend	led.					
Announcements	EAD Auto-extension	For employees with certain Employees	nployment Authorization Docume	ment (EAD) categories eligil	ble for an interim 180 d	lay extension bey	ond their curre	ent EAD card expiration dat	e based on a timel	y filed EAD renewa	I
🗇 ICE Audit											
🗢 Help											
i My Settings											
Administration											
ථ Logout											

Table of Contents

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).

Table of Contents

F		employee's I-20) and clicks	the
Guardian	States	Update Info button.	
I-9 and E-Verify Compliance System	Extend I-9 for STEM, Susan	Guardian auto-calculates t	he
	F-1/OPT STEM Extension	180 day extension based on	the
🚳 Dashboard		current expiration date.	
② Start I-9	Document Name: I-20	time 24 month extension of work authorization if the student employee meets certain criteria including earning a Bachelor's, M Doctoral degree in Science, Technology, Engineering or Mathematics("STEM") and provided the employer is enrolled in E-Ver	asters or ifv
■ Reports	SEVIS Number: N000000001	If the employee timely files an I-765 STEM Extension application prior to his or her EAD expiration date, the employee's work	
😁 Employees	Current Expiration Date: 01/01/2019	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 advised black with the SCI 0. When the other I-0 and the period black and the I-0 and the I-0 advised black and I-0 adv	EAD
C I-9 Forms	Expiration Date: 6/30/2019	STEM extension. In addition, the words "180-day Ext" should be notated in the margin of Section 2.	Ine
📑 Tasks		The I-9 must be re-verified when the new EAD card is issued for the 24 month STEM Extension period.	
🔟 Charts & Graphs	Go Back to I-94 Lindate Info	U.S. Immigrate and Customs: Enforcement OMB NO. 1653-0038	
€ Announcements		SURVAS ID ADDOUDDOUDD	
🕼 ICE Audit	L	PREFERED NAME PASSFORT NAME COUNTRY OF BIRTH COUNTRY OF CITIZENSHIP UNITED KINGGOM FUNCTION	
🔁 Help		DATE OF BERTH ADMISSION NUMBER 05 FEBRUARY 1957 ACADEMIC AND FORMISSUE REASON LEGACY NAME LANGUAGE	
i My Settings		CONTINUED ATTENDANCE Jay SamOne SCHOOL INFORMATION SCHOOL NAME SCHOOL NAME SCHOOL ADDRESS	
▲ Administration		SETF School for Advanced SETIS Studies 9002 Mancy Lane, Ft. Washington, MD 20744 SETF School for Advanced SETIS Studies SCHOOL OFFICIAL TO CONTACT UFON ARRIVAL SCHOOL CODE AND APPROVAL DATE	
ധ Logout		Belene Robertson BAL214F4444000 PUSO 09 APRIL 2015 PROGRAM OF STUDY	
		EDUCATION LEVEL MAJOR 1 BACHELOR'S Mechanical Engineering 14.1901 Forest Engineering 14.3401 NORMAL PROGRAM LENGTH PROGRAM ENGLISH PROFICIENCY ENGLISH PROFICIENCY NOTES	
		Df Months Required Student is proficient PROCRAM START DATE PROCRAM END DATE Old Structure 01 Structure 30 MAY 2015 Student is proficient	

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.

User enters in the employee's

SEVIS number (found on the

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

I-9 and E-Verify Compliance System	Q			View Employee	Refresh	Update and Go Back	Update Info	Go Back
	Details OnDocs Issues	Amendments						
🚳 Dashboard	Refresh 🌾 Show Special Amendment Op	tions Tiew I-9					Actions - Actions	ijust I-9 🛟 Add
② Start I-9	Data Field 🔺 Original Value	Amended Value	Note of Record		М	lodified By	Noury Employee by	y E-Mail
I Reports	□ Section 2 (4)						Employee Approve	Section 1
😤 Employees	(M) Document	I-20			Doe 11/	e, Jane /05/2018 <u>© 10:22:21</u>	Approve Section 1 Approve Non Section	on 1 Amendments
☑ I-9 Forms	(M) New Expiration date	6/30/2019			Doe 11/	e, Jane /05/2018 @ 10:32:21		U
📰 Tasks	(M) SEVIS Number	N000000001			11/	2, Jane /05/2018 @ 10:32:21		Î
Lui Charte & Graphs	(M) Work Auhorization	Extension			11/	05/2018 @ 10:32:21		۳
Section 4 CE Audit								
🞓 Help								
i My Settings								
🏛 Administration								
ଓ Logout								

Table of Contents

Guardian

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

III Reports

Employees

🕼 I-9 Forms

Let Charts & Graphs

Announcements

K ICE Audit

i My Settings

😃 Logout

m Administration

Tasks

🔊 Approval

💙 I-9 for STEM, Susan

[<u>View PDF</u>]

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.



Table of Contents

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

iuardian	<i>⊘</i> I-9 fo	r STE	M, Sus	san
9 and E-Verify npliance System	Details OnDocs	s Issues	Amendments	
	I-9 Amendments			
Dashboard	Refresh < Show Spe	cial Amendment Options	s 📆 View I-9	
Start I-9	Data Field	Original Value	Amended Value	Note o
Reports	□ Section 2 (4)			
Employees	(M) Document		I-20	
I-9 Forms	(M) New Expiration date		6/30/2019	
	(M) SEVIS Number		N000000001	
Tasks	(M) Work Auhorization		F-1 OPT STEM Extension	
Charts & Graphs				
Announcements				
ICE Audit				
Help				
My Settings				
Administration				
Logout				
	Issues with I-9 Amendments	S		
	Special Amendments			

	mployment Eligi	ibility Verific	ation		USCIS
	Department of He	omeland Secur	ity		Form I-9
U.S	. Citizenship and	Immigration Se	rvices		OMB No. 1615-0047 Expires 08/31/2019
		-			Expirer 00 517 2015
ction 2. Employer or Authorize	d Representati	ve Review an	d Verifica	ition	
nployers or their authorized representative mu st physically examine one document from List Acceptable Documents.")	ist complete and sign t t A OR a combination of	Section 2 within 3 b of one document fro	usiness days om List B and	of the employ one documen	ee's first day of employment. You t from List C as listed on the "Lists
ployee Info from Section 1	Family Name)	First Name Susan	(Given Name)	M.I. N/A	Citizenship/Immigration Status 4
List A	OR	List B	ANI	D	List C
cument Title	Document Title	identity		Document Tit	le
Noyment Authorization Document (Form I-786)					
uing Authority	Issuing Authority			Issuing Authority	ority
Journent Number	Document Numbe	r		Document No	umber
(X1234568790					
piration Date (if any)(mm/dd/yyyy)	Expiration Date (if	any)(mm/dd/yyyy)		Expiration Da	ite (if any)(mm/dd/yyyy)
cument Title	1				
A					AR A. C. A. C. A. A. A.
uing Authority	Additional Infor	mation			Do Not Write In This Space
A journent Number	111				
Α	411				
piration Late (if any)(mm/dd/yyyy)					
cument Title	111				
A					
uing Authority				ΙL	
acument Number	11				
Α	411				
piration Date (if any)(mm/dd/yyyy)	180-day STEM For 1.1	In SEVIS INTOTOCOM	лс 1	0 11/05/18	
	the state of the s	and the state			the above assessed and
runcation: Lattest, under penalty of per	jury, that (1) I have	examined the do	cument(s) pr	resented by	the above-named employee,
the above-listed document(s) appear to	be genuine and to r	relate to the emp	lovee named	 and (3) to 	the best of my knowledge the
the above-listed document(s) appear to ployee is authorized to work in the Unit	be genuine and to ed States.	relate to the emp	loyee named	l, and (3) to	the best of my knowledge the
the above-listed document(s) appear to ployee is authorized to work in the Unit e employee's first day of employment	be genuine and to r ed States. t (mm/dd/yyyy):	relate to the emp 11/01/2018	loyee named	l, and (3) to structions fo	the best of my knowledge the or exemptions)
the above-listed document(s) appear to ployee is authorized to work in the Units te employee's first day of employment nature of Employer or Authorized Represents	be genuine and to ed States. t (mm/dd/yyyyy): stive Toda	relate to the emp 11/01/2018 y's Date (mm/dd/yy	(See ins	I, and (3) to tructions for Employer or	or exemptions) Authorized Representative
the above-listed document(s) appear to ployee is authorized to work in the Units te employee's first day of employment mature of Employer or Authorized Represent totronically Signed by J. Doe	be genuine and to need States. t (mm/dd/yyyy): ative Today	relate to the emp 11/01/2018 y's Date (mm/dd/yy 10/30/2018	(See ins (See ins (See ins (See ins (See ins))))))))))))))))))))))))))))))))))))	t, and (3) to tructions for Employer or mentation	the best of my knowledge the or exemptions) Authorized Representative a & Training Specialist
the above-listed document(s) appear to ployee is authorized to work in the Units te employee's first day of employment ynature of Employer or Authorized Represents <u>rectronically Signed by J. Doe</u> it Name of Employer or Authorized Representative	be genuine and to red States. t (mm/dd/yyyyy): ative Today First Name of Emplo	11/01/2018 y's Date (mm/dd/yy 10/30/2018 yer or Authorized Rep	(See ins (See ins))) Title of Imple resentative	d, and (3) to structions for r Employer or mentation Employer's E	the best of my knowledge the or exemptions) Authorized Representative A Training Specialist Jusiness or Organization Name
the above-listed document(s) appear to ployee is authorized to work in the Unit be employee's first day of employment pature of Employer or Authorized Representa- cetronically Signed by J. Doe at Name of Employer or Authorized Representative 9	t (mm/dd/yyyyy): t (mm/dd/yyyyy): tive Today First Name of Employ Jane	relate to the emp 11/01/2018 y's Date (mm/dd/yy 10/30/2018 yer or Authorized Rep	(See ins (See ins (yy) Title of Imple resentative	I, and (3) to structions for Employer or mentation Employer's E Acme-Eve	the best or my knowledge the or exemptions) Authorized Representative 1 & Training Spocialist Jusiness or Organization Name orify
the above-listed document(s) appear to papage is authorized to work in the Units to employee's first day of employment mature of Employer or Authorized Represent ectronically Signed by J. Doe at Name of Employer or Authorized Representative europhyses Business or Organization Address (S	t (mm/dd/yyyyy): t (mm/dd/yyyyy): t First Name of Emplo Jane Street Number and Nar	relate to the emp 11/01/2018 y's Date (mm/dd/yy 10/30/2018 yer or Authorized Rep me) City or Tow	(See ins (See ins (yy)) Title of Imple resentative	I, and (3) to structions for Employer or montation Employer's E Acme-Eve S	Authorized Representative Authorized Representa
the above-listed document() appear to pipoyee is a uthorized to work in the Units he employee's first day of employment parture of Employee or Authorized Represent actronically Signed by J. Doe extronically Signed by J. Doe extronically Signed by J. Doe pipoyee's Business or Organization Address (5 3 Elm	b be genuine and to in lad States. tt (mm/dd/yyyy):	relate to the emp 11/01/2018 y's Date (mm/dd/yy 10/30/2018 yer or Authorized Rep me) City or Tow Phoenix	(See ins (See ins yy) Title of Imple resentative	d, and (3) to structions for Employer or montation Employer's E Acme-Eve	Authorized Representative Sector of Organization Name Training Specialist Usiness of Organization Name Trify Tate ZIP Code LZ 85201
the above-listed document() appert to hippyere is authorized to work in the Units reaction of Employer of Authorized Represent Extornically Stand by J. Doe It have of Employer of Authorized Representative In the Employer of Authorized Representative International Standards () a Second Standard Standard () a Second Standard Standard Representative International Standard Standard Representative International Standard Standard Standard Representative International Standard Standard Representative International Standard Sta	be genuine and to a led States. (mm/dd/yyyyy): ative Today First Name of Emplo Jane Street Number and Name BS (To be completed	III/01/2018 10/30/2018 y's Date (mm/dd/yy) 10/30/2018 yer or Authorized Rep City or Town Phoenix d and signed by e	Ioyee named (See ins yy/) Title of Imple yresentative Imple n Imployer or a	d, and (3) to structions for Employer or mentation Employer's E Acme-Eve S authorized n	In best of my knowledge me or exemptions) Authorized Representative 1a Straining Specialist 1a Straining Specialist 1a Straining Specialist 1a Straining Specialist 13 Straining Straining Straining 12 Straining Straining 12 Code 12 Straining Straining 12 Strai
the above-listed document() appert to physics a subretat to work in the Units ne employee's first day of employment pathenet () applyeer of Authorited Represent actionically Signed by J. Doc 10 () applyee's Authorited Representative 10 () a	be genuine and to the datates. t (mm/dd/yyyy): ative Today First Name of Emplo Jane Street Number and Nam BS (To be completed	relate to the emp 11/01/2018 y's Date (mm/dd/y) 10/30/2018 yer or Authorized Rep (City or Town Phoenix d and signed by e	Ioyee named (See ins (See ins Imple presentative n employer or a B	f, and (3) to tructions for Employer or mentation Employer's E Acme-Eve S authorized n b Date of Refi	Authorized Representative Authorized Representative Authorized Representative As Training Specialist Usiness or Organization Name prify tate ZIP Code Z2 S201 spresentative.] tr(# applicate)
the above-listed document(a) appear to ployee is authorized to work in the Unit e employee's first day of employment pature of Employer or Authorized Represent terronicality Standard by J. Doe ployer's Buaness or Organization Address (D goloper's Buaness or Organization Address (D E IEM CELON 3. Revertification and Rehin for Name (f explositate) First	b be genuine and to it de States. t (mm/dd/yyyy): ative Today : First Name of Emplo Jane Street Number and Name BS (To be complete: t Name (Given Name)	Telate to the emp 11/01/2018 (% Date (mm/dd/y) 10/30/2018 (% Of Authorized Reg (% O	Ioyee named (See ins (See ins Imple presentative n employer or a B Ite Initial	d, and (3) to atructions for mentation Employer's E Acme-Eve S authorized n bate of Reh Date of Reh Date (mm/dd/)	Authorized Representative Authorized Representative B Training Specialist lusiness or Organization Name prify Tale ZIP Code 85201 Bpresentative) Int of applicable YYYY
the above-listed document(s) appear to ployee is authorized to work in the built as employees first day of employment planet of Employee of Authorize Representa- tectorization Signed by J. Doo In these of Employee of Authorize Representation 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	b be genuine and to to de States. t (mn/dd/yyyy):ative Today i First Name of Emplo Jane Street Number and Name (Name (Given Name)	the second secon	Implementative Implementative n smployer or a smployer or a B le tnišal E	d, and (3) to tructions for Employer or Employer's E Acme-Evo S authorized in Date of Reh Date (mm/dd/)	or exemptions) Adhorster Representative Adhorstera Representative Adhorstera Representative Adhorstera Representative Adhorstera Representative Adhorstera Representative Adhorstera Adhors
the above-listed document(s) appear to ployee is authorized to work in the Unit e employee's first day of employment pature of Employer or Authorized Represent technically Signed by J. Doo Name of Employer or Authorized Representative of ployer Business or Organization Address (5 2 Em Etclion 3. Revertification and Rehin First Name (Family Name) First Park Name (Family Name) First Park Name (Family Name)	b b genuine and to it ad States. at States. ative Today ative First Name of Employ Jane Street Number and Nar BS (To be complete: t Name (Given Name) nt authorization has ese convided beingtation	the second secon	Image: state of the s	I, and (3) to tructions for remployer or pmontation Employers b Acme-Eve S A authorized n bate of Reh bate (mm/dd) the document	In cost of my knowledge the or exemptions) Authorizes Representative 1.8. Training Specialist 1.8. Training Specialist 1.8. Training Specialist 2.2. PP Code 2.2. PP Code 2.2
the above-listed document(s) appear to ployee in authorized to work in the built as employees first day of employment plants of employee a Authorize Represent authorized to a Authorize Representation to these of Employee a Authorized Representation and the analysis of a Authorized Representation and a Authorized Repr	b be genuine and to to de States. t (mm/dd/yyyy): ative Today first Name of Emplo Jane Street Number and Nar es (To be complete d Name (Given Name) nt authorization has ex provided below.	the second seco	(See ins	I, and (3) to structions for remployer or monatation Employer's B Acme-Eve S authorized ro bate of Rehb bate (mmidd/) The document Exp	Internet of my knowledge the or exemptions) Authorizers Representative to Training Specialist Uniteres of Organization Name Trity Late: 28P Code Late: 2
the above-fitted document(s) appear to polyce is autorized to work in the titte an employces it first day of employment patient of strayover a Autorizet Represent ectronically Signed by J. Doo It have of Employer Autorizet Represent of the strategiest of the strategiest of polyce's Banks or Organization Address (s of polyce's Bankson) (First The employer's pervice agrees of employment first autorized autorization in the space current Tite	b be genuine and to to de States. t (mn/dd/yyyy): alive Today First Name of Emplo Jane Street Number and Nar es (To be completer at Name (Given Name) nt authorization has es provided below. Dt	the section of the se	(See ins (See ins yy) Title of Imple presentative amployer or i amployer or i Bite Initial C	I, and (3) to itructions for remployer or monatation Employer's B Acme-Eve S authorized ro bate of Reho Date (mm/dd/) The document Exp	Internet of my knowledge the or exemptions) Authorizes Representative 1.8. Training Specialist 1.8. Training Specialist
the above-listed document(s) appear to pipolyse is authorized to work in the Units parallel of Employer of Authorized Represent technolarity Standard My J. Doe Units of Employer of Authorized Represent technolarity Standard My J. Doe De Dispoyer Basiness or Organization Address (D Stelland Standards) Stelland Standards Stelland Standards The employee's previous grant of employment stranger Tamy Standards in the space unert Time test, under penalty of perjort, that to the	b be genuine and to i de States. t (mm/dd/ygyy): ative Today First Name of Emplo Jane Street Number and Name Street Number and Name) fit authorization has es provided below. D s best of my knowle	The second secon	(See ins (See ins) (See ins) (See ins) (Imple presentative n amployer or a B Be initial C remain of the initial C resentative n (See ins) (See ins author) (See ins	I, and (3) to intructions for remployer or montation Employer's E Acme-Eve Acme-Eve Acme-Eve authorized re bate (mm/dd/) The document Exp ized to work ized to work	the best of my knowledge the or scemptions) Authorized Representative 1.8. Training Specialist 1.8. Training
the above-listed document(s) appear to pippes in authorized to work in the tubin en employees it first day of employment pathened to be employeed in the authorized Research extendically Signed by J, Doe Hard Dayner & Andreas Responsible 19 30 gene (Stranger & Andreas Responsible 19 30 gene (Stranger & Stranger & Stranger Stranger & Stranger & Stranger Stranger & Stranger & Stranger Research & Stranger & Stranger Berne (Stranger & Stranger & Stranger & Stranger Berne (Stranger & Stranger & Stranger & Stranger Berne (Stranger & Stranger & Stranger & Stranger & Stranger Berne (Stranger & Stranger & Stranger & Stranger & Stranger Berne (Stranger & Stranger & Stranger & Stranger & Stranger & Stranger & Stranger Berne (Stranger & Stranger &	be genuine and to it de States. t (mm/dd/yyyy): ative Today ative Today I First Name of Emplo Jane Street Number and Nar Street Number and Nar (To be complete t Name (Given Name) nt authorization has es e provided below. D best of my knowle document(s) I have	The second secon	(See ins (See ins))) Title of Imple presentative n momployer or a momployer or a information for rec is author r to be genui	I, and (3) to tructions fit Employer or mentation Employer's E Acme-Evic Acme-Acme-Acme-Acme-Acme-Acme-Acme-Acme-	the best of my knowledge the or exemptions) Authorized Representative 1.8 Training Specialist 1.8 Training Specialist 1.9 Poccale 1.9 Poccale 1.
the above-listed document(s) appear to pipoye is authorized to work in the tubin exemployees it first day of employment patterial and the second second second patterial second second second second and the second second second second second second second second second second second second second second second second	be genuine and to is be destates. t (mm/dd/yyyy): after Today after Today after Today bane (Given Name) at Name (Given Name) at Name (Given Name) at Name (Given Name) bane (To be completer at Name (Given Name) bane (To be completer at Name (Given Name) bane (To be completer at Name (Given Name) bane (To be completer) at Name (Given Name) at Name (Giv	International and a second a secon	(See ins (See ins (See ins (See ins imple presentative n amployer or a B le Initial C n ntormation for ree is author r to be genut Name of Emp	I, and (3) to structions for remployer or mentation Employer's E Acme-Evv S A authorized in . Date of Reh Date (mm/dd/) 'the documer Exp ized to work in e and to re log or or Authorized in the documer is a construction of the structure is a constructure is a c	the best of my knowledge the or exemptions) Authorizes Representative (8. Training Specialist (8. Training Specialist (8. Training Specialist (8. State (8.
the above sited document(s) appear to ployee is authorized to work in the Unit e employee's first day of employment hand with the employee's first day of employment internet of Employee's Authorized Representative employee's Authorized Representative employee's Authorized Representation and the Representation Address (s) EVENT Business or Organization Address (s) First Business or Organization (s) Fir	be genuine and to it de States. t (mnviddyyyy):ative Today ative Today First Name of Emplo Jane Street Number and Nar Street Number and Nar Stre	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	(See ins (See ins yy) Title of Imployer or employer or m m mormation for r to be genui Name of Emp	I, and (3) to structions for remployer or mentation Employer's Employer's Employer's Employer's Acme-Eve S Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Eve Acme-Acme-Acme-Acme-Acme-Acme-Acme-Acme-	the best of my knowledge the or exemptions) Authorized Representative 1.8 Training Specialist 1.8 Training Specialist 1.9 Poccal 1.9 Poc
e above-tisted document(i) appear to open is authorized to work in the Unit employee's first day of employment have of Employer of Authorized Represent roroncallay Signed by J. Doe Oroncallay Signed by J. Doe Organization Address (Ein Usin S. Revertification and Rehin whate (# application) Name (# application) and Rehing (# application) first see employee (from the space meet Title at, under penality of perjury, that to the marker of application Represent to the metric openality of perjury. That to the marker of application and Represent to the openality of perjury, that to the marker of application and the space meet Title	be genuine and to is be genuine and to is the genuine and to its state. It (mm/ddyyyy):	Intol (2018) ys Date (mm/ddy;y ys Date (mm/ddy;y ys Oate (mm/ddy;y ys of Allocited Re we of Allocited Re we of Allocited Re phoenix d and signed by provide the occurrent Number dge, this employ camined appear (mm/ddy;yy)	loyee named (See ins presentative n amployer or i amployer or i momation for romation for ro be genui Name of Employer	I, and (3) to tructions for r Employer or mentation Employer's E Accme-Evy Accme-Evy S A authorized ri authorized ri bate of Reh bate (mm/dd) The document Exp ized to work ine and to re loyer or Authority Come of the second to re authorized (1) to a second to a second to bate of the second to a second to	the best of my knowledge the yr exemptions) Authorizes Representative 1.8 Training Specialist (2.9 Code 85201 (2.9 Code 85201 (2.9 Code 85201 (2.9 Code (3.9 Code (

Refi	esh Update and Go Back	C Update Info G	o Back
	Modified Py	S Actions - Adjust I	▲ -9 🛟 Add
	Modified by	Аррготец Бу	<u>ш</u>
	Doe, Jane 11/05/2018 @ 10:32:21 Doe, Jane	Doe, Jane 11/05/2018 @ 11:40:22 Doe, Jane	
	11/05/2018 @ 10:32:21 Doe, Jane 11/05/2018 @ 10:32:21	11/05/2018 @ 11:40:22 Doe, Jane 11/05/2018 @ 11:40:22	
	Doe, Jane 11/05/2018 @ 10:32:21	Doe, Jane 11/05/2018 @ 11:40:22	
Ш.,			
Ш.,			
			^
•			~

Table of Contents

Cor

6

₩ •

© 2

i 1 ර

Table of Contents

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: <u>https://www.uscis.gov/humanitarian/temporary-protected-status</u>

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:

- 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.



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.



Table of Contents

Refresh All

02/01/2021

20

Employee -

Employee Name

TPS, Robert

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. E-Verify -Reports **Top I-9s Needing Approval** ~ 🐁 Analyze View Expiration Date Days Left Date I-9 Location Employee Name Employee Start Approval E-Verify Deadline Created Date

Smith, Leonard

able 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.

Top Pending Re-Verifications

LawLogix.

Dashboard

C Employee Group

Top Pending Re-Verifications

📥 All

Created

01/12/202:

Location

View Date I-9 Start I-9

Branch 1234

🐪 Analyze

Location

Branch 1234:

							,							
🧩 View 🚔 All 🐁 Analyze							🛷 View 🚔 All							
	Date I-9 Created	Location	Employee Name	Expiration Date Da	ays Left		Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left		
0	01/12/2021	Branch 1234:	TPS, Robert	02/01/2021	20	٠	05/07/2018	Branch 1234:	White, Tiffany	Receipt	05/31/2020	-226		

07/02/2019

Top I-9s Needing Further Action

Branch 1234:

Type of I-9: Current | Imported Create New Employee

07/05/2019

From the **Top Pending**

07/02/2019

I-9 for TP	PS, Robert			
\bigcirc				View Em
Details	OnDocs	Issues	Amendments	
I-9 Amendr	nents			· · · · · · · · · · · · · · · · · · ·
2 Refresh	Show Specia	al Amendment Options	🔁 View I-9	
Data Field	A	Original Value	Amended Value	Note of 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.

I-9 Amendments						^
🎅 Refresh 🔌 Show Sp	ecial Amendment Options	s 📆 View I-9			🕹 Actions 🛛 🍑 Adjust I-9	🔒 Add
Data Field	Original Value	Amended Value	Note of Record	Modified By	Approved By	Î
🗆 No Amendments	(1)					
					\ \	
Issues with I-9 Amendmen	ts					
Special Amendments						\sim
		0				

Table of Contents

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

LawLogix.					Ann	ouncements	Help 🗸	Robert Reaume 🚽	Logo	ut
Dashboard	Start I-9	Employee 🗸	E-Verify 🗸	Reports						
I-9 for TPS, Robert										
\bigcirc					View Employee View E-Verify	Refresh	Update and Go Ba	ack Update Info	Go Back	Delete
Details OnDocs	Issues Amendr	ments								
Issues with I-9 Amendments										*
Special Amendments										~
Hide Special Amendment C	Options									
Extension of Stay	For aliens au	uthorized to work up to an addition	onal 240 days beyond their I-9	4 expiration date based on a pendi	ng I-129 Extension of Status petition.					
F-1/OPT STEM Exte	Ension For F-1/OPT	Students eligible for an interim	180 day extension beyond the	ir Section 2 EAD card expiration da	te based on a pending STEM Extension a	pplication.				
CAP GAP Extension	For F-1/OPT	Students eligible for an interim	CAP GAP Extension beyond t	heir Section 2 EAD card expiration	date through Sept. 30 of the same calend	ar year based on a	a pending H-1B Petiti	ion.		
TPS Auto-extension	For employed	es in Temporary Protected Statu	us whose employment authoriz	ation has been automatically exten	ded.					
EAD Auto-extension	For employed	es with certain Employment Aut	horization Document (EAD) ca	ategories eligible for an interim 180	day extension beyond their current EAD c	ard expiration date	e based on a timely fi	iled EAD renewal applica	tion.	

Table of Contents

	Dashboard	Start I-9	Employee 🗸	E-Verify 🗸	Reports				
2	> Extension of Stay								
	Extend I-9 fo	r TPS, Robert							
	TPS Auto Extension								
	Cur	Document Name: rent Expiration Date:	Federal Register Notice	Upon approv the US when country from applying for	Upon approval by Congress, USCIS may gran the US when it is determined that conditions in country from returning safely. During a Design applying for an EAD card.				
	/	New Expiration Date:	05/01/2021	lf Congress EAD cards f the Federal	extends the Designated Perio or TPS beneficiaries of that c Register Notice announcing t	od of TPS ountry in he exten			
	For aliens who have alree the 6o-day re-registratic 4, 2021. USCIS will issue eligible South St danese EADs. Given the timefra applications, pHS recog before their surrent EAI this Federal Register	ady been granted TPS und on period runs from Noven e new EADs with a May 2, : TPS beneficiaries who tim- mes involved with process nizes that all re-registrants Ds expire on November 2, 2 notice, DHS automatically	er South Sudan's designation, aber 2, 2020 through January 2022, expiration date to ely re-register and apply for ing TPS re-registration as may not receive new EADs 2020. Accordingly, through extends the validity of these	When an en automatic ex the employe Go Back to I-9	nployee is working pursuant t ttension, the auto extension o e should be reverified. Update Info	o an EAE date shou			
	EADs previously issued	under the TPS designation	of South Sudan for 180 days,						

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

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.

Table of Contents

will generate and appear on the Amendments Tab window. LawLogix. The Amendments will require review and approval by the user for Dashboard Start I-9 Employee -E-Verify -Reports Section 2. I-9 for TPS, Robert \bigcirc View Employee View E-Verify Refresh Update and Go Back Update Info Go Back Delete Details OnDocs Issues Amendments **I-9 Amendments** ~ 🙇 Actions 🖵 🍑 Adjust I-9 😭 Add 🚬 Refresh . 🍑 Show Special Amendment Options 📆 View I-9 Data Field **Original Value** Amended Value Note of Record Modified By Approved By ŵ Section 2 (3) Federal Register Reaume, Robert Û (M) Document Reference Notice 01/12/2021 @ 14:30:09 Reaume, Robert ŵ (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. 01/12/2021 @ 14:30:09 Reaume, Robert ŵ (M) TPS Auto-Extension 1 0 01/12/2021 @ 14:30:09

The TPS Auto-extension amendments

Table of Contents

Dashboard	Start I-9	Employee 、	E-Verify 🗸	Reports	
I-9 for TPS, Robert					

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

\bigcirc							View Employee	View E-Verify	Refresh	Update and Go Back	Update Infe	Go Back	Delete
Details	OnDocs	Issues	Amendments										
I-9 Amendments	;												^
🎅 Refresh 🔌 S	Show Spec	al Amendment Opti	ions Tiew I-9								🧟 Ac	tions 🚽 🕥 Adju	st I-9 🛟 Add
Data Field	A	Original Value	Amended Value	Note of Record						Modified By		tity employee by I	E-Mail
🗉 Section 2 (3)										Vie	w/Send Employee	e Approval Notes ection 1
(M) Document Refe	erence		Federal Register Notice							Reaume, Robert 01/12/2021 @ 141		prove Section 1 prove Non Sectior	1 Amendments
(M) S2 Additional I	nfo		EAD EXT [05/01/2021]	EAD Auto Ext.						Reaume, Robert 01/12/2021 @ 14:3	30:09		
(M) TPS Auto-Exter	nsion ()	1							Reaume, Robert 01/12/2021 @ 14:3	30:09		Û

Table of Contents

TPS Auto-Extension amendment LawLogix. and clicks the **Submit** button. Dashboard Employee -Start I-9 E-Verify -Reports 🙍 Approval a X 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 Submit Submit Changes need to be I am positive that the amended data values made are correct and ready to be made

User enters Guardian sign-on

credentials to approve the

Table of Contents

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

Holm

Q

uncomonto

		i i			🌑 🌍 Form - Google Chro	ome					_
<form></form>	LawLogix				a uat1.guardiand	ocuments.com	n//getdoc/7	A621918D2F	9704885586	57C75490)E9E3
-9 for TPS, Robert	Dashboard	Start I-9	En	nployee 🗸		E U.:	mployment El Department of S. Citizenship ar	ligibility Verifi Homeland Secu ad Immigration S	ication arity Services		USCIS Form I- OMB No. 1615 Expires 10/31.
Details On Docs Issues Amendments 1-9 Amendments Refresh & ShowSpecial Amendment Options Image: Section 2 (3) (M) Document Reference Federal Register Notice Molice (M) S2 Additional Info C Additional Info Federal Register Notice Federal Register Notice Reference Federal Register Notice Reference Reference Federal Register Notice Reference Reference Federal Register Notice Reference Reference Reference Federal Register Notice Reference Refere	I-9 for TPS, Rober	t			Section 2. Emplo (Employers or their auth must physically examin of Acceptable Documen	oyer or Authorize horized representative m e one document from Lis sts.")	ed Representa nust complete and si st A OR a combination	ative Review a gn Section 2 within 3 on of one document	Ind Verification 3 business days of the from List B and one o	l employee's fi locument from	rst day of employmen List C as listed on th
Details OnDocs Issues Amendments I 9 Amendments </td <td>0</td> <td></td> <td></td> <td></td> <td>Employee Info from S</td> <td>ection 1 Last Name TPS</td> <td>(Family Name)</td> <td>First Nam Robert</td> <td>.e (Given Name)</td> <td>M.I. Citiz</td> <td>enship/Immigration S 4</td>	0				Employee Info from S	ection 1 Last Name TPS	(Family Name)	First Nam Robert	.e (Given Name)	M.I. Citiz	enship/Immigration S 4
Details OnDocs Issues Amendments I - 9 Amendments I - 9 Amendments I - 9 Amendments I - 9 Amendments I - 9 Amendments (M) TPS Auto-Extension 0 <td>\checkmark</td> <td></td> <td></td> <td></td> <td>Lis Identity and Emplo</td> <td>t A yment Authorization</td> <td>OR</td> <td>List B Identity</td> <td>AND</td> <td>Emj</td> <td>List C ployment Authoriza</td>	\checkmark				Lis Identity and Emplo	t A yment Authorization	OR	List B Identity	AND	Emj	List C ployment Authoriza
Useding	Dotaile OnDoce	Iccuoc	Amondmonto		Document Title	ocument (Form 1-766)	Document Title		Docu	ment Title	
I-9 Amendments Refresh Sobow Special Amendment Options I View I-9 Data Field Original Value Amended Value No Document Reference Notice Mo Document Reference Notice Mo TPS Auto-Extension 0 1	Details OfDocs	issues	Amenuments		Issuing Authority		Issuing Authori	ty	Issuir	ng Authority	
Refresh Show Special Amendment Options Wew L-9 Data Field Original Value Amended Value Note of Record (M) Document Reference Federal Register Notice (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 Certification: Lateut, under pranty of performation of the document for the	I-9 Amendments				Document Number		Document Nun	nber	Docu	ment Number	
Refresh Show Special Anerdment Options Wev 1-9 Data Field Original Value Amended Value Note of Record Image Anisotry Modesonal field Federal Register (M) Document Reference Federal Register Notice Federal Register (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 Ordigate Construction Reference Federal Register (M) TPS Auto-Extension 0 1			-		Expiration Date (if any)	(mm/dd/yyyy)	Expiration Date	e (if any) (mm/dd/yyy	y) Expir	ation Date (if a	ny) (mm/dd/yyyy)
Data Field Original Value Amended Value Note of Record	💦 Refresh < Show Spe	cial Amendment Options	s Tiew I-9		02/01/2021 Document Title						
• Section 2 (3) (M) Document Reference Federal Register Notice (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1	Data Field	Original Value	Amended Value	Note of Record	N/A Issuing Authority		Additional In	formation		8	R Code - Sections 2 & 3 Not Write In This Rease
• Section 2 (3) (M) Document Reference Federal Register Notice (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 Section 2 (a) (bata nela	original value	/ included value	Hote of Record	N/A Document Number		- 11				near time in this space
Beckton 2 (3) (M) Document Reference Federal Register Notice (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 Crification: Latest, under penalty of perjury, Hut (1) have examined the document(1) presented by the above-name dempine (2) exbed-listed document(1) greesented by the above-name dempine (2) exbed-listed document(1) greesented by the above-name dempine (2) exbed-listed document(2) greesented by the model status (2) exbed-listed document(2) greesented by the model status (2) exbed-listed document(2) greesented by the above-name dempine (2) exbed-listed document(2) greesented by the above-name dempine (2) exbed-listed document and to relate both of my knowled (2) exbed-listed document and to relate both of my knowled (2) exbed-listed document and (2) of to both of my knowled (2) exbed-listed document and the document(2) greesented by the above-name dempine (2) exbed-listed document and the document and the document(2) greesented by the above-name dempine (2) exbed-listed document and the document and the document (2) greesented by the above-name dempine (2) exbed-listed document and the document and the model status (2) exbed-listed document and the document and the medicater (2) experimentation and exbed document and the model status (2) experimentation and exbed document and the medicater (2) experimentation and exbed document and the medicater (2) experimentation and exbed document and the mide and the document and the document and the medicater (2) experimentation and experimentation and exbed document and the document andocument andocument and the document andocument andocume	E Section 2 (2)				N/A Expiration Date (if any)	(mm/dd/www)					
(M) Document Reference Federal Register Notice (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 (M) TPS Auto-Extension 0 1					N/A	(-			
Initial Control In Reference Notice (M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 (M) TPS Auto-Extension 0 1 0 0 0 0 0 0 0	(M) Decument Reference		Federal Register		Document Title						
(M) S2 Additional Info EAD EXT [05/01/2021] EAD Auto Ext. (M) TPS Auto-Extension 0 1 Discontrol Number EAD EXT [05/01/2021] EAD Auto Ext. EAD EXT [05/01/2021] Control Number EAD EXT [05/01/2021] EAD Auto Ext. EAD EXT [05/01/2021] M) TPS Auto-Extension 0 1	(M) Document Reference		Notice		Issuing Authority		11 🖌				
(M) TPS Auto-Extension 0 1 Implyse in factor (exp or early of parking) Implyse in the data of parking of parking (exp or early of parking) Implyse in the data of parking of parking (exp or early of parking) Implyse in the data of parking (exp or early of parking) Implyse in the data of parking (exp or early of parking) Implyse in the data of parking (exp or early of early or early of early or ear	(M) S2 Additional Info		EAD EXT [05/01/2021	1] FAD Auto Ext.	Document Number		FADEX	T (05/01/2021)	(01) RR 1/12	a1	
(M) TPS Auto-Extension 0 1 MA Cartification: Istest, under penaty of perjury, hat (1) have examined the document(s) presented by the above-named and (2) to the best of multiple period by the above-named, and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the best of multiple period by the above-named and (2) to the above named and (2) t			Lite Litt [00/01/2023	.,	Expiration Date (if any)	(mm/dd/yyyy)					
(2) the above-listed document(i) appear to be granular and to relate to the employee named, and (2) to the best of my knowledge is authorized to work in the United States. (2) the above-listed document(i) functional states is a state of the employee named, and (2) to the best of my knowledge is authorized to work in the United States. (3) the above-listed document(i) functional states is a state of the my knowledge is authorized to work in the United States. (3) the above-listed document(i) functional states is a state of the my knowledge is a state of the state of the state is a state of the intermy is a state of the state is a state of the interm is a state of the intermy is a state of the interm is a state of the in	(M) TPS Auto-Extension	0	1		N/A Certification: Lattest	t, under penalty of pe	rjury, that (1) I hav	ve examined the d	locument(s) preser	ited by the al	ove-named emplo
The employee's first day of employment (mm/dd/yyyy) Ot1/12/021 (See instructions for exemptions) Signature of Employee's first day of employment (mm/dd/yyyy) Today's Date (mm/dd/yyy) Title of Employee's full indicates (Dependentiation) Electronically Signature of Employee's Authorized Representative Text News de Depage's d'Authorized Representative Employee's full indicates (Dependentiation in Authorized Representative) Text News de Depage's d'Authorized Representative Employee's full indicates (Depage) Education Company - Robert Employmer B full indicates of Organization A Reame City or Tom Balan Zero Company - Robert Section 3. Revertification and Relines (To be completed and signed by employner or authorized representative) A. New Amain (#application in the segue of the document or presentative) A. New Amain (#application in the segue of the document or presentative) A. New Amain (#application in the segue of the document or presentative) E. If the employee's previous guant of employment authorization he segue of the document or presentative) E. If the employee's previous guant of employment authorization he segue of the document of the document or presentative) Comment Title Document Number Exploration Date (#any) (mm/dd) Exploration Date (#any) (mm/dd) I attest, under prenaty of perfury, that to the best of multivation in the updee document (b) here examine appeer for bob genianity and the document(b) here examined appeer for bob genianity and there inducing and					(2) the above-listed d employee is authoriz	locument(s) appear to	o be genuine and ted States.	to relate to the em	ployee named, and	i (3) to the be	est of my knowledg
Signature of Employer of Authorized Representative Today's Date (motifylyyy) The of Employer of Authorized Representative Electronically Signad Board Representative Orday's Date (motifylyyy) The of Employer of Authorized Representative Lark Name of Employer of Authorized Representative Orday's Date (motifylyyy) The of Employer of Authorized Representative Reaume Reaume Copert Employer Authorized Representative Robert Coperts Coperts Coperts 123 Em St Phoenix NM Reaume A. New Name (# applicative) R. Dear Resentative Date (motifylyger Authorized Representative) Last Name (Family Name) First Name (Given Name) B. Dobe of Retries (# applicative) C. efficiencienciencienciencienciencienciencie					The employee's firs	st day of employmen	nt (mm/dd/yyyy):	01/12/2021	(See instruct	tions for exe	emptions)
Electronically Signed by R. Reaume 0/1/22/021 Trainer Lat Name of Engloyer of Audrotes Representative First Name of Engloyer Audrotes Representative Employer Audrotes Representative Reaume Robert Gabert Gubert					Signature of Employer	or Authorized Represent	tative To	oday's Date (mm/dd/	yyyy) Title of Emp	loyer or Autho	rized Representative
Reaume Robert Guardian Company. 2006 Employer full values of the state of Cognitization Address (Street Number and Name) Up or Torm Name 29 Coder 123 Ein St Saction 3. Revertification and Rehires (Tro be completed and signed by employer or authorized representative.) New full values of the state					Electronically Sig	ned by R. Reaume r Authorized Representativ	P First Name of Err	01/12/2021 aployer or Authorized F	Representative Emp	lover's Busine	ss or Organization Na
Employer's Business of Organization Adversa (Street Munifier Markens (To be completed and Names) [Uty of Town Balkan [Zir D codes 123 Elin St Warmfird Englished Street Munifier Markens (To be completed and signed by employer or authorized representative) A. New Kamer (# applicable) Last Name (# applicable) C. If the employer's previous grant of employment authorization has expressed. provide the information for the document (I) C. If the employer's previous grant of employment authorization has expressed. provide the information for the document of # applicable below. Document Title 1 attack, under prenaty of perjury, that to the best of my knowledge, this employee is authorized to knowl, in the United States, a the employee presented to chormating I have occument (I) have examined appear to be activated the biokum. Signature of Employeer of Authorizer Representative Signature of Employeer of Authorizer Representative Form 1-9 100 200					Reaume		Robert		Gua	rdian Com	pany - Robert's
Section 3. Revertication and Rehires (To be completed and signed by employer or authorized representative.) A. New Name (ParginLate) Is. Due of Rehire (I applicate) Last Name (ParginLate) First Name (Civen Name) Midde Isrial C. The employee's previous gain of employment authorization has segred, provide the information for the document or needs that establish continuing employment authorization in the space provided below. Document for needs that establish to continuing employment authorization has equived, privide the information for the document or needs that establish continuing employment authorization has equived, privide the information base (I applicate) Expression Base (I applicate) I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work the individual. Signature of Employeer or Authorized Representative Today's Date (mm/ddy)yyy) Name of Employeer or Authorized Representative Form 1-9 102 Form Today's Date Today's Date Participation					Employer's Business or 123 Elm St	r Organization Address ((Street Number and	Name) City or To Phoenix	.wn X	State	ZIP Code 85022
A. New Yame (if applicable) B. Date of Retries (if applicable) Last Name (Family Hame) First Name (Given Name) B. Date (invision) C. If the retrieval of the invision of the i					Section 3. Reven	ification and Rehi	res (To be comple	eted and signed by	- y employer or auth	orized repres	entative.)
Last valies (remary values) Last valies (remark) C, if the employees interaction in the space remark, provide the information for the document or receipt that establish continuing employment authorization in the space remark. The document or receipt that establish continuing employment authorization in the space remark. Document Title Document Title Document Title Document Title Last extinct previous testion. Support of portury, that to the base of my browled below. Support or Authorized document(b), the document (b) there document dopper to be genuine and to relate to the individual. Support or Authorized Representative Team's Date (remark) Title Form 1-9 1002 TO Port					A. New Name (if application	able)			B. Date	e of Rehire (if a	applicable)
C. If the employee is previous gunt of employment autionzation has a spined, provide the information for the document or receipt that establish continuing employment autionization in the space provides below. Document Title Document Title Document Title Document Title Document Number Exploration Data (# exp) (mmodd) I attest, under penalty of perfury, that to the best of my howeldge, this employee is autionization Data (# exp) (mmodd) I attest, under penalty of perfury, that to the best of my howeldge, this employee is autionization the to limited States, a the employee research to the individual. Signature of my/prover Authorized Representative Teday's Data (mmodd)/yyyy) Name of Employeer or Authorized Representative Form 1-9 1002 10 Page					Last Name (Pamily Nat	me) Fir	st Name (Given Nar	ne) Mi	bole initial Date (i	mm/dd/yyyy)	
Evaluating the separate and the set of					C. If the employee's pre	vious grant of employm	ent authorization has	s expired, provide the	e information for the c	locument or re	ceipt that establishes
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, a the employee presented document(s). The document(s) have examined appear to be genuine and to relate to the individual. Signature of Employee or Authorized Representative Today's Date (mm/s0/yyyy) Name of Employee or Authorized Representative Form 1-9 10.2 10 Page 10					Document Title	autionzation in the spa	ce provided below.	Document Number		Expiration	Date (if any) (mm/dd/)
the employee presented document(s). In edocument(s) in the examined appear to be genuine and to relate to the individual. Signature of Employee of Authorized Representative Today's Date (mm/ddyyyy) Name of Employee or Authorized Representative Form 1-9 10.2 10 Pa					I attest, under penalt	y of perjury, that to th	he best of my know	wledge, this emplo	oyee is authorized	to work in th	e United States, an
Fem 19 102 10 Pa					Signature of Employer	or Authorized Represent	tative Today's Da	ve examined appe ate (mm/dd/yyyy)	Name of Employer	or Authorized	Representative
Fem 19 102 10 Pa									L		
					Form I-9 10/21 19						Pag

at i.guardiandocumen	its.com/,	/getdoc/	//A6219	918D2F97)488558	67075	5490E9E3
8	Em De U.S.	ployment epartment Citizenship	Eligibilit of Homel and Immi	ty Verificati and Security igration Servi	on ces		USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022
Section 2. Employer or A Employers or their authorized represent nust physically examine one document of Acceptable Documents.")	uthorized sentative must ent from List A	I Represe t complete and A OR a combin	ntative R d sign Sectio nation of one	eview and n 2 within 3 busi document from	/erificatio less days of t list B and one	n he employ documen	ee's first day of employment. You t from List C as listed on the "List:
Employee Info from Section 1	.ast Name (Fa	amily Name)		First Name (Gi	en Name)	M.I.	Citizenship/Immigration Status
List A Identity and Employment Author	Orization O	R	List	B tity	AND	N/A	4 List C Employment Authorization
Jocument Title		Document 1	litle		Do	ument Tit	le
sployment Authorization Document (Form I- suing Authority	766)	Issuing Auth	hority		Iss	uing Autho	rity
ocument Number	_	Document M	Number		Do	ument Nu	imber
RC000000001		The least of the			-	land an Da	to de ser à forme del de ser à
xpiration Date (if any) (mm/dd/yyyy	9	Expiration D	Date (if any) (mm/dd/yyyy)	Exp	viration Da	te (if any) (mm/dd/yyyy)
2/01/2021	_	<u> </u>					
A							
ssuing Authority		Additiona	il Informatio	in			Do Not Write In This Space
A ocument Number	_						
/A							
xpiration Date (if any) (mm/dd/yyyy	9						
/A							<u> </u>
ocument Title							
suing Authority	_						
/A							
locument Number					(01) RR 1/	12/21	
A voication Date (if any) (mm/dd/assa	4	EADE	EXT [05/01	/2021]			
Apradon Gale (" any) (mm/dd/yyyy	, i						
/A							
ertification: I attest, under pen t) the above-listed document(s) mployee is authorized to work i	alty of perju appear to b in the United	iry, that (1) I le genuine ai d States.	have exam nd to relate	to the employ	ient(s) prese e named, a	nted by t nd (3) to t	the above-named employee, the best of my knowledge the
he employee's first day of en	nployment ((mm/dd/yyy	y): <u>01/1</u> ;	2/2021	(See instru	ctions fo	or exemptions)
ignature of Employer or Authorized	Representati	ve	Today's Da	te (mm/dd/yyyy)	Title of En	ployer or	Authorized Representative
lectronically Signed by R.	Reaume		01/1	2/2021	Trainer		
ast Name of Employer or Authorized Re	epresentative	First Name of	Employer or a	Authorized Repres	entative Em	ployer's B	usiness or Organization Name

inouncements i			, at
ify Refresh Upd	ate and Go Back	Ipdate Info Go Back	Delete
			~
		🙎 Actions 🖵 🍣 Adjust	I-9 🛟 Add
	Modified By	Approved By	Î
	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)

Dehert Desume

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.

Page 2 of 3

Table of Contents

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.

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

Table of Contents

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 <u>initial</u> 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: <u>https://www.uscis.gov/working-united-states/automatic-employment-authorization-</u> <u>document-ead-extension</u>

Table of Contents

Company Company	Da	shboard	 Employee Group Location 	Southwest > Arizona	> Mesa II	Refi	resh All			Dasnbo the Date	aro e i -'
I-9 and E-Verify	Тор Р	ending Re-Verifi	ications				^	Тор	I-95 I	ccass th	
Compliance System	🧩 V	iew 눹 All 🤺	👆 Analyze					*	View C		
\checkmark		Date I-9 Created	Location	Employee Name	▼ Ex	piration Date	Days Left		Created		_
🚯 Dashboard		08/14/2018	Special Amendments:	TPS, Robert	09/	03/2018	20	-	09/27/2018	Mesa II:	Wils
	0	10/05/2018	Special Amendments:	STEM, Susan	01/	01/2019	84		10/09/2018	Mesa II:	Don
O Start I-9	۲	10/05/2018	Special Amendments:	STAY, Mary	01/	01/2019	84		10/05/2010		2011
🍽 E-Verify	۲	10/08/2018	Special Amendments:	GAP, Mitchell	04/	01/2019	174				
I Reports	• •	10/08/2018	Special Amendments:	EAD, Jane	11/	15/2018	37				
😁 Employees											
C I-9 Forms											
📑 Tasks	Тор Р	ending I-9s					~	тор	Pending Tasks		
	🧩 V	iew 📄 All 🦻	👆 Analyze					*	View		
🔟 Charts & Graphs		Date I-9 Created	Location	Employee Name	Section 1	Section 2			Reminder Date	Subject	Locatio
Announcements	e	08/07/2018	Mesa II:	Davidson, Susan	07/24/2018	07/27/2018		•	06/18/2018	Amended I-9 needs employee's review and approval.	Mesa II:
🔊 ICE Audit	e e	09/27/2018	Mesa II:	Johnson, Prudence	07/25/2018	07/30/2018			06/19/2019	Notification of Remote	Moca II:
	ΟE	08/14/2018	Mesa II:	Davis, Alex	10/04/2018	10/09/2018		-	06/16/2016	Selection	Mesa II:
🞓 Help	e	10/09/2018	Mesa II:	Wilson, Brett	10/09/2018	10/12/2018		•	09/02/2018	Receipt Reminder	Mesa II:
My Settings								0	10/08/2018	Receipt Reminder	Mesa II:
I wy settings								-	12/08/2018	Receipt Reminder	Mesa II:
â Administration								-	09/10/2020	Reventication Reminder	Mesa II:
ථ Logout											

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

Created					,	
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	

Employee Name

Doe, John

Diaz, Stacy

Wilson, Sandra

Hvatt, Chris

Stuart, Stephanie

Donaldson, Margaret 01/07/2019

Expiry Date

06/19/2018

06/19/2018

10/02/2018

11/07/2018

10/10/2020

Location

Table of Contents

 ∂I_0 for EAD lane

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.

		symbol to expand the special						
I-9 and E-Verify ompliance System		Amendments window.						
\checkmark	Leg Amendments							
Dashboard	2 Refresh 🚸 Show Special Amendment Options 🏗 View I-9	🙎 Actions 👻 🐥 Adjust I-9 🈜 Add						
ອ Start I-9	Data Field Amended Value Amended Value Note of Record	Modified By Approved By						
F-Verify	□ No Amendments (1)							
_								
Reports								
🛉 Employees								
🛿 I-9 Forms								
🖹 Tasks								
<u>』</u> Charts & Graphs								
Announcements								
🦻 ICE Audit								
🕈 Help								
i My Settings								
Administration								
ኃ Logout	Issues with I-9 Amendments							
	Special Amendments	\odot						

Table of Contents

n Company

C

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

Company united sugar	✓I-9 for EA	D, Jane									
I-9 and E-Verify Compliance System	Q				View Employee	Refresh	Update and Go Back	Update Info	Go Back	Delete	
\checkmark	Details OnDocs Issues	Details OnDocs Issues Amendments									
🚯 Dashboard	Issues with I-9 Amendments	sues with I-9 Amendments									
O Start I-9	Special Amendments	Special Amendments									
🍽 E-Verify	Hide Special Amendment Options										
	Extension of Stay	For aliens authorized to work up to a	an additional 240 days beyond thei	ir I-94 expiration date recorded in Sec	ction 2 based on a pe	ending I-129 Ex	tension of Status Petition.				
😁 Employees	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.										
I-9 Forms	CAP GAP Extension	For F-1/OPT Students eligible for a	n interim CAP GAP Extension bevo	and their Section 2 EAD card expiration	on date through Sept	30 of the sam	e calendar vear based on a	a pending H-1B Pe	etition		
🚍 Tasks		5	,		5 1		,	1			
ம் Charts & Graphs	TPS Auto-extension	For employees in Temporary Protec	cted Status whose employment auti	horization has been automatically ext	tended.						
📢 Announcements	EAD Auto-extension	For employees with certain Employr application.	ment Authorization Document (EAD	D) categories eligible for an interim 18	80 day extension bey	ond their curre	nt EAD card expiration date	e based on a time	y filed EAD ren	ewal	
🛯 ICE Audit											
🞓 Help											
i My Settings											
â Administration											
එ Logout											

Table of Contents

Guardian

I-9 and E-Verify Compliance System

\sim
🚯 Dashboard
O Start I-9
⊞ Reports
😁 Employees
🕼 I-9 Forms
🖹 Tasks
📶 Charts & Grap
📢 Announceme
🗇 ICE Audit
🔁 Help
i My Settings

Extend I-9 for EAD, Jane

EAD Auto-extension

EAD Auto-Extension

Foreign national workers in certain employment eligibility categories may receive an automatic extension o renewal application is pending.

To take advantage of this extension, the employee should present the expired EAD along with the applicat 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 employee 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	0
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	0

Go Back to I-9 Add Amendments

m Administration

එ 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.

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

\checkmark
🚯 Dashboard
O Start I-9
⊞ Reports
😁 Employees
🕼 I-9 Forms
🖹 Tasks
🔟 Charts & Gr
Announcem
🗇 ICE Audit

🖻 Help

i My Settings

m Administration

Table of Contents

😃 Logout

钤 EAD Auto-Extension

m 🥖

Extend	I-9 for	r EAD	Jane

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.

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	0
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	0

Go Back to I-9 Add Amendments

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



n Dashboard

② Start I-9

Reports
 Employees

☑ I-9 Forms

📑 Tasks

🔟 Charts & Gr

Announceme

🔊 ICE Audit

🞓 Help

i My Settings

im Administrat

😃 Logout

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? \checkmark Ye	es 0
phs ents	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?	es
	Is the Received Date on the I-797C on or before 2018-11-15?	es 0
	Go Back to I-9 Add Amendments	
on		

Table of Contents

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

Guardian *Solution* I-9 for EAD, Jane

I-9 and E-Verify Compliance System	Q				View Employee	Refresh	Update and Go Back	Update Info	Go Back
	Details OnDoo	cs Issues	Amendments						
	I-9 Amendments						^		
Dashboard	🥐 Refresh < Show Sp	ecial Amendment Option	ns Tiew I-9					💈 Actions 🖵 🍣 Adj	ust I-9 🌍 Add
O Start I-9	Data Field 📃 🔺	Original Value	Amended Value	Note of Record			Modified By	Approved By	Û
III Reports	□ Section 2 (1)								
😁 Employees	(M) (II-A) 1st Expiration Date	11/15/2018	05/14/19	EAD Auto Ext.			Doe, Jane 11/07/2018 @ 11:17:26		Û
🕼 I-9 Forms	□ Section 1 (2)								
😅 Tasks	(M) Document Reference		180-Day EAD Ext.				Doe, Jane 11/07/2018 @ 11:17:26		Û
	(M) Work Until Date	11/15/2018	05/14/19	EAD Auto Ext.			Doe, Jane		Û
🔟 Charts & Graphs							11/07/2018 @ 11.17.20		
📢 Announcements									
🚱 ICE Audit									
🖻 Help									
i My Settings									
â Administration									

😃 Logout

썉 Ø

Table of Contents

employee review and approval. User selects the **Notify Employee** Guardian by E-mail (or Employee Approve **Section 1** link if the employee I-9 and E-Verifv 0 **Compliance System** is present.) Details OnDocs Issues Amendments I-9 Amendments 🙎 Actions 🚽 🍑 Adjust I-9 🛟 Add Refresh 🏼 🍨 Show Special Amendment Options 梵 View I-9 Notify Employee by E-Mail Data Field Original Value Amended Value Note of Record Modified B View/Send Employee Approval Notes \Box Section 2 (1) Employee Approve Section 1 Approve Section 1 (M) (II-A) 1st Expiration Doe. Jane 11/15/2018 05/14/19 EAD Auto Ext. Date 11/07/2018 @ 11:17:26 Approve Non Section 1 Amendments Section 1 (2) Doe, Jane (M) Document Reference 180-Day EAD Ext. 11/07/2018 @ 11:17:26 Doe, Jane (M) Work Until Date 11/15/2018 05/14/19 EAD Auto Ext. 11/07/2018 @ 11:17:26 Left Charts & Graphs Announcements i My Settings **m** Administration

Section 1 Amendments will require

Table of Contents

 \sim

Dashboard

O Start I-9

III Reports

Employees

I-9 Forms

ICE Audit 🞓 Help

😃 Logout

📑 Tasks

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 fo your 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

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



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.



Table of Contents

Guardian *I*-9 for EAD, Jane

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

9 and E-Verify npliance System	\bigcirc						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										^
Dashboard											just I-9 🛟 Add
Start I-9	Data Field	A (Original Value	Amended Value	Note of Record				Modified By	Noury Employee by	y E-Mail
E-Verify	□ Section 2 (1	L)								Employee Approve	Section 1
Reports	(M) (II-A) 1st Expirati Date	ion 11	/15/2018	05/14/19	EAD Auto Ext.				Doe, Jane 11/07/20 <mark>18 @ 11:17:26</mark>	Approve Section 1 Approve Non Section	on 1 Amendments
Employees	□ Section 1 (2	2)							-		
I-9 Forms	(M) Document Refere	ence		180-Day EAD Ext.					EAD, Jane 11/07/2018 @ 11:17:26	EAD, Jane 01/22/2019 @ 07:4	7:51
Taska	(M) Work Until Date	11	/15/2018	05/14/19	EAD Auto Ext.				EAD, Jane 11/07/2018 @ 11:17:26	EAD, Jane 01/22/2019 @ 07:4	7:51
Tasks											
Charts & Graphs											
Announcements											
Remedy											
ICE Audit											
Help											
My Settings											
Administration											
Logout											

Table of Contents

Cor

*6*26 (2)

≈

*

=

₽ &

©

血 也

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

[<u>View PDF</u>]

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.



Table of Contents

🔊 Approval

-9 for EAD, Jane

Guardian

I-9 and E-Verifv

Compliance System

Dashboard
 Start I-9

III Reports

😁 Employees

🕼 I-9 Forms

Let Charts & Graphs

Announcements

K ICE Audit

i My Settings

😃 Logout

m Administration

Tasks

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

Guardian	21-9 f	🕼 Form - Google Chrome — 🗌 X
I-9 and E-Verify Compliance System		Employment Eligibility Verification USCIS Department of Homeland Security Ones. Initiany U Provide Security Ones. Initiany
🖌 Dashboard	Details OnDo	C.3. Cluteristic function and endpoints and locations and a deality. The related to their or paper or electronicate beneficiated and deality. The related to their or paper or electronicate beneficiated and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate and deality. The related to their or paper or electronicate to their or paper or electronicate and deality. The related to their or paper or electronicate to their or electronicate to their or electronic to their or electronic to their or electronic to the relation of the order electronic to the re
O Start I-9	Data Field	Section 1. Employee information and Attestization (Employees must complete and agn Section 1 of Form I-9 no later than the first day of employment, but not before accepting a plot offer / Link there (Family Nome) First Kane (Nem) Mode Initial Other Lask Names Used (I any)
🍽 E-Verify	Section 2 (1)	EAD Jane NA
I Reports	(M) (II-A) 1st Expiration Date	0101/1990 N/A N/A Comment Inference Description Does Not State I an aware that federal law provides for imprisonment and/or fines for failse statements or use of failse documents in N/A N/A Does Not State
😤 Employees	Section 1 (2)	Contraction with the competition of this shows attacts, under penalty of periods, base of the following boxes): 1 A dataent of the United States A dataent of the United States FAD, Tape
🕼 I-9 Forms	(M) Document Reference	_ 2. A nonclase national of the United States (See nativations) N/A 5 01/22/2019 @ 07:47:51 _ 3. A walk permanent resident (Allen Registration Number/Staticits Number): N/A Document Title N/A _ A value authorized to wirk a stepscates, mindStrypy): 1115/2018 N/A EAD, Jane
📑 Tasks	(iii) Work ondi Date	Some allers many with "NA" In the equation date fed. (See instructional Instructiona Instructional I
🔟 Charts & Graphs		NA NA OR NA 2. Form 194 Admission Number: NA OR Certification: latest, under penalty of perjury, that (1) have examined the document(s) spress index by the above-examed employee, (2) the a
📢 Announcements		1. Foreign Passport Number: 122456789 Country of Issuance: MICRONESIA, FEDERATED STATES OF Genelity of Issuance: MICRONESIA, FEDERATED STATES OF Genelity of Issuance: Today's Use (instruction for exemptions) Guide of Employment (inmiddly/yyy): 11(6) (Employment or Authorized Representative Today's Use (inmiddly/yy): 11(6) (Employment or Authorized Representative Today's Use (inmiddly/yy): 11(6) (Employment or Authorized Representative Today's Use (inmiddly/yy): 11(6) (Employment or Authorized Representative
🕰 Remedy		Signature of Employee Electronically Signade by J. EAD Today's Date (mm/04/7/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7/7) 11107/2018 Electronically Signade by J. EAD Today's Date (mm/04/7) Electronically Signade by J. EAD Tod
🛯 ICE Audit		[A] (If the duce a page-and of standard): A page-and of standard): Statest. [Field before match be completed and signed when requeres and of standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest. [Field before match be completed on a standard): Statest. Statest.
🞓 Help		Signature of Preparer or Translator Totally 6 Date (mm/bd/yyyy) Last Name (Pamly Name) First Name (Given Name)
i My Settings		Address (Street Number and Name) Chy or Town State ZIP Code Document The penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if
Administration		the employee presented documents, the documents, the documents, the documents, the documents and to relate to the midwidual. Signature of Employee Completes Next Page Today's Date (middlyyy) Name of Employee or Autorized Representative
එ Logout		Form 1-9 0717 Page 1 of 3 Form 1-9 0717 Page 2 of 3 (01) EAD Auto Ext. 011 EAD Auto Ext. •

Table of Contents

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 R	ehires (To	be comple	eted and signed	by employer o	or authorize	ed represe	entative.)		
A. New Name (if applicable)						B. Date of Rehire (if applicable)			
Last Name (Family Name)	Name (Given Name)		Middle Initial	Date (mm/dd/yyyy)					
N/A N/A					N/A				
C. If the employee's previous grant of empl continuing employment authorization in the	oyment authors space provid	orization has ded below.	s expired, provide	the information	for the docu	ment or red	ceipt that e	establishes	
Document Title	Document Number			Expiration Date (if any) (mm/dd/yyyy)					
Employment Authorization Docume	WAC1234567	90 01/01/2021			21	06/30/21			
I attest, under penalty of perjury, that the employee presented document(s),	to the best the docum	of my know nent(s) I ha	wledge, this em ve examined ap	ployee is auth pear to be gei	orized to w nuine and t	vork in the	e United S the indiv	States, and if vidual.	
Signature of Employer or Authorized Representative To			ate (<i>mm/dd/yyyy</i>)	Name of Er	Name of Employer or Authorized Representative				
Electronically Signed by J. Doe	2019	Doe, Jane							
Form I-9 07/17/17 N				180	-Day EAI	O Ext.	JE 01/22/19	Page 2 of	
AD Auto Ext.								-	

(01

For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

Table of Contents

Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.

Table of Contents