Guardian I-9
In-Person Workflow
Guardian I-9 In-Person Workflow Overview

1. HR adds a New Hire to Guardian
2. On-site Hiring Manager Meets with Employee
3. On-site Hiring Manager Reviews Documents
4. Guardian
5. Section 1
6. FORM I-9
7. Guardian
8. Section 2
9. FORM I-9
10. Guardian
When would I use this Workflow?

This workflow would be used to complete both Section 1 and Section 2 of the I-9 in-person with the new hire. Section 1 must be completed no later than the new hire’s first day of work for pay, while Section 2 must be completed within the following 3 business days.

If you would prefer the new hire complete Section 1 remotely before coming in for their first day of employment, please see the Remote Hire Workflow tutorial.
How do I begin?

Starting this workflow will vary slightly depending whether you are using the **Location Manager** or the **Standard Interface** to access Guardian, and whether or not the new hire has already been created within Guardian.

Please see the Location Manager tutorial for more information on creating employees and I-9’s in that interface.

Organizations with integration to other HRIS systems may have portions of this workflow automated. Please contact your in-house Guardian expert for more information on your specific workflow.
Searching for Employee

When using the Standard Interface, select **Start I-9** to search for the new hire. This helps prevent duplicate employee creation within Guardian.
Searching for Employee

Enter the employee’s Social Security Number and click Search.
Searching for Employee

If no employees are found complete the provided Employee Details and then click Create I-9 for New Employee.
Alternatively, select Employee does not have or will not reveal Social Security Number to search instead by name.
Searching for Employee

Enter in the **First/Last name** and/or **Employee ID**, then click **Search**.
If one or more existing employees are found click **Select This Employee** for the desired employee.
Searching for Employee

If the desired employee is not found in the list of search results click Create New Employee and complete the provided employee detail fields.
Completing Section 1

Click Launch Employee Workflow and turn control over to the employee or preparer/translator.
Completing Section 1

A new tab/web page launches where the employee enters and confirms their name, then clicks **Continue as Employee**.
Completing Section 1

Employee or preparer/translator may click the instructions link to view the I-9 instructions.
Completing Section 1

The **Language** option can be changed to provide **Spanish** subtext.

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<table>
<thead>
<tr>
<th>Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sección 1. Información y declaración del empleado (Los empleados deben completar y firmar la Sección 1 del Formulario I-9 a más tardar el primer día de empleo, pero no antes de aceptar una oferta de trabajo.)</td>
</tr>
<tr>
<td>Last Name (Family Name)</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Address (Street and Number and Name)</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Completing Section 1

Employee or Preparer/Translator enters the employee information.

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**Employment Eligibility Verification**

**Department of Homeland Security**

**U.S. Citizenship and Immigration Services**

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**Section 1. Employee Information and Attestation**

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

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
<th>Address (Street and Number and Name)</th>
<th>Apt Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Birth (mm/dd/yyyy) | U.S. Social Security No | Employee's E-mail Address | Employee's Telephone Number
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

1. A citizen of the United States.
Completing Section 1

Help text is available when clicking a field, or by clicking the Information buttons next to each field.

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

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

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

Your legal last name (or 'Family' Name) □

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

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

Address (Street and Number and Name) □
Apt Number □ N/A
City or Town □
State □ Zip Code □

Date of Birth (mm/dd/yyyy) □
U.S. Social Security No. □
Employee's E-mail Address □ N/A
Employee's Telephone Number □ N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
Completing Section 1

All fields are required, except for **Social Security No**, unless participating in E-Verify. For E-Verify participants, select **Awaiting Issuance of SSN** if the employee has not yet received their SSN.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong> (Family Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Name</strong> (Given Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Middle Initial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Last Names Used (if any)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address</strong> (Street and Number and Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Apt Number</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City or Town</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth</strong> (mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>U.S. Social Security No</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee's E-mail Address</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee's Telephone Number</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. A citizen of the United States
Completing Section 1

Enter N/A for fields not applicable to the employee, or use the N/A checkboxes.
Completing Section 1

Employee or preparer/translator selects one of the four attestations. Non-applicable fields are automatically filled with N/A.
Completing Section 1

Employee or preparer/translator specifies whether a preparer and/or translator was used and then click **Sign**. For more information on completing the Preparer/Translator certification please see the related tutorial.
Completing Section 1

Electronic Signature

You, the employee, must sign Section 1 as described below. By signing this form, you attest under penalty of law that the immigration status you selected, and all information and documentation you provide to your employer, is accurate and complete, and that you are not in violation of any law or regulation. You further attest that you have read and understand all of the information in this section, and that you have provided all requested information and documentation. The information and documentation provided in this section will be used by your employer to complete Form I-9 and to verify your identity and employment eligibility.

Step 1: Please verify that the first name, last name, and date of birth shown below belong to you by clicking the checkbox next to each item.

- First Name
  - Robert
- Last Name
  - Andrews
- Date of Birth
  - 01/01/1969

Step 2: Read the following statement and select "I Accept" to acknowledge your agreement:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing the PIN revealed below and clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

- I Accept

Step 3: Enter the revealed PIN and click "Electronically Sign"

Your PIN: ??

PIN:   [blank]          Electronically Sign

Employee verifies their First Name, Last Name and Date of Birth by clicking the on-screen checkboxes, then accepts the agreement.
Completing Section 1

Electronic Signature

You, the employee, must sign Section 1 as described below. By signing this form, you attest under penalty of perjury to the information you provide. If any information is false, you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

Step 1: Please verify that the first name, last name, and date of birth shown below belong to you by clicking the checkbox next to each item.

- First Name: Robert
- Last Name: Andrews
- Date of Birth: 01/01/1969

Step 2: Read the following statement and select "I Accept" to acknowledge your agreement:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by typing the PIN revealed below and clicking on "I Accept" and clicking on the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

- I Accept

Step 3: Enter the revealed PIN and click "Electronically Sign"

Your PIN: 4149

PIN: **** [Enter PIN] [Electronically Sign]
Completing Section 1

After electronically signing, employee or preparer/translator will click **Complete**, and the tab/web page will close.
Once returned to your main Guardian page click **Continue Processing I-9** to move on to Section 2.
Completing Section 2

Click Review Section 1 Answers to view the I-9 information entered by the employee.
Completing Section 2

Review 1-9 Form Instructions to access USCIS Form I-9 instructions.
Completing Section 2

If you aren’t sure a document provided by the employee is acceptable for Section 2, click Lists of Acceptable Documents.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver’s license or ID card issued by a State or a valid passport card issued by the United States</td>
<td>1. A Social Security Account Number Card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>(a) INVALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-517 stamp or temporary I-551 print notation on a machine-readable travel document</td>
<td>3. Photographic identification card issued by a State, local government agency or entity, or department of natural resources of a State, that contains a photograph and identification information such as name, date of birth, gender, height, eye color, and address</td>
<td>(b) NOT VALID FOR WORK</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>(c) NOT VALID FOR WORK WITH INSURANCE</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status and who is not seeking admission for any specific employment and is not in conflict with any restrictions or limitations imposed on the alien by the nonimmigrant status as long as that period of nonimmigrant status has not yet expired and the proposed employment is not in conflict with any restrictions or limitations imposed on the alien by the nonimmigrant status</td>
<td>6. Health insurance card with a photograph</td>
<td>(d) NOT VALID FOR WORK WITH INSURANCE</td>
</tr>
<tr>
<td>7. A copy of a valid United States military identification card</td>
<td>7. Certificate of Birth or naturalization certificate issued by the Department of State</td>
<td></td>
</tr>
<tr>
<td>8. U.S. military card at state's request</td>
<td>8. Military service identification ID card</td>
<td></td>
</tr>
<tr>
<td>9. U.S. Coast Guard Merchant Mariner Card</td>
<td>9. A Social Security Account Number Card, unless the card includes one of the following restrictions:</td>
<td></td>
</tr>
<tr>
<td>10. Royal Canadian citizen card issued by Canada</td>
<td>(a) INVALID FOR EMPLOYMENT</td>
<td></td>
</tr>
<tr>
<td>11. Native American tribal document</td>
<td>(b) NOT VALID FOR WORK</td>
<td></td>
</tr>
<tr>
<td>12. Driver’s license issued by a Canadian government authority</td>
<td>(c) NOT VALID FOR WORK WITH INSURANCE</td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).
Completing Section 2

Inspect the employee’s supporting document(s) and select the appropriate Document Title(s) from List A OR List B and C.
Completing Section 2

The Citizenship/Immigration Status field will contain a number 1-4, corresponding to the employee’s attestation in Section 1.
Completing Section 2

Documents inconsistent with the employee’s status will either be listed between a set of two dashes (---) or will not be listed at all, depending on your Guardian site configuration.
Completing Section 2

Such documents cannot be selected. If the employee’s status is incorrect have them edit their attestation on Section 1.

---

**Section 2. Employer or Authorized Representative Review and Verification**

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

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>List A Identity and Employment Authorization</th>
<th>OR</th>
<th>List B Identity</th>
<th>AND</th>
<th>List C Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Document Title</td>
<td></td>
<td>Document Title</td>
<td></td>
<td>Document Title</td>
</tr>
<tr>
<td>Family Name</td>
<td>-- Permanent Resident Card (Form I-55)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Issuing Authority</td>
<td></td>
<td>Issuing Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given Name</td>
<td>Document Number</td>
<td></td>
<td>Document Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.I.</td>
<td>Expiration Date</td>
<td></td>
<td>Expiration Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship/Immigration Status</td>
<td>Expiration Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note

Sorry, but the List A Doc is not valid for the employee’s attestation type. Please verify that employee has selected the correct attestation in Section 1.
Completing Section 2

After selecting the Document Title(s), View Sample Document can be clicked to view an example of the document, as well as where to locate the Document Number, Expiration Date and Issuing Authority.
Completing Section 2

Enter the **Document Number**, **Expiration Date**, and the **Issuing Authority** (if not pre-populated), for each supporting document.

### Section 2. Employer or Authorized Representative Review and Verification

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title: U.S. Passport</td>
<td></td>
<td>Document Title</td>
<td></td>
<td>Document Title</td>
</tr>
<tr>
<td>View Sample Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Receipt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td></td>
<td>Issuing Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Department of State</td>
<td></td>
<td>Document Number</td>
<td></td>
<td>Document Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>123456789</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>U.S. Passport Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
<td></td>
<td>Expiration Date (if any/mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2020</td>
<td></td>
<td>01/01/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The expiration date on this field must be recorded and not expired.
Completing Section 2

Certain documents may not always have an expiration date. For such documents, use the provided N/A checkboxes, or manually enter N/A.
Completing Section 2

Attempting to enter List B/C information will automatically remove all List A information, and vice versa. This is by design, to avoid unnecessary over-documentation. Take care in only completing the required list(s).
Completing Section 2

Employees subject to E-Verify may only provide a List B document if it contains a photo. Click the checkbox to confirm the document contains a valid photo.

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B Identity</th>
<th>AND</th>
<th>List C Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Document Title: View Sample Document
- Document Title: Replacement Receipt
- Document Title: I Confirm List B Document Contains Valid Photo

Additional Information
If the employee presents a receipt in lieu of an original document, select the **Replacement Receipt** checkbox. A 90 day expiration date will be automatically calculated.
Completing Section 2

The employee will appear on the Top I-9’s Needing Further Action dashboard panel. Their I-9 cannot be approved until the original document is presented. See the Receipt tutorial for additional information.
Completing Section 2

The Additional Information space may be used to include additional document(s) or information relating to employment authorization extensions for certain foreign national employees. The information entered will appear on the generated I-9 PDF.
Completing Section 2

Ensure the employee’s first day of employment is correct. Edit the date if necessary, as this will impact the I-9 deadlines, as well as the E-Verify submission deadline (if participating).
Signing Section 2

Ensure the information in the Signature section is accurate. User and employer location information can be updated from the My Settings and Administration tabs, respectively, on the left-hand navigation menu.

When ready, click Sign to initiate the electronic signature process. It will be checked for errors automatically.
Signing Section 2

Click the **Sign** button once Section 2 has been completed.

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.
Signing Section 2

Read and accept the signature statement by clicking the I Accept checkbox, enter in your Guardian password (or SSO credentials) and click Electronically Sign.
If Document Retention is required, click **Upload Document** to upload a copy of the employee’s document(s).
From the pop-up, click **Choose File** to upload the document, then click **Send This File**.
After closing the upload window a thumbnail of the document should appear within Section 2 (if the file uploaded was an image file). Select the provided checkbox to confirm you uploaded the correct supporting document.
Completing the I-9

I-9 for Andrews, Robert

This I-9 is ready for Completion.

Before clicking the Mark Completed button, you should Review the I-9 to check the I-9 for mistakes.

If there are mistakes in Section 1, go to Section 1 and have the employee make the necessary changes.

If there are mistakes in Section 2, go to Section 2 and make the necessary changes.

Once completed, you or your authorized company representative can approve the form.

I-9 No: 185,170 (Primary)

Version: 11/14/16

Expiration: Date Completed: Date approved:

E-Verify

Employee is eligible for E-Verify

Print Center

View I-9

Click Review the I-9 to check the I-9 for mistakes.
Completing the I-9

When ready click **Mark Completed** to complete the I-9.

I-9 for Andrews, Robert

**This I-9 is ready for Completion.**

Before clicking the **Mark Completed** button, you should **Review the I-9** for mistakes.

Please carefully check the documents provided by the employee and compare the information on those documents against the completed I-9.

If there are mistakes in Section 1, go to **Section 1** and have the employee make the necessary revisions. The employee must electronically re-sign Section 1 of the form to validate these changes.

If there are mistakes in Section 2, go to **Section 2** and make the necessary revisions. You must electronically re-sign Section 2 of the form to validate these changes.

Once completed, you or your authorized company representative can approve and E-Verify this I-9 form.

**Mark Completed**
Prior to approving the I-9 click Review the I-9 to check for mistakes, as well as compare to any uploaded supporting documents by clicking the PDF icons. Editing is locked after it has been approved.
Approving the I-9

When ready click **Approve This I-9**, which will “lock” the form. The I-9 cannot be edited after it has been approved, except by using the **Amendments** tool. Approval permissions may be restricted to only certain Guardian users.
Submit to E-Verify

Employees subject to E-Verify will be automatically submitted.
What’s next?

If an E-Verify case is submitted a variety of initial case statuses may be returned, including:

- Employment Authorized
- Tentative Non-Confirmation (TNC)
- Verification in Process

Please see the E-Verify tutorials for additional information on handling the different E-Verify case scenarios.
For Additional Assistance

• Select **Help** from the vertical toolbar to access other Guardian tutorials.

• For additional assistance contact your in-house Guardian expert.
Confidential User Guide

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

Thank you.

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