Guardian January 2017
Release Highlights

Updated: 12/22/2016
Introduction

In August 2016, the Office of Management and Budget (OMB) approved proposed changes to Form I-9 which cleared the way for United States Citizenship and Immigration Services (USCIS) to release its latest form revision on November 14, 2016.

LawLogix is implementing the revised form January 19, 2017, and in conjunction with the new form requirements, is pleased to announce multiple system enhancements that improve the I-9 processing and information capturing experience.

This guide highlights system enhancements that are not specific to the form revision. For information related to Form I-9 requirement changes, see the Form I-9 Overview document.
Global Enhancements
Improved Real-time Messaging

Default I-9 help text reflects the latest form requirements. Both field level help and error messages are relocated to provide immediate visual assistance for the employee and/or document verifier.
Expanded Electronic Signature Language

Electronic signature process now includes elements from the I-9 instructions as well as model ESIGN language.
Increased Data Validation

Field dropdowns that promote consistent information gathering.
Employee-centered Enhancements
Improved Social Security Number Handling

The **Social Security Number** field in Section 1 is optional, unless the organization utilizes E-Verify. When necessary, the employee can indicate “Awaiting Issuance of SSN” to queue the I-9 for a future amendment once the SSN is known.
Updated In-Person Workflow

The user, whether launching from the **Location Manager** interface or **Standard** interface, clearly identifies changing of responsibility between the employee (Section 1) and document verifier (Section 2) via screen prompts and employee identity validation.
Document Verifier & User Enhancements
Expanded Sample Images

Document samples include legal insights and visual cues to aid the document verifier in identifying and capturing information correctly.
Simplified Handling of Foreign National Documents

With an updated document list and on-screen prompts, users process documentation for certain individuals with J-1, F-1, and H-1B portability status with ease.
Restricted Use of Social Security Card

Improved form logic now recognizes when List C, **Social Security Card**, is not a valid option for an employee whose attestation is *alien authorized to work*. The List C document continues to be acceptable for those with indefinite work authorization.
Expanded Document Capture

Now upload and review up to three (3) thumbnail images per document title directly on the I-9 Details tab within the I-9 record.
Improved Section 3 Processing

Section 3 processing and electronic signature process mirrors the document verifier experience of Section 2.
Updated Menu for Standard/Full Interface

The updated and re-organized left menu is now available to all users of the Standard interface.
Additional Resources

- Form I-9 Revision Overview summary document
- Recorded Form I-9 Revision webinar
- Recorded System Enhancement Sneak Peek webinar