I-9 Re-Verification Process

Guardian - To re-verify an expiring work authorization department uses “To Do List”:

1. Go to “To Do List” and click on the employee’s I-9 number.
2. This will take you to the I-9 Overview page where you can create a Section 3 entry to re-verify employee work authorization.
3. If you do not see Section 3 then click on View on the left side of page. Click on All Panels and all Sections in I-9 will be displayed.
4. You can now select which Section number to work in. To add Section 3 click on Red Add button with plus sign in button.
5. Complete Section 3 and Electronically Sign. Payroll will review and approve Section 3.

Guardian - To re-verify an expiring work authorization department uses “Dashboard”:

1. If you do not have “To Do List” then go to the Guardian home screen and select Dashboard.
2. At View (on the black banner), use drop down menu to select Top Pending Re-Verifications.
3. Click on this path once in the Top Pending Re-Verification dashboard: Employee name/I-9 Forms/Date Created, to get to the I-9 Overview Page and use directions above.)

Pre-Guardian – All I-9’s were completed on Paper and submitted to Payroll. To re-verify these employees:

1. Employee totally completes Section 1 of Paper I-9. Reminder to have employee populate “Other Names Used (if any)” field.
2. Department prints employee name below Section 2 box at top of I-9 page 2. Complete Section 3 of Paper I-9.
3. Fax both pages of Paper I-9 to Payroll, fax number (979) 845-4134, for processing.

Questions:
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