1. **Social Security Number (SSN) is required on Form I-9 for E-VERIFY.**
   a. The employee’s SSN is the first data field you enter when creating a Guardian Form I-9.
   b. If employee does not have SSN, then check “**Employee does not have or will not reveal Social Security Number**”.
   c. If SSN is provided, enter the employee’s ID and Location.
   d. If no SSN provided, enter employee’s name and employee ID then select “**Search**”.
      - Guardian will automatically populate the SSN field with a “T-Number”. The T-Number is only for Guardian use and not to be confused with the Temp ID from Payroll Services.
      - Once the employee receives SSN, fax a copy of the card to Payroll Services at (979) 845-4134. Be sure to include the employee’s UIN or Temp ID and write the SSN on the copy.
      - Laura Ellis or Rhonda Loman will notify the HR Liaison to update the I-9 with the new SSN.

2. **Section 2, List A Documents with photo need to be uploaded.**
   a. Starting with employees hired 09/01/2015, you must scan and upload these documents into Guardian.
   b. Steps to add document copies into Guardian.
      - Login to Guardian and select “**To Do List**” from the menu.
- Find the employee’s name and select their I-9 number

- Select “OnDocs” then select “Upload Document”

- Select “Document Type” to upload; only one document at a time can be uploaded

- “Browse” to find the document you scanned and select it; then click “Send This File”

- Process is complete when “Document Loaded” appears
3. **Section 2, List B Documents must contain a photo.**
   a. Confirm Column B document contains valid photo.
   b. Once confirmed, you will be prompted to check the box stating **"Confirm List B Document Contains a Valid Photo"**.
   c. Do not upload the document.

4. **Display E-VERIFY and Right to Work Posters.**
   a. Posters are required to be displayed in locations where hiring employee will see them (i.e. – with all other required workplace posters).
   b. Posters can be printed from the I-9 & E-VERIFY section of the Payroll Services website ([http://payroll.tamu.edu/](http://payroll.tamu.edu/)) or from the HR Liaison portion of the Human Resources website ([http://employees.tamu.edu/liaisons/required-posters/](http://employees.tamu.edu/liaisons/required-posters/)).
      - E-VERIFY Participation Poster (English/Spanish)
      - Right to Work Poster (English/Spanish)

5. **Include the proper document number to avoid E-VERIFY errors.**
   a. Permanent Resident Card
   b. Employment Authorization Card

Questions/Assistance:
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Instructional I-9 and E-VERIFY resources documents available at [http://payroll.tamu.edu/i-9/](http://payroll.tamu.edu/i-9/)