

Guardian System Administrative Preferences Reference Guide

The purpose of this Reference Guide is to outline the administrative preferences in the Guardian System which are viewable within the Administrative Toolbar. Each setting is explained in this document. Most of these preferences have been set at the system-wide level by the System-wide Administrators.

The preferences highlighted in yellow may be modified at the location level.

New administrative preferences added by LawLogix may be found in the "Release Notes" section under Tutorials in the Guardian System.

If you have any questions regarding the administrative preferences, you may contact the System-wide Administrators.

Guardian System Administrative Preferences Reference Guide - Employee Preferences

System Preference	UC Decision
Allow future hire date	Check box to allow Processor to create employees with hire dates in the future
Allow future termination date	Enter "31"; the maximum number of days into the future
Employee Minimum Age	Enter "12" for Employee Minimum Age due to University minimum age policy
Allow Employee Creation w/o SS#	Check box to allow Processor to create employees without a SS#
Personal Info	Do not check box to allow Processor to edit their personal information
Do Not Use Social Security No as Login	Check box to randomly generate login for employees; do not have access to SS# at this time
Link Business Unit to Location	Check box so the appropriate Business Unit is linked to each Location
Employee I-9 Completion Instructions (Step 4)	Not applicable - screen will not show since UC is not using Appointment feature
Require Employee ID	Do not check box to allow Processor to create employees without an Employee ID
Employee cannot edit personal information	Do not check box so employee cannot change their personal information

Guardian System Administrative Preferences Reference Guide - I-9 Preferences

System Preference	UC Decision
I-9 Style	Set at "Guardian" for Light Blue Highlighting
Do not auto-populate Section 2 Hire Date	Do not check box so Section 2 Hire Date is populated from Employee Work record
Start I-9 process with Section 1	Check box to hide personal data information section; I-9 process will start with Section 1
Rehires must complete a new I-9	Do not check box so new I-9 completion is not required if rehire is within 3 years of the date of the initial execution of the previous Form I-9
Incomplete I-9s can be Parked	Check box to allow incomplete I-9s to be parked. This will allow incomplete I-9s to be pulled up in the future
Employee can pre-select Section 2 documents	Do not check box so employee is not required to pre-select Section 2 documents
Show all documents in Section 2	Do not check box so only eligible documents are shown based on the employee's current Section 1 attestation
Auto task I-9 review	Do not check box so notification is not sent when an employee completes an I-9. Notification is sent to all users within the HR Group.
Auto book I-9 review appt	Do not check box to stop auto generation of I-9 Review appointments
Hide HR appt info	Check box to hide I-9 Review appointments information
Allow current archival dates	Do not check box so the upload of Archival I-9s with a start date up to the current date are not allowed (Archival I-9s should not be used for new employees)
Allow archival I-9s to be completed despite issues	Check box to allow Processor to complete archival I-9s despite issues. (I-9 may be completed but issues will remain)
Allow deletion of non-current I-9s	Check box to allow Location Administrators to delete non-current I-9s
Allow expired documents	Do not check box so I-9 Processors cannot enter expired work authorization dates (should be reviewed on a case by case basis only)
Display issues on I-9 entry screens	Check box so any I-9 issues will be displayed at the bottom of Section 1 and Section 2 input forms in the system
Hide tooltips for employees	Do not check box so yellow and red help pop-ups are displayed when employee is completing Section 1
Do not auto populate Section 1	Check box so Section 1 of the I-9 remains blank, requiring the employee to fill in all fields
Employee must approve Section 1 amendments	Check box to require employee approval of any Section 1 amendments
HR cannot alter Section 1 data via amendments	Do not check box to allow Processor to alter Section 1 data via amendments (with Employee approval)

Guardian System Administrative Preferences Reference Guide - I-9 Preferences

System Preference	UC Decision
Employee can enter amended values in Section 1	Check box to allow employee to edit proposed amendments for Section 1
Do not process state affidavits	Not applicable
Require upload of state affidavit docs	Not applicable
Require upload of all I-9 supporting docs	Check box to require upload of all I-9 supporting documents. Processor must indicate with a checkbox that documents have been uploaded
H-1B portability days	Set at 30 days (date of expiration is 240 days)

Guardian System Administrative Preferences Reference Guide - Task Reminders

System Preference	UC Decision
Expiration reminder lead days	Set at 120 days. This will be the first notification sent to the Processor notifying them of re-verification deadlines
Subsequent reminder lead days	Set at 90, 60, 30,14,7 and 1 day. These will be the subsequent notifications sent to the Processor notifying them of re-verification deadlines
Receipt reminder lead days	Set at 30 days. This will be the first notification sent to the Processor notifying them of receipt expiration (Processor will receive subsequent reminders 14,7 and 1 day prior to expiration)

Guardian System Administrative Preferences Reference Guide - Reports

System Preference	UC Decision
Reports Module Access	Set at all HR Users
Reports Module Create/Edit	Set at all HR Users
Interactive reports access	Set at all HR Users
Interactive reports create/edit	Set at all HR Users
Charts & graphs module access	Set at all HR Users
Charts & graphs module create/edit	Set at all HR Users

This section allows all users at your location the ability to view/create/delete reports/charts and graphs. Default setting in user privileges of “no access” is not applicable when this selection is chosen.

Guardian System Administrative Preferences Reference Guide - Security

System Preference	UC Decision
Use SureID	Do not check box so SureID (secondary security) is not required
Require strict password	Do not check box so a strict password is not required
Password expirer days	Leave blank so a password change is not required for employees
Number of passwords remembered	Not applicable if not requiring a password change

Guardian System Administrative Preferences Reference Guide - E-Verify

System Preference	UC Decision
Require HR to confirm List B Documents have valid photo	Check box to require Processor to confirm List B Documents include a photo of employee
Require HR to observe E-Verify rules and scan/upload certain work authorization documents	Check box to require Processor to scan and upload documents required by E-Verify
FAR Qualifying Contract	Enter effective date of FAR Qualifying Contract
Obscure SSN on TNC notices	Do not check box so TNC does not obscure full SS#
Amend existing I-9 after data changes made during E-Verify process	Check box to allow amendments to be made to existing I-9 to reflect changes made for the E-Verify submission

Guardian System Administrative Preferences Reference Guide - Calendar

System Preference	UC Decision
Calendar Blocking	Not applicable
Work days	Indicate the University of California conducts business Monday – Friday

Guardian System Administrative Preferences Reference Guide - Email Preferences

System Preference	UC Decision
Use "Do Not Reply" E-mail Method	Check box to use do not reply email method (donotreply@perfectcompliance.com)
Do not use sender info	Check box so the following sentence is not included in Employee Login emails: "Please Note This E-Mail was sent by (user). Please do not reply to this email..." The system defaults to one user so it may be confusing to the employees

Guardian System Administrative Preferences Reference Guide - Privacy Policy

System Preference	UC Decision
Text has been entered in your system	May adjust for location specific privacy policy

Guardian System Administrative Preferences Reference Guide - Remote Hire

System Preference	UC Decision
Remote Hire Preferences:	
Use pre-defined remote agents	Do not check box so pre-defined remote agents are not required
Remote agents must be Notary	Do not check box so remote agents are not required to be a Notary
Do not use Notary affidavit	Check box so Notary is not required to fill out a Notary Affidavit
Remote agent handles documents	Check box to require remote agent to provide copies of appropriate documents
Default HR Contact	Select Location I-9 Coordinator to receive remote agent general inquiries
Notify of document selection on Step 3	Do not check box so Default HR does not receive notification indicating how the remote agent will provide copies of employee documents
Remote Agent Instructions	Do not check box so entering employee's SS# is not required by the remote agent when using login links received via email
Documents:	
Employee Instructions Template	At location's discretion to customize template – System-wide Administrators have customized a starting point (please reference the Guardian I-9 System Modified Templates resource)
Remote Agent Instructions Template	At location's discretion to customize template – System-wide Administrators have customized a starting point (please reference the Guardian I-9 System Modified Templates resource)
Notary Affidavit Template	At location's discretion to customize template
Document Retention Options:	
Scan and Upload Documents	Check box to allow remote agent to scan and upload documents
Fax Documents	Check box to allow remote agent to fax documents
Mail Documents	Check box to allow remote agent to mail documents
Employee will be responsible for submitting	Do not check box so "employee will be responsible for submitting" is not an option
Employee Self Creation:	Not applicable since UC is not using Kiosk option

Guardian System Administrative Preferences Reference Guide - Miscellaneous

System Preference	UC Decision
Dashboard Preferences:	
Section 2 deadline same as Section 1	Do not check box so Section 2 deadline date is the date used on dashboard for Top Pending I-9s
Do not show announcements to location managers	Not applicable, do not have locations managers (basic user type)
Deadline to inquire into issuance of new SS#	Set at 30 days. This is the deadline to inquire whether the SS# has been issued after an I-9 is completed without a SS#. Tracking will show under "I-9s Needing Further Action" (on Dashboard)
User Logout Preferences:	
Employee Logout URL	http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html
HR Logout URL	

Guardian System Administrative Preferences Reference Guide - Custom Fields

System Option	UC Decision
Hide Custom Fields	Not applicable
Custom fields for employees	Not applicable
Supporting document types	Not applicable