Guardian System
User Account Set Up Reference Guide

The purpose of this Reference Guide is to provide you with the recommended privileges to provide to your location's Guardian System Users (Administrators, Coordinators, and Processors).

Note: There is a system rule in Guardian which prevents changing of first names once a user has been set up. If you need to change the user's first name, you will need to retire the user and create a new account. You can change the last name.

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

Guardian System User Account Set Up Reference Guide - I-9 Processor Privileges

Privilege	UC Decision on Privilege for User
HR Type	Check "Full Featured HR" box to allow user access to all features of Guardian (All UC users will be full featured)
Admin user	Do not check box to hide Administrative Toolbar from user
Can Park Incomplete I-9s	Check box to allow user to park incomplete I-9s
E-Verify access	Check box to allow user to view and process E-verify
Can enter electronic I-9s	Check box to allow user to enter electronic I-9s
Can enter archival paper I-9s	Check box to allow user to enter archival paper I-9s
Can enter new hire paper I-9s	Check box to allow user to enter new hire paper I-9s
User is Default HR	Not applicable to UC since we are using HR Groups
Is allowed to approve I-9s	Check box to allow user to approve I-9's
Is allowed to amend I-9s	Do not check box so user cannot amend I-9s
Is allowed to approve amended I-9s	Do not check box so user is now allowed to approve amended I-9s
Is allowed to exempt issues	Do not check box so user is not allowed to exempt issues on the I-9s
Is a full featured expert	Do not check box so user is not full featured expert
Can view dashboard mini charts?	Check box to allow user to convert dashboard data into mini charts
Reports/Charts & Graphs	**Recommendation to provide reports/charts & graphs privileges on a user by user basis**
Reports Privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete STANDARD reports
Interactive reports privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete CUSTOMIZED reports
Charts & graphs privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete chart & graph reports
Permissions	**UC Decision on Permission for User**
Location Permissions	Check "View/Edit All" box if user will have access to all I-9s at your location
	Check "View/Edit Restricted Locations Only" if user will have access only to I-9s within a particular HR Group(s) and specified locations
Group Memberships	Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location

Guardian System User Account Set Up Reference Guide - I-9 Coordinator Privileges

Privilege	UC Decision on Privilege for User
HR Type	Check "Full Featured HR" box to allow user access to all features of Guardian (All UC users will be full featured)
Admin user	Do not check box to hide Administrative Toolbar from user
Can Park Incomplete I-9s	Check box to allow user to park incomplete I-9s
E-Verify access	Check box to allow user to view and process E-verify
Can enter electronic I-9s	Check box to allow user to enter electronic I-9s
Can enter archival paper I-9s	Check box to allow user to enter archival paper I-9s
Can enter new hire paper I-9s	Check box to allow user to enter new hire paper I-9s
User is Default HR	Not applicable to UC since we are using HR Groups
Is allowed to approve I-9s	Check box to allow user to approve I-9's
Is allowed to amend I-9s	Check box to allow user to amend I-9s
Is allowed to approve amended I-9s	Check box to allow user to approve amended I-9s
Is allowed to exempt issues	Check box to allow user to approve amended I-9s
Is a full featured expert	Location's discretion to determine which Coordinator is Full Featured Expert
Can view dashboard mini charts?	Check box to allow user to convert dashboard data into mini charts
Reports/Charts & Graphs	**Recommendation to provide reports/charts & graphs privileges on a user by user basis**
Reports Privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete STANDARD reports
Interactive reports privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete CUSTOMIZED reports
Charts & graphs privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete chart & graph reports
Permissions	**UC Decision on Permission for User**
Location Permissions	Check "View/Edit All" box if user will have access to all I-9s at your location
	Check "View/Edit Restricted Locations Only" if user will have access only to I-9s within a particular HR Group(s) and specified locations
Group Memberships	Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location

Guardian System User Account Set Up Reference Guide - I-9 Administrator Privileges

Privilege	UC Decision on Privilege for User
HR Type	Check "Full Featured HR" box to allow user access to all features of Guardian (All UC users will be full featured)
Admin user	Check box to provide user with Administrative Toolbar access/edit rights
Can Park Incomplete I-9s	Check box to allow user to park incomplete I-9s
E-Verify access	Check box to allow user to view and process E-verify
Can enter electronic I-9s	Check box to allow user to enter electronic I-9s
Can enter archival paper I-9s	Check box to allow user to enter archival paper I-9s
Can enter new hire paper I-9s	Check box to allow user to enter new hire paper I-9s
User is Default HR	Not applicable to UC since we are using HR Groups
Is allowed to approve I-9s	Check box to allow user to approve I-9's
Is allowed to amend I-9s	Check box to allow user to amend I-9s
Is allowed to approve amended I-9s	Check box to allow user to approve amended I-9s
Is allowed to exempt issues	Check box to allow user to approve amended I-9s
Is a full featured expert	Do not check so user is not full featured expert
Can view dashboard mini charts?	Check box to allow user to convert dashboard data into mini charts
Reports/Charts & Graphs	**Recommendation to provide reports/charts & graphs privileges on a user by user basis**
Reports Privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete STANDARD reports
Interactive reports privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete CUSTOMIZED reports
Charts & graphs privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete chart & graph reports
Permissions	**UC Decision on Permission for User**
Location Permissions	Check "View/Edit All" box if user will have access to all I-9s at your location
	Check "View/Edit Restricted Locations Only" if user will have access only to I-9s within a particular HR Group(s) and specified locations
Group Memberships	Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location