

Experienced. Knowledgeable. Innovative.



Purging Employees



> Who is eligible to be purged?

Employees who fall within the 3 year 1 year rule. Meaning, the I-9 and employee record must be kept either 3 years after initial hire date, or 1 year after the termination date, whichever is later, before the employee is eligible to be purged once they have been terminated.

Administration Module

Guardian Training: Tayl	or, Robin
I-9 and E-Verify Compliance System	Employee/I-9 Purge
References	Purgeable Employees & I-9's
Custom Help	1 Record found Show No Purge Employees
Templates	Mark Date I-9 Employee Date Do Not
The Locations	Hired Name Terminated Purgeable Purge
Occupation C	Image: Control of the second
MR Users	
HR Groups	Cancel Click to cancel this operation.
HR .	Purge Employees & I-9 Forms Click to Purge (Delete) all Marked employees, and all I-9 forms attached.
Assignments	Purge I-9 forms only Click to Purge (Delete) only the I-9's attached to the Marked Employees.
Durgo Data	
	Click the Purge Data tab in
Employee Klosk	
	the Administration Module to
	access all employee's who
	are eligible to be purged.

Administration Module- Purge Tab

Guardian Training: Taylo	ylor, Robin	
He and E-Verify Compliance System	Employee/I-9 Purge Purgeable Employees & I-9's 1 Record found Show No Purge Employees	
📄 Templates	Mark Date I-9 Employee Date Do Not	
Tocations	Hired Name Terminated Purgeable Purge	
Occupation C	Checkmark the box of the	
Sers HR Users	employee you wish to purge	
Groups	Cancel Click to cancel this operation.	
HR Assignments	Purge Employees & I-9 Forms Click to Purge (Delete) all Marked employees, and all I-9 for	
Business Units	Purge H9 forms only Click to Purge (Delete) only the I-9's attached to the Marked Employees.	
Rurge Data		
Announcements		
🧕 Employee Kiosk		
💋 Exit Admin		

Administration Module- Purge Tab

Guardian Training: Taylo	loo, Robin
I-9 and E-Verify Compliance System	Employee/I-9 Purge
References	Purgeable Employees & I-9's
Custom Help	1 Record found Show No Purge Employees
Templates	Mark Date I-9 Employee Date Do Not
P Locations	Hired Name Terminated Purgeable Purge
Occupation C	Image: Control of the second
🧐 HR Users	
MR Groups	Click to cancel this operation.
HR Assignments	Purge Employees & I-9 Forms Click to Purge (Delete) all Marked employees, and all I-9 forms attached.
	Purge I-9 forms only Click to Purge (Delete) only the I-9's attached to the Marked Employees.
Durge Data	
	Click Durge Employees 8 10 Forme to
	Click Purge Employees & I-9 Forms to
	purge both records, or choose Purge I-9
<pre> Exit Admin </pre>	Forme only to purge only the LO record
	Forms only to purge only the 1-9 record.

Employee Module

Guardian Training: Taylo	or, Robin											
L-9 and E-Verify Compliance System	🗟 Emplo	yees										
2	Search Options											^
Aug. 1.0	P Hide Options All Empl	oloyees 🔌 Set Defaults	Use Defaults									🏓 Do Search
<u>1)Minute</u>]-9	Employee Name	Gallagher						Employee ID No				
Jashboard	Location Name	All	v					Location Nu	mber			
🚡 My Info	Location City				fneed	ed us	ser ca	n searc	h for an er	nnlovee	to	
EVorify	HR	All	v									
3 Employees	L TPHILOS Status	All	T	S		ney a	re elig	idle to	be purgea,	DY CIICKI	ing	
l-9 Forms	Business Unit	All	v	i i	n the E	Emplo	yee n	nodule.				
1-9 Instructions												
Reports	Results: 3 Employees Found											
) Charts & Graphs	P Options Search by Nam	ne: 📃 🍨 All Empl	oyees 🎅 Prese	ets 👻 Results: 🚺	< Page 1							🛟 Add
Announcements	Employee Name	^ Title	I-9 Number	Responsible Entity	Date Hired	Location	Туре	Status				
Calendar	Gallagher, Fiona		1562140	Moon, Sung	01/14/2015	Training Center	General	Current				
2	Gallagher, Fiona Gallagher, Mike		1562045	Moon, Sung	01/21/2015	Phoenix HQ Training Center	General	Current				
Tutorials	Gallagrici y Pline		1502152	Hoon, sung	01/11/2015	maining center	General	Carcin				
Administration												
Logout												
SECURE												

Find Employee to Purge

Guardian Training: Taylo Guardian L-9 and E-Verify Compliance System		yees									
>	Search Options	ovees 🔦 Set Defaults 😞	Use Defaults								A Do Search
7 <u>Minute</u>]-9	Final optimis	Callaghed						Employee ID No -			
Dashboard	Employee Name	Gallagriei						Employee ID No			
My Info	Location Name	All						Location Number			
F.Verify	Location City				tilize	the se	arch 1	nols to			
Employees	HR	All	v						٧/A	Ŧ	
Tasks	Employee Status	All	v		cate	the en	nplove	e	All	Ŧ	
I-9 Forms	Business Unit	All	v								
1-9 Instructions											
3 Reports	Results: 3 Employees Found						MARKAGE AND A				
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of Announcements	Employee Name	▲ Title	I-9 Number	Responsible Entity	Date Hired	Location	Туре	Status			
Calendar	Gallagher, Fiona		1562140	Moon, Sung	01/14/2015	Training Center	General	Current			
A Tutaniala	Gallagher, Mike		1562152	Moon, Sung	01/21/2015	Training Center	General	Current			
						-					
Administration											
O Logout											
W McAfee SECURE											

Employee's Profile Page



Employee's Profile Page

Guardian Training: Taylo	aylor, Robin												
L9 and E-Verify	S Fiona Gallagher												
	T Employee Access Refresh Update and Go Back	Update Info	Go Back	Delete									
Minute LO	Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify												
• <u>Jwinace</u>]-9	Job Information												
😻 Dashboard	Employment Information Employment History												
Sa My Info	Date Hired Date Terminated												
E Verify	01/14/2011 02/14/2011												
S Employees	Location Training Center - Mainframe v 0												
🔯 Tasks	Occupation Class General v 0 Re-Hire Employee												
🥖 I-9 Forms	Responsible HR/Group Moon, Sung												
1-9 Instructions	Business Unit Edge, Inc.												
Reports	Date Hired 01/14/2011												
Charts & Graphs	ns Date Purgeable 01/14/2014 🔲 Do Not Purge when Eligip												
Announcements	s												
Calendar													
Jutorials	The Date Purceable will display												
Administration	The Date Fungeable will display												
Logout	when the employee is eligible to												
<u> </u>	ho nurgod												
	be purgeu.												

Further Assistance?

- Select **Tutorials and Information** from the vertical toolbar to access other system tutorials.
- Select the help icon located in the upper left hand corner of the vertical toolbar.



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Thank you.

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