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Purging Employees

Key Notes

➤ **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: Taylor, Robin

Guardian
I-9 and E-Verify
Compliance System



Employee/I-9 Purge

Purgeable Employees & I-9's

1 Record found

Show No Purge Employees

Mark	Date I-9 Hired	Employee Name	Date Terminated	Date Purgeable	Do Not Purge
<input checked="" type="checkbox"/>	01/14/2011	Gallagher, Mike	01/15/2011	01/14/2014	

Cancel

Click to cancel this operation.

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.

Click the *Purge Data* tab in the *Administration Module* to access all employee's who are eligible to be purged.

Administration Module- Purge Tab

Guardian Training: Taylor, Robin

Guardian
I-9 and E-Verify
Compliance System



Employee/I-9 Purge

Purgeable Employees & I-9's

1 Record found

Show No Purge Employees

Mark	Date I-9 Hired	Employee Name	Date Terminated	Date Purgeable	Do Not Purge
<input checked="" type="checkbox"/>	1/14/2011	Gallagher, Mike	01/15/2011	01/14/2014	

Cancel

Click to cancel this operation.

Purge Employees & I-9 Forms

Click to Purge (Delete) all Marked employees, and all I-9 forms.

Purge I-9 forms only

Click to Purge (Delete) only the I-9's attached to the Marked employees.

Checkmark the box of the employee you wish to purge.

Administration Module- Purge Tab

Guardian Training: Taylor, Robin

Guardian
I-9 and E-Verify
Compliance System



Employee/I-9 Purge

Purgeable Employees & I-9's

1 Record found

Show No Purge Employees

Mark	Date I-9 Hired	Employee Name	Date Terminated	Date Purgeable	Do Not Purge
<input checked="" type="checkbox"/>	01/14/2011	Gallagher, Mike	01/15/2011	01/14/2014	

Cancel

Click to cancel this operation.

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.

Click *Purge Employees & I-9 Forms* to purge both records, or choose *Purge I-9 Forms* only to purge only the I-9 record.

Employee Module

Guardian Training: Taylor, Robin

Guardian Knowledge
I-9 and E-Verify Compliance System

Minute I-9

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Search Options

Hide Options | All Employees | Set Defaults | Use Defaults | Do Search

Employee Name: Gallagher | Employee ID No: | Location Name: All | Location City: | HR: All | Employment Status: All | Business Unit: All

Results: 3 Employees Found

Employee Name	Title	I-9 Number	Responsible Entity	Date Hired	Location	Type	Status
Gallagher, Fiona		1562140	Moon, Sung	01/14/2015	Training Center	General	Current
Gallagher, Fiona		1562045	Moon, Sung	01/21/2015	Phoenix HQ	General	Current
Gallagher, Mike		1562152	Moon, Sung	01/14/2015	Training Center	General	Current

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If needed, user can search for an employee to see if they are eligible to be purged, by clicking in the *Employee* module.

Find Employee to Purge

Guardian Training: Taylor, Robin

Employees

Search Options

Hide Options | All Employees | Set Defaults | Use Defaults | Do Search

Employee Name: Gallagher | Employee ID No: | Location Name: All | Location Number: | Location City: | HR: All | Employee Status: All | Business Unit: All

Utilize the search tools to locate the employee

Results: 3 Employees Found

Options | Search by Name: | All Employees | Presets | Results: | Page 1 | Add

Employee Name	Title	I-9 Number	Responsible Entity	Date Hired	Location	Type	Status
Gallagher, Fiona		1562140	Moon, Sung	01/14/2015	Training Center	General	Current
Gallagher, Fiona		1562045	Moon, Sung	01/21/2015	Phoenix HQ	General	Current
Gallagher, Mike		1562152	Moon, Sung	01/14/2015	Training Center	General	Current

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Employee's Profile Page

Guardian Training: Taylor, Robin

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Fiona Gallagher

Employee Access

Refresh Update and Go Back Update Info Go Back Delete

Personal **Job Details** Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

Job Information

Employment Information

Employee ID

Location Training Center - Mainframe

Occupation Class General

Responsible HR/Group Moon, Sung

Business Unit Edge, Inc.

Date Hired 01/14/2011

Date Terminated 02/14/2011

Date Purgeable 01/14/2014 Do Not Purge when Eligible

Employment History

Date Hired	Date Terminated
01/14/2011	02/14/2011

Re-Hire Employee

In the employee's profile page, under the *Job Details* tab, you will find the *Employment History*.

Employee's Profile Page

Guardian Training: Taylor, Robin

Guardian
I-9 and E-Verify
Compliance System

Minute-I-9

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Fiona Gallagher

Employee Access

Refresh Update and Go Back Update Info Go Back Delete

Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

Job Information

Employment Information

Employee ID

Location Training Center - Mainframe ⓘ

Occupation Class General ⓘ

Responsible HR/Group Moon, Sung

Business Unit Edge, Inc.

Date Hired 01/14/2011

Date Terminated 02/14/2011

Date Purgeable 01/14/2014 Do Not Purge when Eligible

Employment History

Date Hired	Date Terminated
01/14/2011	02/14/2011

Re-Hire Employee

The *Date Purgeable* will display when the employee is eligible to be purged.

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.

Confidential User Guide

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Thank you.

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