SYSTEM WALKTHROUGH
LAWLOGIX GUARDIAN SYSTEM

I-9 Process Using an Example Transaction for AY Faculty Retroactive Appointment
I-9 GUIDANCE FROM OFFICE OF GENERAL COUNSEL
NEW EMPLOYEE ONBOARDING AND THE TIMING OF COMPLETION OF FORM I-9
I-9 Guidance from Office of General Counsel

1. The I-9 completion “hire” date is triggered by pay or work.

2. For example, when the University appoints a new employee on July 1, but that employee does not perform any work for the University during July, and is not paid until August 1, Form I-9 must be completed within three days of August 1.

3. In contrast, when the University appoints a new employee on July 1, and that employee performs work for the University beginning July 1, the I-9 must be completed within three days of July 1.
I-9 Guidance from Office of General Counsel

4. The I-9 completion date cannot be backdated.
Related APM Policies

• Per APM 200-24b

• On an exception basis and with suitable justification, the Chancellor, Vice President—Agriculture and Natural Resources and Provost and Executive Vice President—Academic Affairs may approve appointments, reappointments, merit increases, and promotions within the authorization granted in APM - 200-24-a retroactively (that is, with the beginning date of service prior to the actual approval), subject to the condition that a new appointee must have completed and subscribed to the State Oath of Allegiance on or before the beginning date of service under the terms of appointment.
Related APM Policies

- Per APM 600-4c
- An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders services, i.e., the academic year, from the beginning of the fall term through the end of the spring term, including periods of intersession. Appointees to certain titles may also be appointed to, and render service for, a portion of an academic year, i.e., one semester (paid on a 1/10 basis), one quarter (paid on a 1/9 basis), or two quarters (also paid on a 1/9 basis). **Academic-year appointees that render service during the entire academic year, i.e., nine ten months, do not render service during the summer period but may receive their annual salary in twelve equal installments throughout the calendar year.**
Example Scenario

• An AY faculty new hire, Christina Professor, has an appointment review approved by the Chancellor on August 5, 2014.

• Christina Professor is sent an appointment letter on August 10, 2014 with an effective start date of July 1, 2014.

• She signed and returned her appointment letter on August 12, 2014.

• The Campus Organization I-9 processor begins processing Christina Professor’s I-9 on August 15, 2014.

• Christina Professor’s first pay date is September 1, 2014.

• Christina Professor’s service begin date is September 29, 2014.
SCREENSHOT WALKTRough IN GUARDIAN SYSTEM
Roles

• **I-9 Processor’s Role**
  – Create New Employee
  – Customize Remote Employee/Remote Agent Emails

• **Remote Employee’s Role**
  – Complete I-9 Section 1
  – Prints Remote Agent Instructions

• **Remote Agent’s Role**
  – Prepares and Completes I-9 Section 2
  – Sends documents to HR contact

• **I-9 Processor’s Role**
  – Adds supporting documents to System
  – Approves I-9

• **I-9 Coordinator’s/Administrator’s Role**
  – Reviews I-9 and supporting documents
  – Marks I-9 as “Exempt”
I-9 PROCESSOR ROLE
GUARDIAN LOGIN SCREEN

Welcome, please log in

Username

Password

I forgot my password

Login

For the latest news on I-9 and E-Verify, visit the LawLogix Blog

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1. Select **Create New Employee**.
2. Select **Create Employee created W/O SSN.**
I-9 Processor Role

3. Complete **Create New Employee Form**.
4. Select **Create Employee with Remote Agent**.
5. Enter **Remote Hire/Remote Agent Settings**.
6. Edit Remote Hire Employee Email Instructions (and the Remote Agent Instructions).
   a. Change Completion date to a date per OGC Guidance (i.e. completion date within three days of work or pay). 1st paydate in the example is September 1, 2014.
   b. Add additional narrative to explain why the I-9 completion due date for Christina Professor (an AY Faculty member) is later than the system displayed due date.

7. Send Email to the Remote Hire Employee.
I-9 Processor Role

- Steps 6 & 7

Guardian Form I-9 Completion Instructions

As you may know, UCOP is required by federal law to have the entire Form I-9 completed and signed by your third day of employment in order to establish your eligibility to work in the United States.

To make sure your I-9 is completed by the deadline, please follow the steps below:

1. If you haven’t done so already, please access the online I-9 system using the link and access information below to complete section 1 of the I-9 form:


2. You will need to meet in person with a Remote Agent who has agreed to act as an authorized agent for UCOP by this date: 9/3/14. Your selected Agent must be one of the following:

   - Notary
   - Licensed Attorney
   - Employed in HR
   - Agent referred by the University

If you are not able to locate an Agent that falls under one of the above categories, please contact Antonette Toney.

You are hired as an academic year faculty member. Academic year faculty are hired as of July 1 but are not required to render service until the start of the Fall Quarter. Per University of California (UC) policy, academic year faculty are eligible in advance of service for salary and benefits effective July 1.

The form I-9 "hire" date is triggered by pay or work. You will not perform any work for the University during July or August and will receive your first paycheck on 9/1/2014. Therefore, your Form I-9 must be completed within three days of 9/1/2014.

Please note that the system generated date will display 7/7/2014 however, the actual completion due date for your I-9 is within three days of 9/1/2014. If you have any questions regarding UC policy, please contact us at the phone or email address below.
REMOTE EMPLOYEE’S ROLE
Remote Employee's Role

8. Remote Employee Reads Email Instructions and clicks on link to complete I-9 section 1.
Remote Employee’s Role

9. Employee completes Section 1 of I-9 form.
Remote Employee's Role

10. Employee **confirms their identity.**

**Please Note**

You must enter your PIN and click the 'Electronically Sign' button to complete Section 1! Please confirm your identity to reveal the PIN.

Warning: The social security number is confidential information. You must verify and present to your employer in order to receive benefits. Failure to do so will result in a penalty for non-compliance.

**Confirm your Identity**

In order to reveal your PIN:

- **Step 1:** Please verify that your first name, last name and date of birth shown belong to you by clicking the checkbox next to each item.
- **Step 2:** Please "Click to Accept" and acknowledge your agreement with the following statement:

I attest under penalty of perjury that I am the individual specified in Section 1 of the I-9, that I have read the I-9 Attestation above, and that the act of entering my unique PIN and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 1 of this I-9 form and in doing so attest as indicated on the Section 1 Employer's Signature line of this Form I-9.

This form can only be updated by the employee entered in section 1. In order to save changes, employee must electronically sign this form by entering the PIN number revealed by confirming his/her identity above and clicking the **Electronically Sign** button.
11. Employee **electronically signs the form.**

   a) After checkboxes are selected verifying the name, DOB and attestation, the Pin number is revealed for the employee to enter and electronically sign the form.
Remote Employee’s Role

12. Employee **reviews list of acceptable documents.**
Remote Employee's Role

13. Remote Employee **Reviews HR Interview and Document Verification Instructions.**

- Please note that the employee is shown the system derived completion date of 7/7/14 which is the deadline if “work” started 7/1/2014. However since this employee is an academic year employee with a “work (service)” start date of 9/29/14, the OGC guidelines are applied and the I-9 completion date is to be completed within three days of pay which is September 1, 2014.
REMOTE AGENT’S ROLE
14. Remote Agent
Reviews instructions and clicks link to access the system.
15. Remote Agent reviews online instructions and views system derived due date. Remote Agent **Clicks Edit Section 2.**
Remote Agent’s Role

Remote Agent’s Role

17. Remote Agent confirms identity and electronically signs Section 2.
Remote Agent’s Role

18. Remote Agent reviews and completes section 2 in Step 1.
19. Remote Agent reviews and completes Steps 2 and 3.
Remote Agent’s Role

20. Remote Agent reviews completed process.

Instructions

Congratulations! This process is now complete!
Thank you for your assistance with this I-9 form!
Please be sure that all documents have been sent to us using the method chosen in step 3.
If we have any issues or questions upon reviewing this I-9, we will contact you.
You may now close this window.

Please make sure all tasks are completed as outlined below for Steps 1, 2 and 3. Your next task to complete is the following:

I-9 Form

[Image of I-9 Form]

Notary Affidavit

[Image of Notary Affidavit]

I have reviewed the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

I am a Notary and I have viewed, printed and completed the Notary Affidavit.

- OR -

I am not a Notary
REMOTE EMPLOYEE’S ROLE
Remote Employee’s Role

21. Remote Employee may log back in to see confirmation screen and to print receipt.
Remote Employee’s Role

22. Remote Employee views/prints receipt.

Employee Receipt of Electronically Filed Form I-9

This Form I-9 receipt certifies that the individual named below has declared under penalty of perjury that he/she:
1) Is the individual specified in Section 1.
2) Has completed section 1.
3) Has read the Form I-9 Attestation.
4) Has attached his/her electronic signature at the bottom of Section 1, thereby attesting as indicated on the Form I-9.

Name of Employer
UCOP

Name of Employee
Professor, Christina

Date section 1 signed
10/23/2014 @ 20:26:04
I-9 PROCESSOR ROLE
23. I-9 Processor views top I-9’s needing approval in Guardian dashboard.
I-9 Processor’s Role

24. I-9 Processor adds supporting documents received from remote agent to OnDocs tab.
I-9 Processor’s Role

25. I-9 Processor reviews section 2 information and confirms document upload.
26. I-9 Processor reviews information and clicks **Mark Approved**.
I-9 Processor's Role

27. I-9 Processor reviews information and clicks Approve this I-9.
I-9 COORDINATOR’S /ADMINISTRATOR’S ROLE
28. I-9 Processor reviews issues tab and exempts warning message.
I-9 Coordinator’s/Administrator’s Role

29. I-9 Processor **reviews exemption history for AY faculty.**
END WALKTHROUGH