LawLogix

Documenting & Updating Receipt I-9s
Key Notes

- **What are Receipt I-9s?**
  This term is reserved for Electronic and New Hire Paper I-9s for which a receipt for a lost, stolen or damaged document is presented in lieu of the actual document for purposes of Section 2 completion.

- **How is a receipt indicated in Section 2?**
  Within the Section 2 interface is a receipt checkbox for each corresponding list (A, B, and C). When selected, the listed document is noted as a receipt document.

- **How long is the receipt valid?**
  The employee has 90 days from the date of hire to present the actual document for which the receipt was issued.
Key Notes

- **Can the I-9 be completed with only a receipt?**
  
  Yes, Section 2 may be completed and signed to show timely I-9 completion, but the I-9 may not be **approved** (locked and information submitted to E-Verify, if enabled) until the actual document has been input.

- **How are Receipt I-9s maintained in Guardian?**
  
  Guardian maintains the original receipt notation within the I-9 document. Utilizing electronic amendment functionality, users are guided through documenting the replacement document(s) within Section 2, resulting in an amended I-9 that reflects the receipt and replacement document information.
Key Notes

- **Are receipt I-9s visible on the Dashboard?**
  Yes, I-9s that have been completed with a receipt document display in two places on the Dashboard: Top Pending Tasks and Top I-9s Needing Further Action.

- **Are users reminded of employees with receipt I-9s?**
  Yes, when an I-9 is completed and a receipt provided a task is created automatically for the receipt reminder. Depending on the organization’s administrative setup, reminder emails are sent to the users assigned to the employee at intervals leading up to the receipt document expiration.
Documenting the Receipt
In Section 2, user selects the document to which the receipt corresponds, enters receipt information and selects **Replacement Receipt.**
Guardian auto-calcualtes the receipt expiration and prepends Receipt to the Document Number.
User enters all necessary information and clicks **Check Form**

**Note:** the message that displays
User confirms his/her identity and attests under penalty of perjury.
User enters his/her password and clicks **Electronically Sign**
User clicks **Mark Completed**
User can click **View I-9** to see the completed PDF receipt I-9.
Updating the Receipt I-9 Document(s)
When the actual document is presented, user clicks the **Date I-9 Created** link to jump to the employee’s I-9 record.
User clicks **Update List Receipt** to record the actual Section 2 document(s).
User records the replacement document information in the **New Values** section and clicks **Update Info** to save the changes.
User clicks Approve Receipt Changes to finalize the updates.
User enters his/her password and clicks **Approve Amendments** to lock the changes.

You are about to permanently amend the document receipt(s) in section 2 of this I-9.

Please be advised that you are about to permanently amend the document receipt(s) originally recorded in section 2 of this I-9 with the replacement documents(s) presented. Please click the View PDF link above to review the changes made to section 2 and verify that the information is correct. Once approved, these changes will be saved permanently to the I-9 and cannot be edited again.
User clicks **Mark Approved** to lock the I-9 and submit to E-Verify (if applicable)
FAQs

- Can anyone update a receipt I-9?
  Yes, any user with access to the I-9 can note the replacement document regardless of user standard amendment permissions.

- Can more than one receipt document be presented in Section 2?
  Yes, if an employee presents a receipt for both a List B and List C document then two buttons will be present on the I-9 Details tab (Update List B Receipt and Update List C Receipt).

- Will receipt I-9s that were completed utilizing the workflow previously available in Guardian be changed?
  No, any receipt I-9 that was processed previous to the implementation of this updated method will remain unchanged.
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

Do not distribute this document outside of your organization without our written permission.

Thank you.

LawLogix Group, Inc. © 2014 All Rights Reserved