Guardian I-9 System Modified Templates

The following system templates have been modified by the Systemwide Administrators to support the University's I-9 process. Templates may be modified further at the location level by the I-9 Administrators.

Custom Help Pop Ups:

Social Security Number Yellow Pop up: “If you do not have a Social Security Number, please enter T” has been added to assist those employees who do not have a Social Security Number given the field is required. (Found in Custom Help under “I-9 Form, Section 1”)

Other Names Used Yellow Pop up: “If no other names have been used, please enter N/A.” has been added given the field is required. (Found in Custom Help under “I-9 Form, Section 1”)

Email Templates:

Template: Employee Login E-Mail/Password
Initial email received by the employee with account information to complete Section 1. (Found in Templates)

**Each location will need to modify template with location name

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Template: Instructions to Employee for completing Section 1 of the I-9 Form
Initial email received by the remote employee instructing them to complete Section 1 and work with a remote agent representative to complete Section 2. (Found in Preferences under Remote Hire: Documents)
**Each location will be prepopulated with their location name

![Instructions to Employee for completing Section 1 of the I-9 Form]

Template: Employee I-9 Completion Email (Found under Templates)

![Employee I-9 Completion Email]

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System Text:
Adjusted language for consistency purposes

Template: shows after employee has completed Section 1 and is viewing the acceptable documents sheet. (Found in Custom Help under “Acceptable Docs Message”)

Template: shows after employee has completed Section 1 and may log out of system. (Found in Custom Help under “Appointment Message 1”)

Step 2: Review Acceptable Documents
In preparation for completing Section 2 of the I-9 form when you meet with your location representative or agent, please review the lists of acceptable documents that appear below and be prepared to present 1 original document from List A, or alternatively, a combination of 1 original document from List B and 1 original document from List C.

The 5 items (as seen below) list all possible acceptable documents that you may use. Nonetheless, not all of these documents may be appropriate in all circumstances. Depending on how you filled out Section 1 of the I-9 form, if your employment authorization document from List A, B, or C or identity document from List C has been lost, replaced, or stolen and you have applied for a replacement document, you may present a receipt for the replacement of the employment authorization document instead of the original document. You will then be granted a 30-day extension to present the original replacement document for your employee only if you receive it.

Note: your employer may not require you to present any specific document(s) from the list. However, if your employer is enrolled in the E-Verify program, you are permitted to present a List B document only if it contains a photo.

Step 3: Location Representative Interview & Document Verification
Now all that remains is meeting with your Location Representative to review your eligibility documents and the final completion of the I-9 form. They will contact you to schedule an appointment.

If you would like to view and/or print a receipt for your electronic I-9, click here.

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