Non E-Verify to E-Verify for Existing Employees in Guardian System

Navigate to employee page

Change employee location (this will automatically submit the employee to E-Verify)

Select UPDATE INFO tab

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Navigate to FAR Queue on Vertical toolbar

Find the employee and select the hyperlink in the “Next Action” column

This will take you to the employee E-Verify page; proceed with closing the case (if employment is authorized) or correcting issues and then closing the case.

Note: the screen shots below show a tentative non confirmation because DHS could not find a match with the name and SSN

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Online I-9/E-Verify System Tools and Resources
SSA Tentative Nonconfirmation (TNC)

The Social Security Administration was unable to verify the information provided in the E-Verify Initial Verification submitted on 03/23/2015 @ 17:05:19.

Reason Provided: The Social Security number entered in E-Verify was not valid according to SSA records.

Note: This does not indicate that the employee is not authorized to work.

Please review your options below:

Please view/print this Further Action Notice and present it to the employee. The notice explains the situation and outlines the employee's rights.

Confirm Employee Notification

☑️ I have notified this employee of the TNC

Process SSA Further Action Notice

If Employee is unavailable to review the Further Action Notice in person and you wish to have the Employee remotely access the System to process the TNC (review the Notice, acknowledge receipt of the Notice to E-Verify, and indicate whether or not he/she contests the Notice by electronically signing) please click below to send an email to employee notifying him/her to log into the System. (If you do not wish to have the employee remotely access the System, please skip this step.)

Send Employee Email Notification

Send Email

2. Case Closure Options

If this case needs to be closed, either because another case with the same data already exists or the data entered is incorrect, click the Close Case tab above.

Go Back View I-9 View Employee
Non E-Verify to E-Verify for Existing Employees in Guardian System

Case Closure Options
Case Status: 1st Initial Verification

If you wish to close this case, please answer the following question:

Is Bill Buckner currently employed with this company?

- Yes
  - Hired: 03/23/2015
- No
  - Not Terminated

Review Employment

Note: E-Verify requires confirmation of employment status as part of the case closure process. If the employee’s current employment status is not correct, please use the Review Employment button below to adjust it.

Please Note
In accordance with the terms of the E-Verify Memorandum of Understanding, the Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants and understands that an initial Tentative Nonconfirmation does not mean and should not be interpreted as an indication that the employee is not authorized to work.

Please Select a Reason to Close this Case:

- The employee continues to work for the employer after choosing not to contest a Tentative Nonconfirmation.
- The case is invalid because another case with the same data already exists.
- The case is invalid because the data entered is incorrect.

Close This Case

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