

GUARDIAN LAWLOGIX SYSTEM

System Walkthrough- Checklist Outline for setting up an I-9 for an AY Retroactive Appointment who is hired remotely

I-9 Processor Role

1. Select Create New Employee on I-9 Processor Dashboard
2. Select Create Employee created W/O SSN
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. For Retroactive AY Hires, Change Completion date to a date per OGC Guidance (i.e. completion date within three days of work or pay). 1st payday in the example is September 1, 2014.
 - b. Add additional narrative to the email to explain why the completion deadline date in the instruction letter is different from the system derived deadline date.
7. Send Email to the Remote Hire Employee

Remote Hire Employee Role

8. Remote Employee Reads Email Instructions and clicks on link to complete section 1.
9. Employee completes Section 1 of I-9 form
10. Employee confirms their identity.
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.
12. Employee reviews list of acceptable documents.
13. Remote Employee Reviews HR Interview and Document Verification Instructions.
 - a. Please note that the employee is shown the system generated 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.
 - b. Remote Employee obtains instructions for the remote agent via link in “employee dashboard”

Remote Agent Role

14. Remote Agent Reviews instructions and clicks link to access system
15. Remote Agent reviews online instructions Clicks Edit Section 2
16. Remote Agent completes Section 2

Online I-9/E-Verify System Tools and Resources

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17. Remote Agent confirms his/her identity and electronically signs Section II
18. Remote Agent reviews and complete section 2 in Step 1
19. Remote Agent completes Step 2 and 3–Notary Affidavit and Step 3-Document Retention
20. Remote Agent reviews completed process

Remote Employee Role

21. Remote Employee may log back in to see confirmation screen and to print receipt.
22. Remote Employee views/prints receipt.

I-9 Processor Role

23. I-9 Processor top I-9's needing approval from dashboard
24. I-9 Processor adds supporting documents received from Remote Agent to OnDocs tab.
25. I-9 processor reviews section 2 information and confirms document upload.
26. I-9 processor reviews information and clicks Mark Approved
27. I-9 process clicks Approve this I-9
28. I-9 processor reviews issues tab and exempts warning message
29. I-9 processor reviews exemption history for AY faculty appointee