

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

The screenshot shows a web browser window with the URL <https://dweb.perfectcompliance.com/>. The browser's address bar shows the site is secure. The page features the Guardian LawLogix logo at the top. Below the logo, a white login box is centered on a blue background. The box contains the text "Welcome, please log in" and two input fields: "Username" and "Password". A link "I forgot my password" is located below the password field. A blue "Login" button is positioned to the right of the password field. At the bottom of the page, a footer text reads: "For the latest news on I-9 and E-Verify, visit the [LawLogix Blog](#)". The Windows taskbar at the bottom of the screen shows various application icons and the system clock indicating 9:44 PM on 10/23/2014.

Guardian
LawLogix

Welcome, please log in

Username

Password

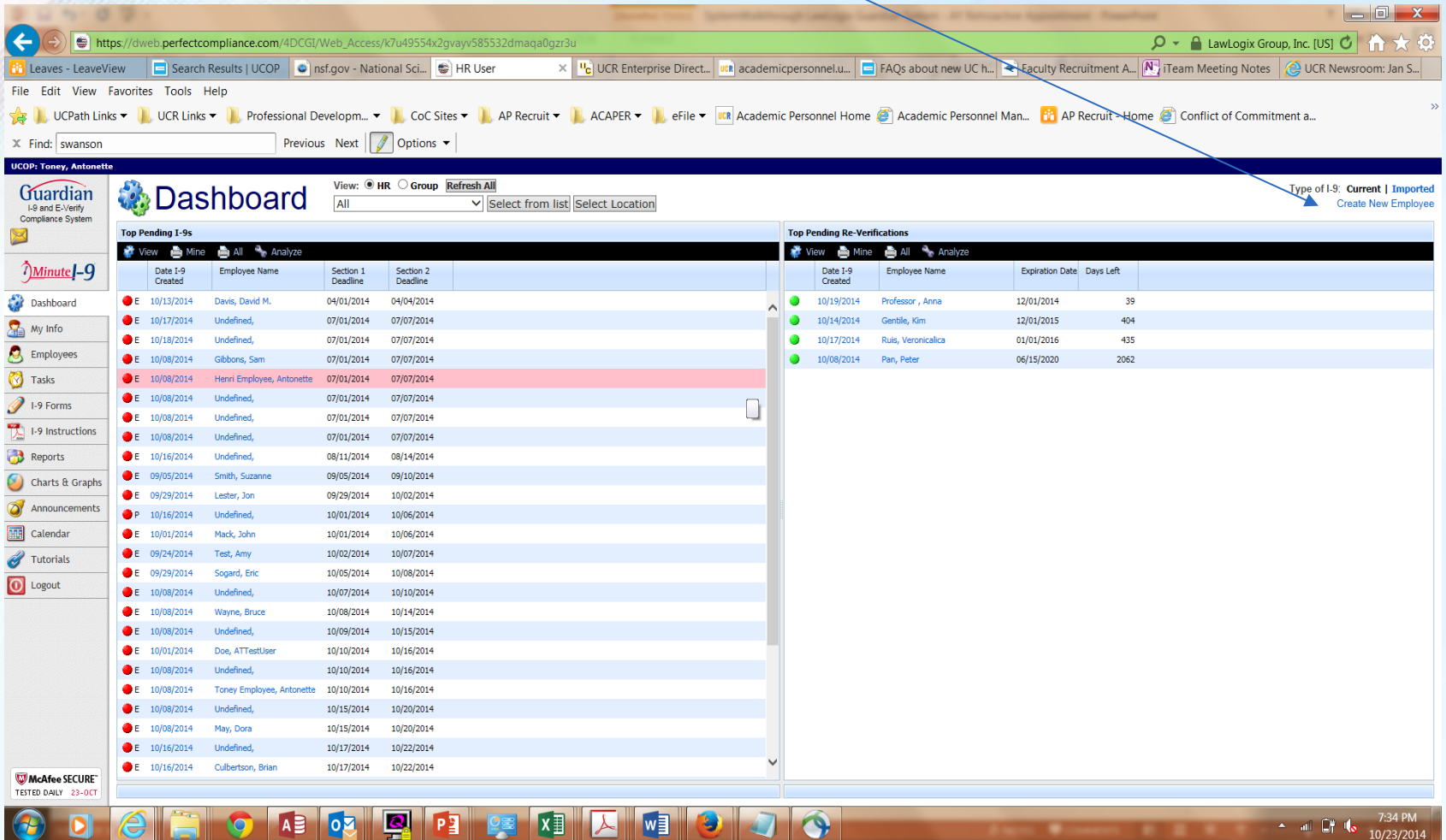
[I forgot my password](#)

Login

For the latest news on I-9 and E-Verify, visit the [LawLogix Blog](#)

I-9 Processor Role

1. Select Create New Employee.



The screenshot shows the Guardian I-9 and E-Verify Compliance System dashboard. The browser address bar displays the URL: https://dweb.perfectcompliance.com/4DCGI/Web_Access/k7u49554k2gvayv585532dmaq0gzi3u. The dashboard includes a sidebar with navigation links such as Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The main content area features a 'Dashboard' section with a 'View' dropdown set to 'HR' and a 'Refresh All' button. Below this, there are two tables: 'Top Pending I-9s' and 'Top Pending Re-Verifications'. The 'Top Pending I-9s' table lists various employees and their I-9 completion status. The 'Top Pending Re-Verifications' table lists employees and their re-verification status. A blue arrow points from the text 'Select Create New Employee.' to the 'Create New Employee' link in the top right corner of the dashboard.

Top Pending I-9s

Date I-9 Created	Employee Name	Section 1 Deadline	Section 2 Deadline
10/13/2014	Davis, David M.	04/01/2014	04/04/2014
10/17/2014	Undefined,	07/01/2014	07/07/2014
10/18/2014	Undefined,	07/01/2014	07/07/2014
10/08/2014	Gibbons, Sam	07/01/2014	07/07/2014
10/08/2014	Henri Employee, Antonette	07/01/2014	07/07/2014
10/08/2014	Undefined,	07/01/2014	07/07/2014
10/08/2014	Undefined,	07/01/2014	07/07/2014
10/08/2014	Undefined,	07/01/2014	07/07/2014
10/16/2014	Undefined,	08/11/2014	08/14/2014
09/05/2014	Smith, Suzanne	09/05/2014	09/10/2014
09/29/2014	Lester, Jon	09/29/2014	10/02/2014
10/16/2014	Undefined,	10/01/2014	10/06/2014
10/01/2014	Mack, John	10/01/2014	10/06/2014
09/24/2014	Test, Amy	10/02/2014	10/07/2014
09/29/2014	Sogard, Eric	10/05/2014	10/08/2014
10/08/2014	Undefined,	10/07/2014	10/10/2014
10/08/2014	Wayne, Bruce	10/08/2014	10/14/2014
10/08/2014	Undefined,	10/09/2014	10/15/2014
10/01/2014	Doe, ATTestUser	10/10/2014	10/16/2014
10/08/2014	Undefined,	10/10/2014	10/16/2014
10/08/2014	Toney Employee, Antonette	10/10/2014	10/16/2014
10/08/2014	Undefined,	10/15/2014	10/20/2014
10/08/2014	May, Dora	10/15/2014	10/20/2014
10/16/2014	Undefined,	10/17/2014	10/22/2014
10/16/2014	Culbertson, Brian	10/17/2014	10/22/2014

Top Pending Re-Verifications

Date I-9 Created	Employee Name	Expiration Date	Days Left
10/19/2014	Professor, Anna	12/01/2014	39
10/14/2014	Gentile, Kim	12/01/2015	404
10/17/2014	Ruis, Veronicalca	01/01/2016	435
10/08/2014	Pan, Peter	06/15/2020	2062

I-9 Processor Role

2. Select Create Employee created W/O SSN.

UCOP: Toney, Antonette

Guardian
I-9 and E-Verify
Compliance System

Minute I-9

Dashboard
My Info
Employees
Tasks
I-9 Forms
I-9 Instructions
Reports
Charts & Graphs
Announcements
Calendar
Tutorials

Create New Employee

UCOP

Create New Employee

Social Security No.

Search Cancel

If the employee does not have
or does not wish to disclose their
Social Security No. then click:

Create Employee w/o Social Security No.

I-9 Processor Role

3. Complete **Create New Employee Form**.
4. Select **Create Employee with Remote Agent**.

The screenshot displays the Guardian I-9 and E-Verify Compliance System interface. The browser address bar shows the URL: https://dweb.perfectcompliance.com/4DC01/Web_Access/05097p9cchy/zm67hdyw73f3oz74z0t/WEB_PARAMS=un. The page title is "Guardian I-9 and E-Verify Compliance System". The "Create New Employee" form is visible, with the following fields and values:

New Employee Values	
Social Security Number	Not Given
First Name	Christina
Middle Name	
Last Name	Professor
Start Date	07/01/2014
Employee ID	
E-Mail	sylnetbz@stcglobal.net
Location Name	Academic No E-verify
Occupation Class	General- UCOP
Preferred Language	English

Below the form, there are four buttons for creating the employee:

- Create Employee with Login: Create a new employee that can login, and notify Employee via E-Mail
- Create Employee without Login: Create a new employee that has no login privileges
- Create Employee with Remote Agent: Create a new employee and I-9 setup for Remote Hire with a Remote Agent
- Cancel: Do not create employee now

Blue arrows point from the text in the instructions to the "Create New Employee" title and the "Create Employee with Remote Agent" button.

I-9 Processor Role

5. Enter Remote Hire/Remote Agent Settings.

The screenshot displays the UCOP Guardian I-9 Processor interface. The browser address bar shows the URL: https://dweb.perfectcompliance.com/4DCG/Web_Access/05087p9kchyzm67hdy8y73f3oz74z0t?WEB_PARAMS=unp. The page title is "Remote Hire/Remote Agent Settings".

Instructions
Setting up the Remote Hire/Remote Agent is a two step process.
In step 1, select the contact HR from the popup menu.
The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.
In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

Employee Information

Employee Name:	Professor, Christina
Location:	Academic No E-verify
Date Hired:	07/01/2014

Responsible Parties

Please Assign the Remote Hire HR contact from the popup below.

Responsible HR/Group:	Trejo, Ana
Remote Hire HR Contact:	Trejo, Ana (This HR will be listed on the support documents as the point of contact)

Documents

Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions:	Review Agent Instructions Login
Employee Instructions:	Review Notary Instructions Review Employee Instructions Login

At the bottom of the page, there are buttons for "Update Info", "Go Back", and "Disable Remote Hire Process".

I-9 Processor Role

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

UCOP: Toney, Antonette

Details

Employee: **Professor, Christina**
 Date/Time Entered: 03/16/2015 05:57:54.000623 @ 05:57:54
 Entered By: Toney, Antonette
 Subject/Reference: Guardian Form I-9 Completion Instructions - University of Califor
 To/Regarding: sylhetbiz@sbcglobal.net
 E-Mail History: This E-Mail has not yet been sent!
 Send or Edit E-Mail Print Preview

E-Mail

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:

- 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.
https://dweb.perfectcompliance.com/4DCGI_WEB_Log_Login.EMP10409th97113x86qt.RMLNM
- 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: 9/1/14. 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.

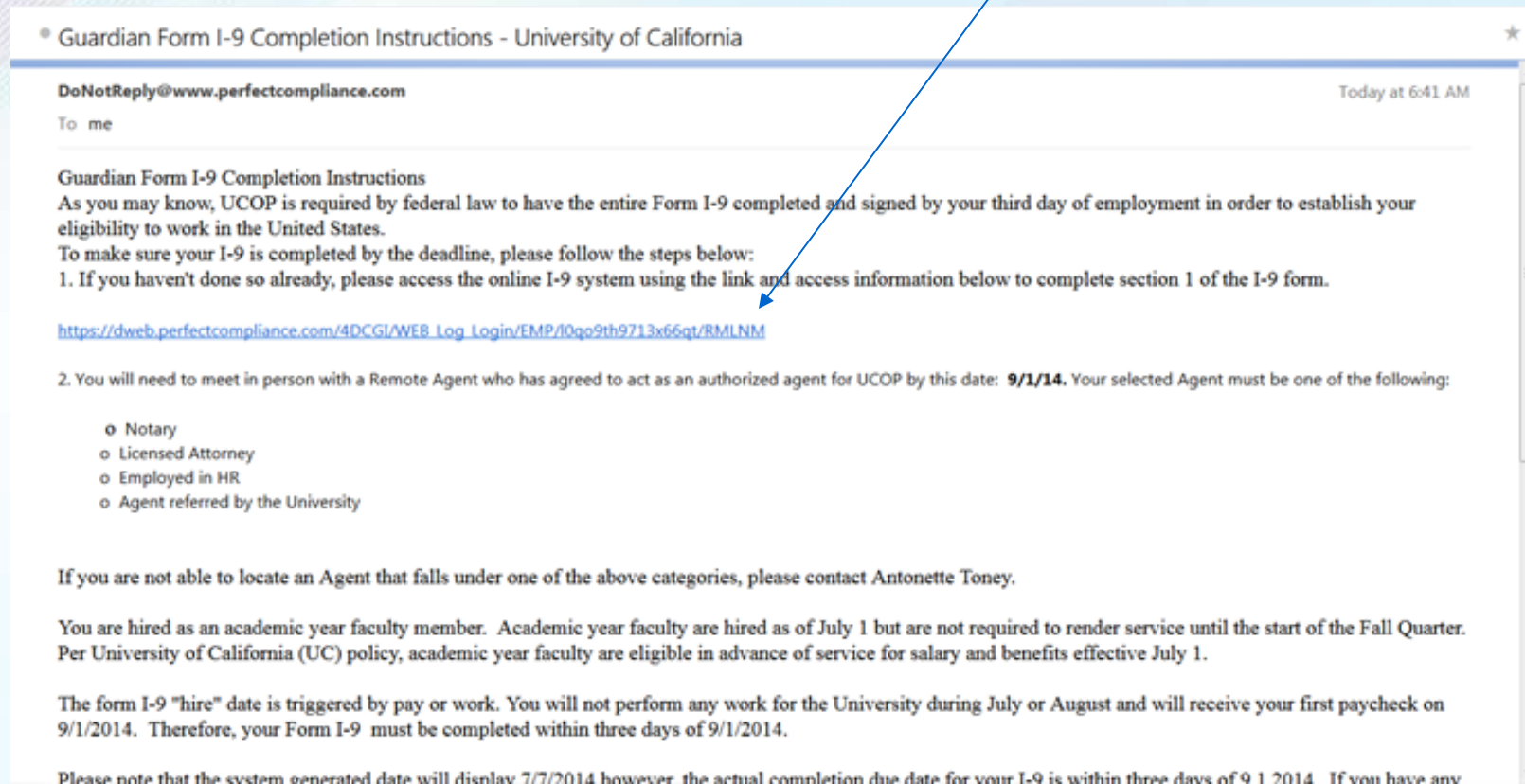
The form I-9 "hire" date is triggered by pay or work. You will not perform any work for the University during July or August and will receive your first paycheck on 9/1/2014. Therefore, your Form I-9 must be completed within three days of 9/1/2014.

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.

UCR Wireless Network ... Welcome - AP Rec... APRecruit: AP Rec... Academic Person... (12482 unread) - s... Step 1 RSpace Documentation for...

LawLogix Group, Inc. (US) https://dweb.perfectcompliance.com/4DCGI/WEB_Log/Login/EMP/10qo9th9713x66qt/RMLNM#myID

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UCOP


Step 1: Fill out I-9 Form, Section I

Now you are ready to fill in Section I of the I-9 form. Complete instructions can be found [here](#).

[Instructions from your Employer](#)

[Instructions for the Remote Agent](#)

07

 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read [instructions](#) carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)	
Professor	Christina			
Address (Street and Number and Name)	Apt. Number	City or Town	State	Zip Code
123 Mockingbird Lane		Harmony	CA	92879
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address	Telephone Number	
12/12/1975		synetbiz@sboglobal.net		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☒ A citizen of the United States

☐ A noncitizen national of the United States (See [instructions](#))

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

Remote Employee's Role

10. Employee confirms their identity.

UCR Wireless Network... Welcome - AP Recruit... AP Recruit: AP Recr... Academic Personn... (12482 unread) - s... Step 1 RSpace Documentation for...

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Please Note

You must enter your PIN and click the 'Electronically Sign' button to complete Section 11 Please confirm your identity to reveal the PIN.

Warning: The social security number is required by 9 months. New social security number provided to your employee is valid social security number to allow for you to be admitted to UCR for work authorization.

Please Note

You must enter your PIN and click the 'Electronically Sign' button to complete Section 11 Please confirm your identity to reveal the PIN.

Warning: The social security number is required by 9 months. New social security number provided to your employee is valid social security number to allow for you to be admitted to UCR for work authorization.

Last Name

Your legal last name (or 'Family' Name)

☐ A noncitizen national of the United States (See [instructions](#))

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable mm/dd/yyyy)

Some aliens may write "N/A" in this field. (See [instructions](#))

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See [instructions](#))

Signature of Employee: Date (mm/dd/yyyy):

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 so doing attest as indicated on the Section 1 Employee'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.

☐ First Name **Christina**

☐ Last Name **Professor**

☐ Date of Birth **12/12/1975**

Your PIN: **??**

PIN:

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.

UCR Wireless Network ... Welcome - AP Recruit: AP Recruit: AP Recruit: Academic Person... (12482 unread) - s... Step 1 RSpace Documentation for...

LawLogic Group, Inc. (US) https://dweb.perfectcompliance.com/4DCG/WEB_Menu/1630878124/2020/1626830/2247003/4DWPG_0316247830180#myID

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Some aliens may write "N/A" in this field. (See [instructions](#))

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See [instructions](#))

Signature of Employee: Date (mm/dd/yyyy):

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.

☒ First Name **Christina**

☒ Last Name **Professor**

☒ Date of Birth **12/12/1975**

Step 2: Please "Click to Accept" and acknowledge your agreement with the following statement:

Your PIN: **9766**

☒ 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 so doing attest as indicated on the Section 1 Employee'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.

Electronically Sign

Did you receive assistance in filling out Section 1? ☒ No ☐ Yes

Remote Employee's Role

12. Employee reviews list of acceptable documents.

UCOP



Step 3: Review Acceptable Documents

In preparation for completing Section 2 of the I-9 form when you meet with your company 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 I-9 form (as seen below) lists **ALL** possibly acceptable documents that you may use. However, 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 / List C or identity document from List B has been lost, misplaced or stolen and you have applied for a replacement document, you may present a receipt from the appropriate government agency for the replacement of the employment authorization document instead of the original document. You will then be granted a 90 day extension to present the original replacement document to your employer once 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.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

For USCIS guidelines on which documents are acceptable, see this [Chart](#)

Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a (Form PS-545) temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-765) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form PS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

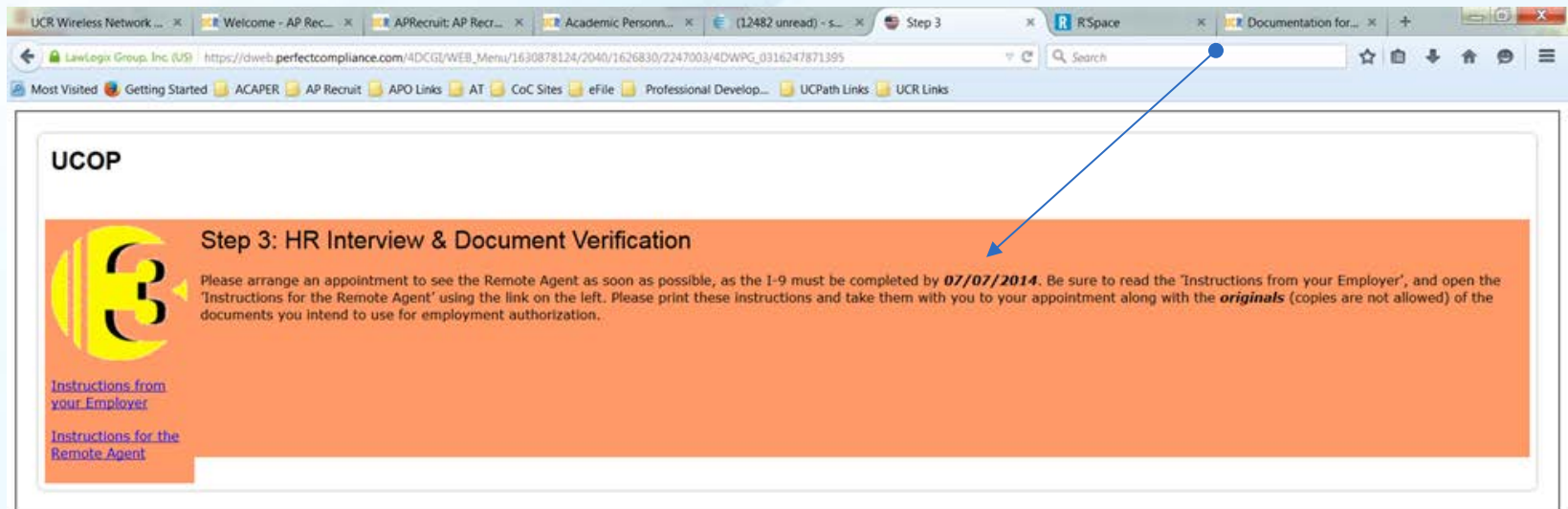
Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

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

Remote Agent's Role

14. Remote Agent Reviews instructions and clicks link to access the system.

Remote Agent Instructions for Completion of Form I-9

UCOP is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employees to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employers to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Christina Professor to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

UCOP has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements. Christina Professor has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9. We are asking you to act as our agent for the sole purpose of reviewing original documents presented by Christina Professor and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

Section 2 should be completed for Christina Professor by **September 1, 2014**.

[Enter text explaining the OGC guidance in lay terms and why the system deadline date of 7/7/14 is different from completion deadline included in this letter.]

Please use the link below to access the online system.

https://dwcb.perfectcompliance.com/4DCGI/WEB_Login/Login/AGT/a70f1gxwib90psx8

The system provides on screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

According to I-9 requirements, an employer or its agent must physically inspect the **original documents** (fax or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them. We are requesting that copies of the employee's documents be retained by either electronic upload (provided through the system) if possible, or returned along with a printout of the completed and signed Form I-9 to UCOP via mail or FAX at the contact information below. [Optional for Notaries]. In addition, please complete, sign and notarize the Notary Authorization form and return it with the Form I-9 and supporting documents to UCOP at the address below.

UCOP
or by fax:

If you have any questions, you may contact us at the phone number or email address below.

Thank you for agreeing to act as our agent for I-9 inspection and completion purposes.

Antonette Toney
UCOP

antonette.toney@ucr.edu

Remote Agent's Role

15. Remote Agent reviews online instructions and views system derived due date. Remote Agent Clicks Edit Section 2.

Remote Agent Control - Google Chrome
LawLogix Group, Inc. [US] https://dweb.perfectcompliance.com/4DCGI/WEB_Log_Login/AGT/pa9r8758b82ws87u

UCOP

Employee Information

Employee Name: **Professor, Christina**
Date Hired: **07/01/2014**
I-9 Due Date: **7/7/14**

HR Contact: **[HR]**
antonette.toney@ucr.edu

[Review My Instructions](#)

Instructions

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

Step 1. Preparing the I-9 Form

The employee has completed section 1. If you provided translation assistance to the employee please click the **View Prep** button and fill in the details.


Click the **Edit Section 2** button and complete section 2 of the I-9 while examining the original documents that employee presents to you.

Note: You cannot specify which documents the employee presents, but you must accept either a single document from list A, or a single document from both Lists B and C. However, since the company is enrolled in the E-Verify program, a list B document is permitted only if it contains a photo.

The system will guide you as to what information from these documents will need to be entered into Section 2. After entering the document information, click the **Check Form** Button on the bottom to allow the system to perform error checking. If there are no errors that appear in red on top of Section 2, you may then proceed to electronically sign Section 2 by clicking on the **PIN** link at the bottom and entering your PIN number.

- You may click the **Edit Section 1** button and review Section 1 that the Employee has already completed and electronically signed.
- Note:** Changes to Section 1 may only be made by the employee and require that the employee electronically re-sign the form.

I-9 Form

 I-9 No.: **1416919**

Date Section 1 Completed: **10/23/2014 @ 20:26:04**

Translation Assist Provided: If you provided translation services to the employee, click the **View Prep** button

Date Section 2 Completed:

☐ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

[\[Review Section 1 \]](#)
[Edit Section 1](#)
[View Prep](#)
[Edit Section 2](#)

Notary Affidavit

Remote Agent's Role

16. Remote Agent fills in Section 2.

One Minute I-9 - Google Chrome
LawLogix Group, Inc. [US] https://dweb.perfectcompliance.com/4DCG/WEB_Menu/1142995932/8021/1416919/1953439.../agthome/4DWP/1023560512597

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Professor, Christina

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment
Document Title: U.S. Passport or Passport Card View Sample Document <input type="checkbox"/> Replacement Receipt		Document Title: None		Document Title: None
Issuing Authority: Department of State		Issuing Authority:		Issuing Authority:
Document Number: 648345485 U.S. Passport Number		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 12/01/2015 The expiration date on this field must be recorded, and not expired.		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

Please Note
Thank you. All required fields have been entered.
You may now Electronically Sign this document.
Warning: Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct.

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 07/01/2014 (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title
Last Name (Family Name)	First Name (Given Name)	Notary Public
		Employer's Business or Organization Name

8:44 PM
10/23/2014

Remote Agent's Role

17. Remote Agent confirms identity and electronically signs Section 2.

Confirm Your Identity

Note: Only the company representative named in section 2 may proceed with electronically signing this form.
If you are not the company representative in section 2, please click [Close Window]

Step 1: Please enter your name here (last name, first name) exactly as it appears in section 2. By doing so, you are indicating that you are the person listed in section 2 and are providing confirmation (verification) of your identity.

Full Name Johnson, Bob
Johnson, Bob

Step 2: Please read and agree to the terms of the following statement in order to reveal your PIN number required to electronically sign section 2 of the I-9 form.

By clicking the **Agree** button, I attest under *penalty of perjury* that I am the person specified in section 2, and that the act of confirming my identity signifies that I have attached my electronic signature at the bottom of section 2 of this Form I-9.

Agree **Cancel**

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 07/01/2014 (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy): _____ Title: _____
Last Name (Family Name) Johnson First Name (Given Name) Bob Employer's Business or Organization Name The Regents of University of California
Employer's Business or Organization Address Bob's Notary Public City or Town Riverside State CA Zip Code 92521

Confirm your Identity

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 2 of the I-9, and that the act of entering my system PIN [[Click to Reveal](#)] and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 2 of this I-9 form and in so doing attest as indicated on the Section 2 Authorized Representative Signature line of this Form I-9.

PIN: _____ **Electronically Sign**

Check Form **Go Back**

Remote Agent's Role

18. Remote Agent reviews and completes section 2 in Step 1.

Employee Name: **Professor, Christina**
Date Hired: **07/01/2014**
1-9 Due Date: **7/7/14**

HR Contact: **[HR]**
antonette.toney@ucr.edu

[Review My Instructions](#)

Instructions

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

Step 1. Preparing the I-9 Form

The employee has completed section 1. If you provided translation assistance to the employee please click the **View Prep** button and fill in the details.

Click the **Edit Section 2** button and complete section 2 of the I-9 while examining the original documents that employee presents to you.

Note: You cannot specify which documents the employee presents, but you must accept either a single document from list A, or a single document from both Lists B and C. However, since the company is enrolled in the E-Verify program, a list B document is permitted only if it contains a photo.

The system will guide you as to what information from these documents will need to be entered into Section 2. After entering the document information, click the **Check Form** Button on the bottom to allow the system to perform error checking. If there are no errors that appear in red on top of Section 2, you may then proceed to electronically sign Section 2 by clicking on the **PIN** link at the bottom and entering your PIN number.

- You may click the **Edit Section 1** button and review Section 1 that the Employee has already completed and electronically signed.
- Note:** Changes to Section 1 may only be made by the employee and require that the employee electronically re-sign the form.

Form

19 No.: **1416918** [\[Review Section 1 \]](#)

Date Section 1 Completed:	10/23/2014 @ 21:57:46	Edit Section 1
Translation Assist Provided:	If you provided translation services to the employee, click the View Prep button	View Prep
Date Section 2 Completed:		Edit Section 2

☐ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

Remote Agent's Role

19. Remote Agent reviews and completes Steps 2 and 3.

Remote Agent Control - Google Chrome
LawLogix Group, Inc. [US] https://dweb.perfectcompliance.com/4DCGL/WEB_Menu/1329029632/8010/1973/1953478/1416954/4DWPG_1024562046571

Please retain copies of the identity and work authorization documents presented by the employee.
Please return these documents to us using one of the methods listed below in Step 3.
Once the documents have been prepared, click the checkbox in the Step 3 area below indicating that you have prepared the documents for retention.

I-9 Form

29 Nov. **1416954** [[Review Section 1](#)]

Date Section 1 Completed: **10/24/2014 @ 03:06:45** [[Edit Section 1](#)]

Translation Assist Provided: If you provided translation services to the employee, click the **View Prep** button. [[View Prep](#)]

Date Section 2 Completed: **10/24/2014 @ 03:37:56** [[Edit Section 2](#)]

☒ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

Notary Affidavit

☒ I am a Notary and I have [Viewed](#), printed and completed the Notary Affidavit.
- OR -
☐ I am not a Notary

Document Retention

Documents Accepted

List A: **U.S. Passport or Passport Card**

List B:

List C:

☐ 1) Scan & Upload to Us:
[Upload Document A](#)
Document/Image not found in OnDocs

☐ 2) Fax documents to:

☒ 3) Mail documents to:
Antonette Toney
UCOP

☐ 4) Employee will be responsible for submitting documents

☐ A copy of the employee's supporting documents is being provided to the employer in the manner designated above.

Remote Agent's Role

20. Remote Agent reviews completed process.

Instructions

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

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.


I-9 Form

29 No. 1 **1416954** [\[Review \]](#)

Date Section 1 Completed:	10/24/2014 @ 03:06:45	Edit Section 1
Translation Assist Provided:	If you provided translation services to the employee, click the View Prep button	
Date Section 2 Completed:	10/24/2014 @ 03:37:56	Edit Section 2

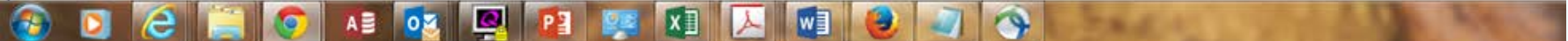
☒ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

Notary Affidavit

 ☒ I am a Notary and I have [Viewed](#), printed and completed the Notary Affidavit.

- OR -

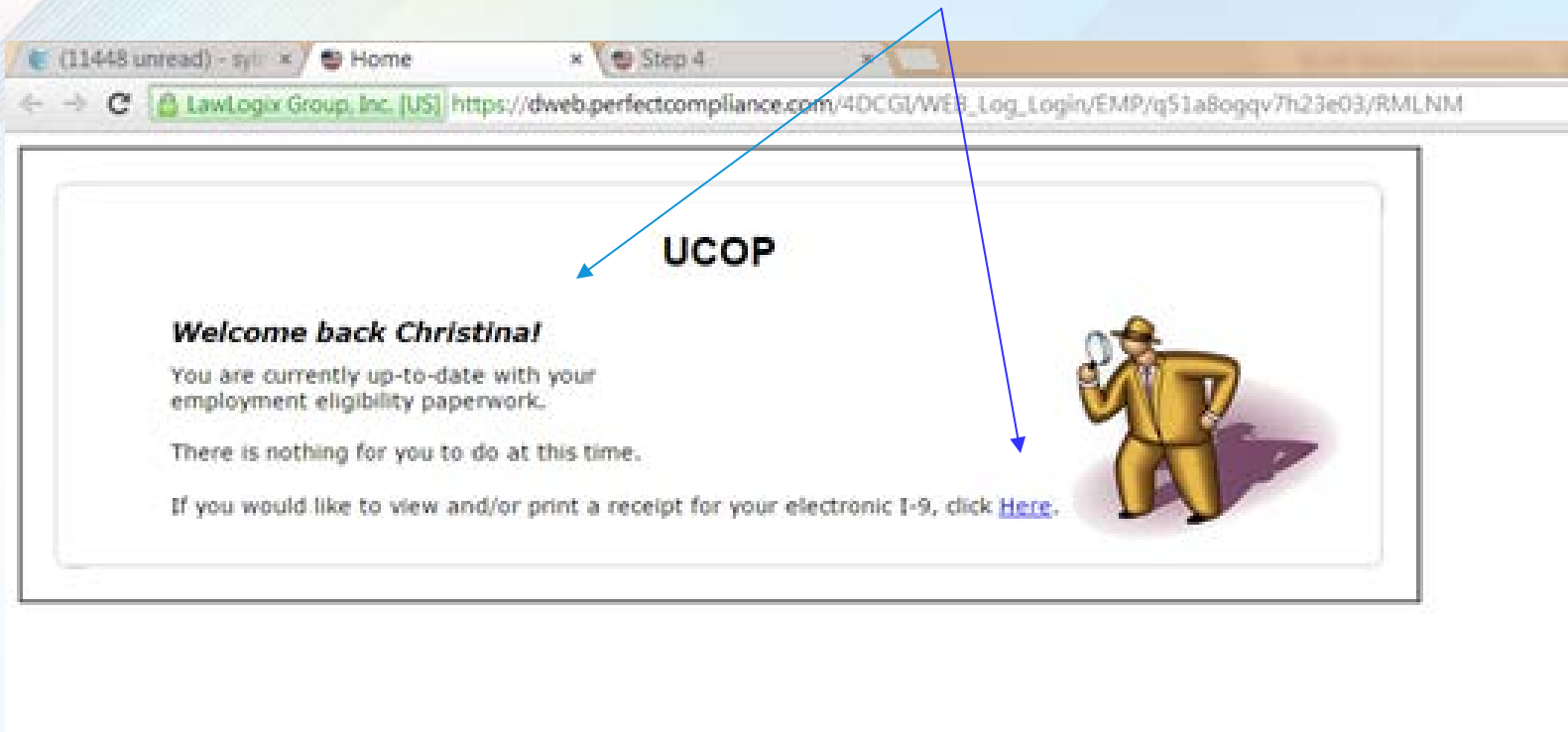
☐ I am not a Notary



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.

I-9 No. 1416919

**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

I-9 Processor's Role

23. I-9 Processor views top I-9's needing approval in Guardian dashboard.

The screenshot displays the Guardian I-9 and E-Verify Compliance System dashboard. The interface includes a navigation sidebar on the left with options like Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The main content area is titled 'Dashboard' and features a 'View' dropdown set to 'HR' and a 'Refresh All' button. Below this, there are two tables:

Top I-9s Needing Approval			
Date I-9 Created	Employee Name	Employee Start Date	Approval E-Verify Deadline
10/23/2014	Professor, Christina	07/01/2014	07/07/2014
09/29/2014	Paul, Penelope	09/29/2014	10/02/2014
09/29/2014	James, Lebron	09/29/2014	10/02/2014
09/29/2014	Blaw, Joe	09/29/2014	10/02/2014
09/29/2014	October, Autumn	09/29/2014	10/02/2014
10/13/2014	Dan, Elvis	10/15/2014	10/20/2014

Top Pending Re-Verifications			
Date I-9 Created	Employee Name	Expiration Date	Days Left
10/19/2014	Professor, Anna	12/01/2014	39
10/14/2014	Gentile, Kim	12/01/2015	404
10/17/2014	Russ, Veronica/ella	01/01/2016	435
10/06/2014	Pan, Peter	06/15/2020	2062

The dashboard also includes a 'Type of I-9' section with 'Current' and 'Imported' options, and a 'Create New Employee' button. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 9:27 PM on 10/23/2014.

I-9 Processor's Role

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

The screenshot displays the UCOP I-9 Processor web application. The browser address bar shows the URL: https://dweb.perfectcompliance.com/4DCGL/Web_Access/05097p9ochyuzm67hdv8v73f36z74z0t?WEB_PARAMS=un. The page title is "I-9 for Professor, Christina". The "OnDocs" tab is selected, showing a table of uploaded documents. A blue arrow points to the "Subject Reference" column header.

Date Created	Time Created	File Type	Subject Reference
03/16/2015	07:45:30	File: docx	U.S. Passport or Passport Card
03/16/2015	07:20:21	Adobe Acrobat	Employee Receipt #9 No 1626830
03/16/2015	05:57:54	EMAIL	Remote Agent Notary Instructions
03/16/2015	05:57:54	EMAIL	Remote Agent Instructions
03/16/2015	05:57:54	Email	Guardian Form I-9 Completion Instructions - University of California

I-9 Processor's Role

25. I-9 Processor reviews section2 information and confirms document upload.

UCOP: Toney, Antonette

Guardian
I-9 and E-Verify Compliance System

Minute I-9

Dashboard
My Info
Employees
Tasks
I-9 Forms
I-9 Instructions
Reports
Charts & Graphs
Announcements
Calendar
Tutorials
Logout

I-9 for Professor, Christina

View Employee Refresh Update and Go Back Update Info Go Back

I-9 Overview

This I-9 is not yet ready for Approval.
You must Scan/Upload the appropriate supporting document presented in list A, and confirm the successful upload by clicking the check box.

I-9

I-9 No. **1,626,830 (Primary)** Version: **3/8/13**
Type: **Electronic I-9** Expires:
Responsible: **Trejo, Ana** Date Completed: **03/16/2015**
Date approved:

Section 2

Professor, Christina
Hired: 07/01/2014 Signed: **Notary Public**
03/16/2015 @ 07:16:28 View Section 2

U.S. Passport or Passport Card Note: Document Retention Required. [Upload Document]

Documents

☐ I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.
Document/Image not found in OnDocs

Print Center

View Employee Prepare/Translator State

I-9 Processor's Role

26. I-9 Processor reviews information and clicks [Mark Approved](#).

UCOP: Toney, Annette

Guardian I-9 and E-Verify Compliance System

I-9 for Professor, Christina

View Employee Refresh Update and Go Back Update Info Go Back

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is ready for Approval.
Before clicking the **Mark Approved** button, you should click the [Review the I-9](#) link to review the final I-9 for mistakes. Please check the documents provided by the employee and compare the information on those documents against the completed I-9.
You can correct errors in Sections I and II by viewing those sections and making changes. Changes to Section I will require the electronic signature of the employee.
Once approved, this form will be permanently locked, and its' data will be sent to E-Verify. Any further changes will require either additional Section III entries or an entirely new I-9 form.

I-9

I-9 No: **1,626,830 (Primary)** Version: **3/8/13**
Type: **Electronic I-9** Expires:
Responsible: **Trejo, Ana** Date Completed: **03/16/2015**
Date approved:

Mark Approved

E-Verify

E-Verify Employee is eligible for E-Verify

Print Center

View I-9 Employee Receipt Prepare/Translator Receipt State Affidavit

I-9 Processor's Role

27. I-9 Processor reviews information and clicks [Approve this I-9](#).

The screenshot displays the Guardian I-9 Processor web application. The browser address bar shows the URL: https://dweb.perfectcompliance.com/4DC01/Web_Access/05a97p1ochy2m57hdv8y73M3oz74z0t?WEB_PARAMS=unv. The page title is "I-9 for Professor, Christina". The left sidebar contains navigation links: Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The main content area has tabs for Details, OnDocs, Issues, and Amendments. The "Approve I-9" section contains the following instructions:

Instructions

Please note:

You are about to approve this **Electronic I-9** for **Christina Professor**. By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent. Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any). To view the completed I-9 form one last time, [Review the I-9](#). Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.

Below the instructions, a status message states: "Employee is eligible for E-Verify." There are two buttons: "Cancel" and "Approve This I-9". A blue arrow points to the "Approve This I-9" button.

Below the status message is a table titled "I-9 OnDocs":

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
03/16/2015	07:45:30	File: docx	U.S. Passport or Passport Card	11.0
03/16/2015	07:20:21	Adobe Acrobat	Employee Receipt #9 No 1626830	21.5
03/16/2015	05:57:54	EMAIL	Remote Agent Notary Instructions	0.0
03/16/2015	05:57:54	EMAIL	Remote Agent Instructions	0.0
03/16/2015	05:57:54	EMAIL	Guardian Form I-9 Completion Instructions - University of California	0.0
			Guardian Form I-9 Completion Instructions - University of California	

I-9 COORDINATOR'S /ADMINISTRATOR'S ROLE

I-9 Coordinator's/Administrator's Role

28. I-9 Processor reviews issues tab and exempts warning message.

The screenshot shows a web browser window with the URL `ps://dweb.perfectcompliance.com/4DCGI/Web_Access/27527wt0yfkdc253kda4u591lg10s1`. The browser's address bar shows "LawLogix Group, Inc. [US]". The page title is "I-9 for Professor, Christina". The page has a navigation bar with tabs: Details, OnDocs, Issues, and Amendments. The "Issues" tab is selected. Below the tabs, there is a table with columns: Class, Type, Section, Item, Explanation, and Status. The table contains one row with the following data:

Class	Type	Section	Item	Explanation	Status
I-9	Warning	Section II	Date Hired	Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct.	[Valid]

A blue arrow points from the top right of the page to the "[Valid]" link in the Status column of the table.

I-9 Coordinator's/Administrator's Role

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

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The main window displays the I-9 for Professor Christina Toney, Antonette. A pop-up window titled "Issues Exemption History" is open, showing a warning message: "(I-9) [Exempted] by Toney, Antonette, 2014-10-24 @ 04:01:12: I-9 Warning, Date Hired: Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct." The background interface includes a sidebar with navigation links like Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The top navigation bar includes links like UCPath Links, UCR Links, Professional Development, CoC Sites, AP Recruit, ACAPER, eFile, Academic Personnel Home, Academic Personnel Man..., AP Recruit - Home, and Conflict of Commitment a... The bottom status bar shows the date and time: 4:03 AM 10/24/2014.

UCOP: Toney, Antonette

I-9 for Professor , Christina

View Employee Refresh Update and Go Back Update Info Go Back

Details OnDocs Issues Amendments

Refresh Un-Group

Class	Type	Section	Item	Explanation
I-9	Warning	Section II	Date Hired	Section 2 has been signed after 9

Issues Exemption History

(I-9) [Exempted] by Toney, Antonette, 2014-10-24 @ 04:01:12: I-9 Warning, Date Hired: Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct.

Check I-9 Exemption History Status

[Exempt]

McAfee SECURE TESTED DAILY 24-OCT

4:03 AM 10/24/2014

END WALKTHROUGH