



Experienced. Knowledgeable. Innovative.



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

Section II - Employ

07

In Section 2, user selects the document to which the receipt corresponds, enters receipt information and selects **Replacement Receipt**.

[documents are acceptable, see this chart](#)

Section 2. Employer or
(Employers or their authorized
combination of one document
document title, issuing author

document from List A OR examine a
v, record the following information:

Employee Last Name, First Name

List A

Identity and Employment Authorization

OR

List B

Identity

AND

List C

Employment Authorization

Document Title: None	Document Title: US Driver's License View Sample Document <input checked="" type="checkbox"/> Replacement Receipt <input type="checkbox"/> I Confirm List B Document Contains Valid Photo	Document Title: Original or certified copy of US Birth Ce View Sample Document <input type="checkbox"/> Replacement Receipt
Issuing Authority:	Issuing Authority: Arizona	Issuing Authority: Arizona
Document Number:	Document Number: Receipt: 12345678	Document Number: NA
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): 12/14/2014 Auto- calculated based on validity of receipt <small>The expiration date on this field must be recorded, and not expired.</small>	Expiration Date (if any)(mm/dd/yyyy): <small>Provide expiration date if one exists on the document. Note: expiration date cannot be expired.</small>
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
Document Title:		
Issuing Authority:		

Section II - Employment Authorization

07

documents are acceptable, see this [chart](#)

Section 2. Employer or Authorized Representative
(Employers or their authorized representatives must examine a combination of one document from List A OR examine a combination of two documents from List B OR examine a document from List A OR examine a document from List B OR examine a document from List C, record the following information:

document from List A OR examine a document from List B OR examine a document from List C, record the following information:

Guardian auto-calculates the receipt expiration and prepends Receipt to the Document Number.

Employee Last Name, First Name

List A

List B

List C

Identity and Employment Authorization

OR

Identity

AND

Employment Authorization

Document Title: None	Document Title: US Driver's License	Document Title: Original or certified copy of US Birth Certificate
	View Sample Document	View Sample Document
	<input checked="" type="checkbox"/> Replacement Receipt	<input type="checkbox"/> Replacement Receipt
	<input type="checkbox"/> I Confirm List B Document Contains Valid Photo	
Issuing Authority: Arizona	Issuing Authority: Arizona	Issuing Authority: Arizona
Document Number:	Document Number: Receipt: 12345678	Document Number: NA
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): 12/14/2014 <small>Auto-calculated based on validity of receipt</small>	Expiration Date (if any)(mm/dd/yyyy):
	<small>The expiration date on this field must be recorded, and not expired.</small>	<small>Provide expiration date if one exists on the document. Note: expiration date cannot be expired.</small>
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
Document Title:		
Issuing Authority:		

All required fields have been entered. You may mark this form Completed, but you cannot Approve it until the receipts are replaced with valid documents. You have 90 days to Approve this form.

Section II - Employer Review and Verification

? Auto

07

For USIS guidelines on which documents are acceptable, see this [link](#).

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 of one document from List B and one document from 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: Smith, James

User enters all necessary information and clicks **Check Form Note**: the message that displays

Document Title: None	<input checked="" type="checkbox"/> Replacement Receipt	<input type="checkbox"/> Replacement Receipt
	<input type="checkbox"/> I Confirm List B Document Contains Valid Photo	
Issuing Authority:	Issuing Authority: Arizona	Issuing Authority: Arizona
Document Number:	Document Number: Receipt: 12345678	Document Number: NA
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): 12/14/2014 <small>Auto-calculated based on validity of receipt</small>	Expiration Date (if any)(mm/dd/yyyy): <input type="text"/>
	<small>The expiration date on this field must be recorded, and not expired.</small>	<small>Provide expiration date if one exists on the document. Note: expiration date cannot be expired.</small>
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
Document Title:		
Issuing Authority:		

Issuing Authority:	Issuing Authority: Arizona	Issuing Authority: Arizona
Document Number:	Document Number: Receipt: 12345678	Document Number: NA
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): 12/14/2014 Auto-calculated based on validity of receipt	Expiration Date (if any)(mm/dd/yyyy): Provide expiration date if one exists on the document. Note: expiration date cannot be expired.
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):		

User confirms his/her identity and attests under penalty of perjury

Certification
I attest, under penalty of perjury, that 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): 09/15/2014 (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title
Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name
Employer's Business or Organization Address	City or Town	State
		Zip Code

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 Password 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.

Password:

Issuing Authority:	Issuing Authority: Arizona	Issuing Authority: Arizona
Document Number:	Document Number: Receipt: 12345678	Document Number: NA
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): 12/14/2014 Auto-calculated based on validity of receipt	Expiration Date (if any)(mm/dd/yyyy): Provide expiration date if one exists on the document. Note: expiration date cannot be expired.
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):		

User enters his/her password and clicks **Electronically Sign**

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

The employee's first day of employment (mm/dd/yyyy): 09/15/2014 (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title
		HR Manager
Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name
Smith	Stephanie	Educational Endeavors
Employer's Business or Organization Address	City or Town	State
ABC Company	Phoenix	AZ
		Zip Code
		85012

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 Password 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.

Password: **Electronically Sign**

Check Form Go To Section I Go Back

I-9 for Smith, James

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is read
Before clicking th
Please carefully c
If there are mista
these changes.
If there are mista
Once completed,

User clicks Mark Completed

s against the completed I-9.
Employee must electronically re-sign Section 1 of the form to validate
sign Section 2 of the form to validate these changes.

I-9

 I-9 No: **72,047 (Primary)** Version: **3/8/13**
Type: **Electronic I-9** Expires: **12/14/2014**
Responsible: **A much easier group name to remember** Date Completed:
Date approved:

[Park This I-9](#)
[Mark Completed](#)
[Escalate to Expert](#)

E-Verify

 Employee is eligible for E-Verify

Print Center

 [View I-9](#)  [Employee Receipt](#)  [Preparer/Translator Receipt](#)  [State Affidavit](#)

I-9 for Smith, James

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not ready for Approval.

This I-9 has a pending receipt attached to it, and cannot be approved at this time. Please **Approve Receipt Changes** in the **Receipts** section below in order to finalize the update.

I-9



I-9 No: **72,047 (Primary)** Version: **3/8/13**
Type: **Electronic I-9** Expires: **12/14/2014**
Responsible: **A much easier group name to remember** Date Completed: **09/30/2014**
Date approved:

User can click **View I-9** to see the completed PDF receipt I-9.



Smith, James
Hired: 09/15/2014

Signed: **Stephanie Smith**
09/30/2014 @ 10:14:01

US Driver's License [Receipt]

Original or certified copy of US Birth Certificate Note: Document Retention

Documents

I confirm that the appropriate supporting document has been scanned and the document/image is available in the system.
Document/Image not found in OnDocs

Print Center



View I-9



Employee Receipt

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 of one document from List B and one document from 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: **Smith, James**

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title: US Driver's License	Document Title: Original or certified copy of US Birth Certificate	Document Title: Original or certified copy of US Birth Certificate
Issuing Authority: Arizona	Issuing Authority: Arizona	Issuing Authority: Arizona
Document Number: Receipt: 12345678	Document Number: NA	Document Number: NA
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): 12/14/2014	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):		
3-D Barcode Do Not Write In This Space		

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): **09/15/2014** (See instructions for exemptions.)

Signature of Employer or Authorized Representative Electronically Signed by S. Smith	Date (mm/dd/yyyy) 09/30/2014	Title of Employer or Authorized Representative HR Manager
Last Name (Family Name) Smith	First Name (Given Name) Stephanie	Employer's Business or Organization Name Educational Endeavors
Employer's Business or Organization Address (Street Number and Name) ABC Company		City or Town Phoenix
State AZ	Zip Code 85012	

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy):

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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Updating the Receipt I-9 Document(s)

Top New Employees without I-9s

View Mine All Analyze Chart

Employee Name	Date Created	Date Started	Days	I-9
Twiss-Brooks, Jared	08/06/2014	08/06/2014	55	Create I-9
Abinteh, Mary	08/12/2014	08/12/2014	49	Create I-9

Top I-9s Needing Further Action

View Mine All

Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
 09/30/2014	Smith, James	Receipt	12/14/2014	75

When the actual document is presented, user clicks the **Date I-9 Created** link to jump to the employee's I-9 record

I-9 for Smith, James

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not...
This I-9 has a pe...
Please Approve

I-9



Type: **Electronic I-9**

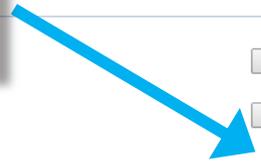
Expires: **12/14/2014**

Responsible: **A much easier group name to remember**

Date Completed: **09/30/2014**

Date approved:

User clicks **Update List Receipt** to record the actual Section 2 document(s)



Park This I-9

Escalate to Expert

Receipts

List B Receipt has not been updated

Update List B Receipt

Section 2



Smith, James
Hired: 09/15/2014

Signed: **Stephanie Smith**
09/30/2014 @ 10:14:01

View Section 2

US Driver's License [Receipt]

Original or certified copy of US Birth Certificate 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 I-9



Employee Receipt



Preparer/Translator Receipt



State Affidavit

I-9 for Smith, James

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not ready for Approval.
This I-9 has a pending receipt attached to it, and cannot be approved. Please **Approve Receipt Changes** in the **Receipts** section below.

I-9
I-9 No: **72,047 (Primary)** Version: **3/8/14**
Type: **Electronic I-9** Expires: **12/14/2014**
Responsible: **A much easier group name to remember** Date Completed:
Date approved:

Receipts
List B Receipt has not been updated

Section 2
 Smith, James
Hired: 09/15/2014 Signed: 09/15/2014

US Driver's License [Receipt]
Original or certified copy of US Birth Certificate Note: Document Retention Required. [Upload Document]

Documents

Print
I-9 Receipt Receipt

Update Receipt
List B Document
Employee Name **Smith, James**
Document Type **US Driver's License**
Issuing Authority **Arizona**
Number **12345678**
Expiration **12/14/2014**
New Values
Number
Expiration
Document contains valid photo
Update Info **Cancel**

Park This I-9
Escalate to Expert
Update List B Receipt
View Section 2
State Affidavit

User records the replacement document information in the **New Values** section and clicks **Update Info** to save the changes

I-9 for Smith, James

[View Employee](#) [Refresh](#) [Update and Go Back](#) [Update Info](#) [Go Back](#) [Delete](#)

[Details](#) [OnDocs](#) [Issues](#) [Amendments](#)

I-9 Overview

This I-9 is not re
This I-9 has a pen
Please **Approve R**

User clicks **Approve Receipt Changes** to finalize the updates

I-9

 I-9 No: [redacted]
Type: **Electronic I-9** Expires: **12/14/2014**
Responsible: **A much easier group name to remember** Date Completed: **09/30/2014**
Date approved:

[Park This I-9](#)
[Escalate to Expert](#)

Receipts

No Receipt errors

[Update List B Receipt](#)
[Approve Receipt Changes](#)

Section 2

 **Smith, James** Signed: **Stephanie Smith**
Hired: 09/15/2014 Signed: 09/30/2014 @ 10:14:01 [View Section 2](#)

US Driver's License [Receipt]
Original or certified copy of US Birth Certificate 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 I-9](#)  [Employee Receipt](#)  [Preparer/Translator Receipt](#)  [State Affidavit](#)

I-9 for Smith, James

View Employee Refresh Update and Go Back Update Info Go Back Delete

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is not ready for Approval.
This I-9 has a pending receipt attached to it, and ca
Please **Approve Receipt Changes** in the Receipts

I-9

I-9 No: **72,047 (Primary)**
Type: **Electronic I-9**
Responsible: **A much easier group name to remember**

Receipts

No Receipt errors

Section 2

Smith, James
Hired: 09/15/2014

US Driver's License [Rec
Original or certified copy

Documents
 I confirm that the app
Document/Image not f

Print Center

View I-9

Approve Receipts

I-9 Receipts for Smith, James

[[View PDF](#)]

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.

Password

Approve Amendments!

Cancel

The new values are correct and ready to be made permanent.

Changes need to be made.

Park This I-9

Escalate to Expert

Update List B Receipt

Approve Receipt Changes

View Section 2

User enters his/her password and clicks **Approve Amendments** to lock the changes

I-9 for Smith, James

[View Employee](#) [Refresh](#) [Update and Go Back](#) [Update Info](#) [Go Back](#) [Delete](#)

Details OnDocs Issues Amendments

I-9 Overview

This I-9 is ready for Approval.

Before clicking the **Mark Approved** button, please check the documents provided by the preparer. You can correct errors in Sections I and II. Changes to Section 1 will require the electronic signature of the preparer. 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.

User clicks **Mark Approved** to lock the I-9 and submit to E-Verify (if applicable)

I-9



I-9 No: **72,047 (Primary)**

Type: **Electronic I-9**

Responsible: **A much easier group name to remember**

Version: **3/8/13**

Expires:

Date Completed: **09/30/2014**

Date approved:

[Park This I-9](#)
[Mark Approved](#)
[Escalate to Expert](#)

E-Verify



Employee is eligible for E-Verify

Print Center



[View I-9](#)



[Employee Receipt](#)



[Preparer/Translator Receipt](#)



[State Affidavit](#)

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.

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