

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")

Social Security #

Your Social Security Number (enter with or without dashes). If you do not have a Social Security Number, please enter T.

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")

Other Names Used

Your Maiden name (family name used prior to marriage) or any other name you have used. If no other names have been used, please enter N/A.

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

Your Guardian I-9 Account Information Enclosed

DoNotReply@www.perfectcompliance.com

Sent: Thu 1/8/2015 4:23 PM

To: Siena Sarmiento

Retention Policy: UCOP E-Mail Management Policy - Inbox (1 year) Expires: 1/8/2016

Please Note: This E-Mail was sent by Siena Sarmiento. Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <[mailto:siena.sarmiento@ucop.edu?subject="Re: Your Guardian I-9 Account Information Enclosed"](mailto:siena.sarmiento@ucop.edu?subject=)>

Dear Siena,

Welcome to the University of California!

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 eligibility to work in the United States.

To make sure your I-9 is completed by the deadline, please log into the I-9 system to complete Section 1.

Your account for the I-9 system has been created as shown below.

Please note that both the login and password are case sensitive!

If you do not receive the password email, please check your spam/junk folder.

Thank You!

Login URL: <https://dweb.perfectcompliance.com>

Login Name: T0002102243

Password: [Sent Separately]

Online I-9 System Tools and Resources

Guardian I-9 System Modified Templates

Your Guardian I-9 Password Enclosed

DoNotReply@www.perfectcompliance.com

Sent: Thu 1/8/2015 4:23 PM

To: Siena Sarmiento

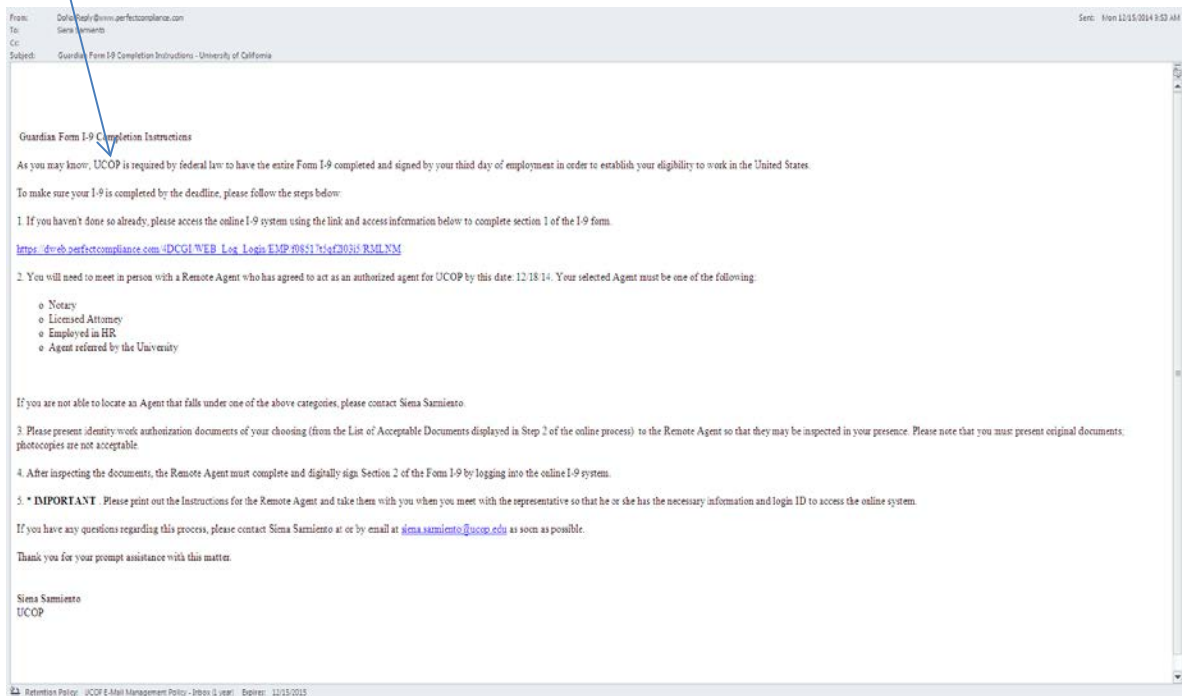
Retention Policy: UCOP E-Mail Management Policy - Inbox (1 year) Expires: 1/8/2016

Please Note: This E-Mail was sent by Siena Sarmiento. Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <[mailto:siena.sarmiento@ucop.edu?subject="Re: Your Guardian I-9 Password Enclosed"](mailto:siena.sarmiento@ucop.edu?subject=)>

Here is the information you requested: Z26cA

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**



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

Please Note: This E-Mail was sent by christine.young@ucop.edu. Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <[mailto:christine.young@ucop.edu?subject="Re: Section 1-9 Completed: Siena Sarmiento"](mailto:christine.young@ucop.edu?subject=)>

Reminder Date: 01/08/2015

Date Entered: 01/08/2015

Expiry Date: 01/17/2015

Subject: Section 1-9 Completed: Siena Sarmiento

Employee: Sarmiento, Siena

Description

Siena Sarmiento has completed Section 1 of their I-9.

Please meet with Siena Sarmiento to complete Section 2.


Online I-9 System Tools and Resources

Guardian I-9 System Modified Templates

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”)



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 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.

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



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](#).