

Guardian System Terminology

Guardian System Term	Translation	Example
Amendment	<p>This refers to electronic functionality available in Guardian that allows users to make post- completion corrections to I-9 records</p> <p>Amendment changes alter the electronic data and the I-9 image</p>	<p>I-9 Coordinators have the ability to input the corrected data and approve amendments to previously approved I-9s</p> <p>Section 1 amendments must be approved by the Employee</p>
Archival Paper I-9	<p>This is a type of I-9 record that refers to those I-9s that have been completed entirely on the paper form outside of Guardian for <i>existing</i> employees</p>	<p>The paper I-9 Form information can be entered into Guardian to create an electronic I-9 for an existing employee</p> <p>This feature will be used for re-hires and re-verifications</p>
Company	UC Location	Each UC location is a unique company with its own instance in Guardian
Create a New Employee with Login	An option in Guardian which allows the user to create the employee profile and send a notice to the employee to complete Section 1 prior to arriving at work	<p>The user will enter basic employee information such as employee name, start date and email to trigger a notice so the employee can complete Section 1</p> <p>This will create an employee profile in Guardian and the user may reset the password or change the employee's email address</p>
Create a New Employee without Login	An option in Guardian which allows the user to create the employee profile without sending a notice to the employee to complete Section 1 (This is similar to the One Minute I-9 option)	This option may be used if the employee is onsite and using a location computer to complete the Form I-9
Create a New Employee with Remote Agent	An option in Guardian which allows the user to create the employee profile and send a notice to the employee to complete Section 1 prior to arriving at work and complete Section 2 with remote agent (who will examine personal documents)	<p>This option may be used for employees who do not physically work on or in proximity to a UC location or hires who are unable to complete their I-9 in person at the location</p> <p>All Academic hires will be created using the option "Create New Employee with Remote Agent"</p>
Default HR	The user at each location who receives notifications for employees who have not been properly assigned to a "Responsible HR"	The Default HR option is not needed since the University is using the HR Groups set up option

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Electronic I-9	This is a type of I-9 where all information on the I-9, including electronic signature, is entered directly into Guardian	This refers to I-9s which are completed in Guardian
FAR Queue	Federal contractors utilize this interface to submit existing employees to E-Verify	When qualifying employees are triggered for E-Verify, their employee record is moved to the FAR queue and submitted to E-Verify
Full Featured Expert	A setting in Guardian which allows for HR Users to send questions to the In-House Expert directly within Guardian	An HR User may send a specific question to the Full Featured Expert in Guardian which automatically sends a notification
HR User	Any user in Guardian (Administrator, Coordinator or I-9 Processor)	All Guardian users
HR Group	A group of one or more users of the Guardian system who share access and ownership of employee records	An HR Group may be a division, school, business unit, or service center at each "Company"
Location	Location normally refers to the physical site to which employees are assigned.	Each "Company" will have multiple locations. The selected location will determine the process flow of the particular I-9 Example: If "UCOP E-Verify" location is selected, the approved I-9 will automatically be submitted to E-Verify
New Hire Paper I-9	This is a type of I-9 record that refers to those I-9s that are completed entirely on a paper form outside of Guardian for <i>newly hired</i> employees	These refer to I-9s which were completed on the paper form due to lack of access to Guardian The paper I-9 form will be uploaded in Guardian to create an electronic I-9 for an existing employee
Occupation Class	Occupation class refers to a customizable designation within the database that may include one or more values and can be used to segment	Occupation Class will be used if multiple HR Groups are designated in the system The Occupation Class will refer to the "HR Group" the employee is associated with at each UC location
One Minute I-9	An option in Guardian to complete the I-9 in person with the Employee at a location computer	An option in Guardian which allows for the user to create a new I-9 by going through Section 1 and Section 2 while the employee is present
Park I-9	The act of locking an <i>incomplete</i> I-9 record from further editing	A user may park an I-9 when an employee record was started but not completed due to the employee not starting work at the University If the employee record is needed in the future, the user may refer to the parked I-9
Responsible HR	This is an individual user assigned to an employee record	The user (I-9 Processor) who completed the I-9 process for an employee is the Responsible HR

[Online I-9/E-Verify System Tools and Resources](#)