Guardian. By LawLogix

I-9 Processing For H-1B Portable Employees



> What is H-1B Portability?

H-1B portability is a provision that allows non-immigrant workers who are in H-1B status and already working for an approved H-1B employer to change employers (port) and actively start work for a new H-1B employer as soon as an I-129 Change of Employer ("COE") Petition is filed with USCIS. Under the American Competitiveness Act in the Twenty-First Century (AC-21), an H-1B employee who is changing employers within the H-1B program may begin working for the new employer upon receiving confirmation that a COE petition has been filed without having to wait for the pending petition to be approved. To qualify for AC-21 benefits, the COE petition must have been filed prior to the expiration of the individual's period of authorized stay as recorded on his or her I-94/I-94A card with the previous employer. The employee's unexpired foreign passport together with his or her existing I-94/I-94A record with the previous employer (whether unexpired or not) serve to satisfy the Form I-9 documentation requirements under List A.



Completing Section 1



L9 and E-Verify Compliance System Compliance System Image: Compliance System <th> START HERE. Read instructions carefully START HERE. Read instructions carefully Att T-DISCRIMINATION NOTICE: It is illegal to because the documentation presented has <u>Section 1. Employee Information and Attes</u> Last Name (Family Name) Branson Address (Street and Number and Name) T23 Elm St Date of Birth (mm/dd/yyyy) O1/01/1970 </th> <th>USCIS Form I-9 MB No. 1615-0047 xpires 03/31/2016 e refusal to hire an individual offer.) lames Used (if any) Zip Code 85004 mber</th>	 START HERE. Read instructions carefully START HERE. Read instructions carefully Att T-DISCRIMINATION NOTICE: It is illegal to because the documentation presented has <u>Section 1. Employee Information and Attes</u> Last Name (Family Name) Branson Address (Street and Number and Name) T23 Elm St Date of Birth (mm/dd/yyyy) O1/01/1970 	USCIS Form I-9 MB No. 1615-0047 xpires 03/31/2016 e refusal to hire an individual offer.) lames Used (if any) Zip Code 85004 mber				
I-9 Forms	I am aware that federal law provides for imprisonment and/or lines for faise statements or use of faise documents in connection with the completion of this form.					
I-9 Instructions	I attest, under penalty of perjury, that I am (check one of the following):					
Reports	A citizen of the United States					
🕖 Charts & Graphs	A noncitizen national of the United States (See <u>instructions</u>)					
Announcements	A lawful permanent resident (Allen Registration Number/USCIS Number).					
	An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 06/01/2013 . Indefinite Some aliens may write "N/A" in this field. (See instructions)					
Calendar	For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:					
💞 Tutorials	1. Alien Registration Number/USCIS Number:					
Administration	OR					
o Logout	2. Form I-94 Admission Number: 12345678911					
	If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:					
	Foreign Passport Number: 45945945945					
	Country of Jesuance- MEXICO					
	Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)					
		Date (mm/dd/uuu/):				
	ognatio or Employee.	Date (milliouryyy).				
	Check Form Go Back					





Guardian

I-9 and E-Verify

Compliance System

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

	Section 1. Employee Information and Attestation	n (Employees must complet	te and sign Section 1 of For	m I-9 no later than the first day o	f employment, but not before accep	ting a job offer.)	
	Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names U	sed (if any)
Try	Branson		Miguel				
es	Address (Street and Number and Name)		Apt Number	City or Town		State	Zip Code
	123 Elm St.			Phoenix		AZ	85004
	Date of Birth (mm/dd/yyyy) U.S.	Social Security Number	E-m	ail Address	Telep	hone Number	
s	01/01/19/0						
	I am aware that federal law provides for imp				orm.		
uctions	l attest, under penalty of perjury, that I am (c	Employ	voo clicks	to Chack	Form		
	A citizen of the United States						
	A noncitizen national of the United						
Graphs	A lawful permanent resident (Alien P)	egistration Number/USCIS	Number):				
ments		sgistration Number/00000					
	An alien authorized to work until (exp	iration date, if applicable n	nm/dd/yyyy) 06/01/2013	. Indefinite Some	aliens may write "N/A" in this field	. (See <u>instruction</u>	<u>ns</u>)
	For aliens authorized to work, provide y	your Alien Registration Nur	mber/USCIS Number OR I	Form I-94 Admission Number:			
	1. Alien Registration Number/USCIS Numb	er:					
ation	OR						
ation	2. Form I-94 Admission Number: 12345678	8911					
	If you obtained your admission number	from CBP in connection w	ith your arrival in the Unite	d			
	States, include the following:		iti you anva in the onte	u			
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	Foreign Passport Number: 4594	10040040					
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	Foreign Passport Number: 4594 Country of Issuance: MEXICO			•			
	Foreign Passport Number: 4594 Country of Issuance: MEXICO Some aliens may write "N/A" on the Fo	reign Passport Number an	d Country of Issuance fiel	 ✓ ds. (See <u>instructions</u>) 			
	Foreign Passport Number: 4594 Country of Issuance: MEXICO Some aliens may write "N/A" on the Fo Signature of Employee:	reign Passport Number an	d Country of Issuance fiel	▼ ds. (See <u>instructions</u>)		Date (mm/dd/yy)	yy):
	Foreign Passport Number: 4594 Country of Issuance: MEXICO Some aliens may write "N/A" on the Fo Signature of Employee:	reign Passport Number an	d Country of Issuance fiel	▼ ds. (See <u>instructions</u>)		Date (mm/dd/yy)	yy):



L9 and E-Verify Compliance System	 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): An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 06/01/2013 Indefinite 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: 					
Employees Image: Tasks Image: Information of the second	2. Form Employee confirms his or her identity If yo Stat to begin the electronic signature process. Country of Issuance: Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)					
😚 Reports	Signature of Employee: Date (mm/dd/yyyy):					
🍯 Charts & Graphs						
Announcements	Did you receive assistance in filling out Section 1. 🖉 No 💿 Yes					
Calendar	Confirm your Identity					
of Tutorials	In order to reveal your PIN:					
Administration	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.					
O Logout	Step 2: Please "Click to Accept" and acknowledge your agreement with the following statement: Date of Birth 01/01/1970 Your PIN: ??					
	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.					
	Check Form Cancel I-9					



11	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	n of this form.
Guardian	l attest, under penalty of perjury, that I am (check one of the following):	
Compliance System	A citizen of the United States	
\ge	A noncitizen national of the United States (See <u>instructions</u>)	
Automa I O	A lawful permanent resident (Alien Registration Number/USCIS Number):	
<u>JMinute</u> I-9	An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 06/01/2013	"N/A" in this field. (See instructions)
Dashboard	For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:	
My Info	1. Alien Registration Number/USCIS Number:	
E Verify	2. Form I-94 Admission Number: 12345678911	
Employees		
😚 Tasks	Employee completes attactation to reveal DIN	
🕖 I-9 Forms	Employee completes attestation to reveal PIN.	
1-9 Instructions		
Reports	Signature of Employee:	Date (mm/dd/yyyy):
🧿 Charts & Graphs		
Announcements	Did you receive assistance in filling out Section 1? No Yes 	
🚺 Calendar	Confirm your Identity	
🗳 Tutorials	In order to reveal your PIN:	_
🔑 Administration	Step 1: Please wife that your first name, last name and date of birth shown belong to you by clicking the checkbox next to each item	First Name Miguel
logout	Stan 2: Dia "Click to Accept" and acknowledge your agreement with the following statement:	Last Name Branson
2 5	Step 2. Field Click to Accept and acknowledge your agreement with the following statement.	Date of Birth 01/01/1970
		Your PIN: ??
	I atest 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 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 at 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	the act of entering my unique PIN and clicking the test as indicated on the Section 1 Employee's
	by entering the PIN number revealed by confirming his/her identity above and clicking the Electronically Sign button.	
	Check Form Cancel I-9	



~ !!	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.					
L9 and E-Verify	l attest, under penalty of perjury, that I am (check one of the following):					
Compliance System	A citizen of the United States					
	A noncitizen national of the United States (See <u>instructions</u>)					
mainte I O	A lawful permanent resident (Alien Registration Number/USCIS Number):					
<u>JMinute</u> J-9	An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 06/01/2013 . Indefinite Some aliens may write "N/A" in this field. (See instructions)					
Dashboard	For aliens authorized to work provide your Alien Registration Number/USCIS Number OP Form L94 Admission Number:					
My Info	1. Alien Registration					
E Verify	2. Form 1-94 Admis Employee enters system generated PIN.					
Employees	If you obtained <u>y</u> States, include					
🕥 Tasks	Foreign Passport Number:					
I-9 Forms	Country of Issuance:					
1-9 Instructions	Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)					
Reports	Signature of Employee: Date (mm/dd/yyyy):					
🧿 Charts & Graphs						
Mannouncements	Did you receive assistance in filling out Section 1? No Yes					
Calendar						
🕜 Tutorials	In order to reveal your PIN:					
Administration	First Name Miguel					
	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.					
Logout	Step 2: Please "Click to Accept" and acknowledge your agreement with the following statement:					
	Your PIN: 1848					
	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 PIN: •••• Electronically Sign by entering the PIN number revealed by confirming his/her identity above and clicking the Electronically Sign button.					
	Check Form Cancel I-9					
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~	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.
L9 and E-Verifi	n I attest, under penalty of perjury, that I am (check one of the following):
Compliance Syst	em O A citizen of the United States
\ge	A noncitizen national of the United States (See <u>instructions</u>)
meretal	A lawful permanent resident (Alien Registration Number/USCIS Number):
<u>Jwinute</u>	An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 06/01/2013 . Indefinite Some aliens may write "N/A" in this field. (See instructions)
💱 Dashboard	For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
My Info	1. Alien Registration Number/USCIS Number:
E Verify	OR
	2. Form I-94 Admission Number: 12345678911
S Employees	If you obtained your a States, include the fo
🔇 Tasks	Foreign Passp Employee clicks to Electronically Sign
🥖 I-9 Forms	
1-9 Instruct	ons Some aliens may write a second se
퀈 Reports	Signature of Employee: Date (mm/dd/yyyy):
🥘 Charts & Gi	aphs
🧿 Announcem	Did you receive assistance in filling out Section 1? No Yes
🔛 Calendar	
of Tutorials	In order to rewal your Identity
🤌 Administrat	in older to reveal your Pily.
	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.
Logout	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.
	Check Form Cancel I-9



Completing Section 2



How does I-9 completion for H-1B portable employees differ?

The latest M-274 *Handbook for Employers* provides specific guidance on how to provide documentation of continued employment authorization for H-1B portable employees in Section 2 of the I-9. In particular, it recommends that the representative annotate Section 2 with "AC-21" and include the date the Form I-129 Change of Employer Petition was submitted to USCIS.



How does Guardian streamline this documentation process?

If an employee has attested to being an alien authorized to work in Section 1 and presents an unexpired foreign passport and I-94 card (whether expired or unexpired), Guardian allows the user after selecting this document combination in Section 2 to indicate whether or not the H-1B portable special rule applies. The user is then guided through documenting the I-129 submission date. The additional notations appear on the I-9 PDF in Section 2.



L9 and E-Verify Compliance System	Minute J-9 [Review Section I Answers] Belect the document presented by the employee	
Minute 1-9	Section II - Employer Review and Verification ? Auto	
Dashboard	67 For USCIS guidelines on which documents are acceptable, see this <u>chart</u>)
My Info	Continue 2. Employee on Authorized Depress stating Devices and Varification	
E ·Verify	(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	
S Employees	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.)	
🔯 Tasks	Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel	Ī
🥖 I-9 Forms	List A List B List C Identity and Employment Authorization OR AND Employment Authorization	
 I-9 Instructions Reports 	Document Title: Document Title: Document Title: None None]
Charts & Graphs	None Unexpired Employment Auth Decument issued by DHS with photograph (L766) Issuing Authority:	1
Announcements	Unexpired Foreign Passport Wattached I-94 or I-94A form	-
Calendar	Unexpired Passport from Republic of Marshall Islands w/attached I-94/I-94A form	-
🥜 Tutorials	- U.S. Passport or Passport Card Permanent Resident card or Alien Registration Receipt Card w/photo (I-551) Permanent Resident card or Alien Registration Receipt Card w/photo (I-551)	
Administration	Unexpired Foreign Passport w/I-551 stamp or I-551 Notation Commigrant Visa	
0 Logout	Issuing Authority:	
	Document Number:	
	Expiration Date (if any)(mm/dd/yyyy):	
	Document Title: User selects the appropriate document.	
	Issuing Authority:	
	Document Number:	
	Expiration Date (if any)(mm/dd/yyyy):	
	Certification	



L9 and E-Verify Compliance System	<u>Minute</u> –9	[<u>Review Section I Answers</u>]	Electronic I-9			
Minute LQ	Section II - Employer Review and Verification	? Auto				
Dashboard	07	For USCIS guideline	s on which documents are acceptable, see this <u>chart</u>			
My Info	Section 2. Employer or Authorized Representative Review a	nd Verification				
E-Verify	(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 moview record the following information: document file issuing authority, document augment and expiration date, if any)					
👸 Tasks	Employee Last Name, First Name and Middle Initial from Section 1: Branson, Migu	iel				
 I-9 Forms I-9 Instructions Reports 	Select Special rule (if any): that applies to this I-9: N/A	Note: Special Rules may Apply to this I-9 [Explain Choices]				
Charts & Graphs	List A Identity and Employment Authorization	List B R Identity AND	List C Employment Authorization			
Calendar	Document Title: Unexpired Foreign Passport w/attacht	Do ument Title: Document Titl Note None	e:			
Administration	View Sample Document Replacement Receipt User se Issuing Authority: Document Number:	lects the special I-9 rule ed to H-1B Portability.				
	Unexpired Foreign Passport Number Expiration Date (if any)(mm/dd/yyyy): The expiration date on this field must be recorded, and not expired.	Expiration Date (if any)(mm/dd/yyyy):	if any)(mm/dd/yyyy):			
	Document Title: I-94 Issuing Authority: DHS					



L9 and E-Verify Compliance System	<u>Minute</u> [<u>Review Section I Answers</u>] Electronic I-9
<u>)Minute</u>]-9	Section II - Employer Review and Verification ? Auto
Dashboard	07 For USCIS guidelines on which documents are acceptable, see this <u>chart</u>
My Info	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
S Employees	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.)
🔯 Tasks	Employee Last Name, First Name and Middle Initial from Section 1: Branson, Miguel
I-9 Forms I-9 Instructions Reports	Note: Special Rules may Apply to this I-9 Select Special rule (if any): that applies to this I-9: N/A Image: Special Rule (if any): that applies to this I-9: N/A
 Charts & Graphs Announcements 	List A List B List C Identity and Employment Authorization OR AND Employment Authorization
Calendar Calendar Tutorials Administration	Document Title: Unexpired Foreign Passport w/attacht View Sample Document Occument
O Logout	Replacement Receipt Issuing Authority: Document Number: Unexpired Foreign Passport Number Expiration Date (if any)(mm/dd/yyyy): 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: I-94 Issuing Authority: DHS







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 t review, record the following information: document title, issuing authority, document number, and expiration date, if any.)					
Some system	Employee Last Name, First Name and Middle Initial from Section 1: Branson, Mig	guel			
<u>Minute</u>]-9	Select Special rule (if any), that applies to this 10° H 1P Detability	Note: Special Rules may Apply to	o this I-9		
💱 Dashboard	Legal Basis AC-21				
My Info	Date I-129 Petition Filed: 03/15/2013				
E ·Verify					
S Employees	List A Identity and Employment Authorization	OR Identity	AND	List C Employment Authorization	
🔯 Tasks	Document Title:				
🥜 I-9 Forms	Unexpired Foreign Passport w/atta		۵ 	~	
1-9 Instructions	View Sample Document User complete	etes documer	nt entry.		
🐻 Reports	Replacement Receipt 4				
🥘 Charts & Graphs	Issuing Authority:				
Announcements	Mexico	Issuing Authority:	Issuing Authority:		
Calendar	Document Number: 45945945945	Document Number:	Document Number:		
of Tutorials	Unexpired Foreign Passport Number				
Administration	Expiration Date (if any)(mm/dd/yyyy): 01/15/2020	Expiration Date (if any)(mm/dd/vvyv)	Expiration Date (if a	any)(mm/dd/yyyy):	
0 Logout	The expiration date on this field must be recorded, and not expired.				
	Document Title: I-94				
	Issuing Authority: DHS				
	Document Number:				
	194 Document Number				
	Expiration Date (if any)(mm/dd/yyyy): 06/01/2013	I			
	The expiration date on this field must be recorded, and not expired.				
	Document Title:				



What if the I-94 from the previous employer has expired?

If the Alien Authorized to Work date entered by the employee in Section 1 has expired at the time of hire, users will be prompted to check an attestation box in Section 2 to verify that the employee's work authorization. This override permits I-9 completion despite the expired document.

	List A
	Identity and Employment Authorization
	ocument Title:
	Jnexpired Foreign Passport w/attach 💽
	View Sample Document
	Replacement Receipt
J.	Override Expired Validity Date
E	I confirm that I have reviewed documented evidence of
	and the second
	a timely filed petition for extended work authorization for



L9 and E-Verify Compliance System	Unexpired Foreign Passport Number	Document Number:	Document Number:
	Expiration Date (if any)(mm/dd/yyyy): 01/15/2020	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
<u>Minute</u>]-9	Decument Title:		
💱 Dashboard	I-94		
My Info	Issuing Authority: DHS		
E Verify	Document Number:		
S Employees	12343676911 L94 Document Number		
🔯 Tasks	Expiration Date (if any)(mm/dd/yyyy):		
🥖 I-9 Forms	06/01/2013		
1-9 Instructions	Document Title:		
😚 Reports	Leader Andreiter		
Oharts & Graphs	Issuing Authority:		
Announcements	Document Number:		
Calendar	Expiration Date (if any)(mm/dd/vvvv):		
🕜 Tutorials			
Administration	Lattest, under per User clicks Chec	k Form to perfo	orm system check. appear to be
0 Logout	genuine and to re		
	I he employee's fi	Date (mm/dd/yw):	lime
			HR Manager
	Last Name (Family Name) F	amily Name (Gillen Name)	Employer's Business or Organization Name
	Jones	Stephanie	Guardian Training Company
	Employer's Business or Organization Address	City of Town	State Zip Code
	T Rydelle St	Chindler	RL 0/122
	This form is not ready to be comple	eted, or has not passed the Chec	k Form test. Please complete this form.
		Check Form Go To Section I Go	Back



-9 and E-Verify	Document Title:			
mpliance System	Issuing Authority: DHS	_		
Minute J-9	Document Number: 12345678911			
Dashboard	I-94 Document Number			
My Info	Expiration Date (if any)(mm/dd/yyyy): 06/01/2013			
E-Verify	The expiration date on this field must be recorded, and not expired.			
Employees	Document Title:	-		
Tasks	Issuing Authority:			
I-9 Forms	Document Number:			
I-9 Instructions				
Reports	Expiratio			
Reports	Expiratio	dentity and clicks	s attestation box	,
Reports Charts & Graphs	Certific User confirms in	dentity and clicks	s attestation box	s) appear to be
Reports Charts & Graphs Announcements	Expiratio Certific User confirms ic Lattest, genuine	dentity and clicks	s attestation box	s) appear to be
Announcements	Expiratio Certific I attest, genuine The employee's first day of employment (mm/dd/yyyy): 0	dentity and clicks	s attestation box	s) appear to be
Announcements Calendar Tutorials	Expiratio Certific Lattest, genuine The employee's first day of employment (mm/dd/yyyy): 0 Signature of Employer or Authorized Depresentative	dentity and clicks	s attestation box	s) appear to be
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eports charts & Graphs innouncements calendar iutorials idministration	Expiratio Certific USER CONFIRMS id I attest, genuine The employee's first day of employment (mm/dd/yyyy): 0 Signature of Employer or Authorized Depresentative Last Name (Family Name) Jones	dentity and clicks 4/30/2013 (See <u>instructions</u> for exempt Date (mm/dd/yyy): Family Name (Given Name) Stephanie	S attestation box ions) Title HR Manager Employer's Business or Organization N Guardian Training Company	s) appear to be
A instructions Reports Charts & Graphs Innouncements Calendar Cutorials Idministration Ogout	Expiratio Certific I attest, genuine The employee's first day of employment (mm/dd/yyyy): 0 Signature of Employer or Authorized Depresentative Last Name (Family Name) Jones Employer's Business of Organization Address	dentity and clicks 4/30/2013 (See <u>instructions</u> for exempt Date (mm/dd/yyy): Family Name (Given Name) Stephanie City or Town	s attestation box Ions) Title HR Manager Employer's Business or Organization N Guardian Training Company	s) appear to be
eports charts & Graphs charts	Expiration Certific User confirms ic Lattest, genuine The employee's first day of employment (mm/dd/yyyy): 0 Signature of Employer or Authorized Pepresentative Last Name (Family Name) Jones Employer's Business of Organization Address 1 Rydelle St	dentity and clicks (See <u>instructions</u> for exempt Date (mm/dd/yyy): Family Name (Given Name) Stephanie City or Town Chandler	s attestation box	s) appear to be
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eports Charts & Graphs Charts & Graphs Calendar Cutorials Calendar Cutorials Cogout	Expiration Certific Lattest, genuine The employee's first day of employment (mm/dd/yyyy): 0 Signature of Employer or Authorized Depresentative Last Name (Family Name) Jones Employer's Business (Organization Address 1 Rydelle St Confirm your Identity Dates "Click to Accent" and acknowledge your agreement	4/30/2013 (See <u>instructions</u> for exempt Date (mm/dd/yyy): Family Name (<i>Given Name</i>) Stephanie City or Town Chandler	s attestation box lons) Title HR Manager Employer's Business or Organization N Guardian Training Company	s) appear to be
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What other documentation is necessary for H-1B portable employees?

It is recommended that a copy of the documentation showing the filing date of the I-129 COE Petition (whether the I-797 Notice of Receipt or a copy of the courier's airbill documenting delivery of the petition to USCIS Service Center) be scanned and uploaded to the employee's I-9 OnDocs.

How does Guardian alert the assigned user(s) of the employees temporary work authorization?

Upon approval of the I-9, a task is created and emailed to the assigned user(s) at a pre-determined number of days following the employee's hire to remind of the reverification following approval of the I-129 petition.



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Administrative Settings



What administrative options are available for H-1B portability?

Guardian allows organizations to indicate a maximum value to determine the I-9 "expiration" for I-9s of H-1B portable new hires. This value in conjunction with the I-129 filing date entered in Section 2 is used to establish the I-9's reverification date/expiration date. Reminders trigger based on the identified expiration value and the organization's *Expiration Reminder Lead Days* and Subsequent Reminder Lead Days settings.



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<u>لل</u>	Occupation C	Allow Future Termination Date 0 If you wish to allow future termination dates, enter the n	maximum # of days into the
8	Users	Employee Minimum Age 14 In order to assist in data entry, please enter your compa	anie's minimum age
8	HR Groups	when checked, employees can be added to the system Note: If you use E-Verify. Social Security Number will be	without a Social Security No.
3	HR Assignments	Allow Employee Creation w/o SS # Without a Social Security No, it is not possible to detect the employees into the system!	the entry of duplicate
2	Remote Agents	Personal Info Click to make the "My Info" tab data non-editable for emp	ployees.
8	Purge Data	Do Not Use Social Security No as Login Do Not Use Social Security No as Login (if not checked), employees use their Social Security Nu	ited for employees. By default umber to login.
0	Announcements	Link Business Unit to Location When checked, business unit is determined by location	only.
1 9	Exit Admin	Require Employee ID When checked, employee records cannot be created w	/ithout an employee ID.
		Employee I-9 Completion Instructions (Step 4)	
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Guardian		1	🗞 Guardian Training Company	
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P	Locations		I-9 Preferences When checked, only the Employee can approve Section 1 amendments. If	~
4	Occupation C		Employ e must approve Section 1 amendments 🔽 unchecked, either Employee or HR can independently approve Section 1 amendments.	
8	HR Users		HR cannot alter Section 1	
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Ĭ	Assignments		A PO Box entered in the Address field is O Warned	
8	Remote Agents		Not Allowed	
8	Purge Data		Do not process State Affidavits If checked, available State Affidavits will not be processed.	
0	Announcements		Require upload of State Affidavit documents If checked, HR must indicate with a checkbox that documents supporting the State Affidavit have been uploaded, otherwise the I-9 cannot be completed.	
s/2	Exit Admin		Require upload of all I-9 supporting documents 🔽 If checked, HR must indicate with a checkbox that all I-9 supporting documents have been uploaded.	
			H-1B Portability Days 0 When processing an H-1B I-9, the max number of days before the I-9 is considered expired. (Waiting for I-129 petition to be approved). Reminders will be posted according to the rules below in Task Reminders section. If not set, 30 days is the default.	
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What is the default text of the H-1B portable task?

The text of the task and reminder is as follows:

The employee's I-129 Change of Employer Petition is pending with USCIS pursuant to the rules governing H-1B portability. Please confirm whether this petition has been approved, and if so, promptly re-verify employee based on his/her new H-1B work authorization.



Further Assistance

- Select *Tutorials and Information* from the vertical toolbar to access other system tutorials.
- Select the help icon is 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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