

Non E-Verify to E-Verify for Existing Employees in Guardian System

Navigate to employee page

Guardian I-9 and E-Verify Compliance System

Bill Buckner

Employee Access

Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

Job Information

Employment Information

Employee ID

Location Staff No E-verify

Occupation Class General UCLA

Responsible HR/Group UCLA

Business Unit NO E-Verify -The Regents of University of California

Date Hired 03/23/2015

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

Date Hired	Date Terminated
03/23/2015	N/A

Terminate Employee

Change employee location (this will automatically submit the employee to E-Verify)

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Employee Access

Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

Job Information

Employment Information

Employee ID

Location Staff No E-verify

Occupation Class Academic E-verify

Responsible HR/Group Academic No E-verify

Business Unit Staff E-verify of California

Date Hired

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

Date Hired	Date Terminated
03/23/2015	N/A

Terminate Employee

Select UPDATE INFO tab

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Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

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Employment Information

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Occupation Class Academic E-verify

Responsible HR/Group Academic No E-verify

Business Unit Staff E-verify of California

Date Hired

Date Terminated

Date Purgeable Do Not Purge when Eligible

Employment History

Date Hired	Date Terminated
03/23/2015	N/A

Terminate Employee

Online I-9/E-Verify System Tools and Resources

Non E-Verify to E-Verify for Existing Employees in Guardian System

Navigate to FAR Queue on Vertical toolbar

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The left sidebar contains navigation options: Personal, Job Information, Employees, and Tasks. The main content area displays the 'FAR Batch Processing Queue' with a search bar and a table of 15 employees found. The table has columns for Employee Name, Hire Date, Responsible Entity, E-Verify Status, Next Action, and Status. The 'Next Action' column contains hyperlinks for 'Review E-Verify Status' and 'Send to E-Verify'.

Employee Name I-9 Info	Hire Date Term Date	Responsible Entity Exemption Status	E-Verify Status	Next Action	Status
Bobby, Ricky I-9 - PDF - QA	03/18/2015	UCOP	Pending: Case still open	Review E-Verify Status Ready to Resolve Case (SSA Employment Authorized)	Check
Buckner, Bill I-9 - PDF - QA	03/23/2015	UCOP	I-9 ready for E-Verification	Send to E-Verify	Check

Find the employee and select the hyperlink in the “Next Action” column

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The left sidebar contains navigation options: Personal, Job Information, Employees, and Tasks. The main content area displays the 'FAR Batch Processing Queue' with a search bar and a table of 15 employees found. The table has columns for Employee Name, Hire Date, Responsible Entity, E-Verify Status, Next Action, and Status. The 'Next Action' column contains hyperlinks for 'Review E-Verify Status' and 'Send to E-Verify'.

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This will take you to the employee E-Verify page; proceed with closing the case (if employment is authorized) or correcting issues and then closing the case.

Note: the screen shots below show a tentative non confirmation because DHS could not find a match with the name and SSN

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

- Overview
- E-Verify Status
- Close Case
- Manual Processing

This case requires further action.

Please click the **Manual Processing** tab to complete this case.

E-Verify Current Status

Status: On Hold, waiting for user interaction
 On Hold Until:
 CPS E-Verify Status: PRCV - 1st Initial Verification
 Last Submission: 03/23/2015 @ 17:12:01
 Last Status: 0 - SUCCESSFUL
 Last Eligibility: 27 - SSA Tentative Nonconfirmation (TNC)
 Next Scheduled Submission: 03/23/2015 @ 17:11:59
 Last Followup Status: -

Initial Verification (Data Sent)

Last Name: Buckner	First Name: Bill
Middle Initial:	Other Names Used: NA
Social Security No: ***-**-9933	Date of Birth: **/**/1980
Hire Date: 03/23/2015	Citizenship Status: 4 - U.S. Citizen
Alien No:	I-94 No:
Document Type: Unexpired US Passport or Passport C	Document Expiration: 10/02/2019
Passport No: 12222587	Visa No:
Card No:	
Overdue Reason:	

Initial Verification Results

Last Name: Buckner	First Name: Bill
Initial Eligibility: SSA Tentative Nonconfirmation (TNC)	Case Verification No: 2015082190520TF
The Social Security number entered in E-Verify was not valid according to SSA records.	
Initiated by: Admin, LLX	Initiated on: 03/23/2015 @ 17:05:19
Potentially Naturalized:	Photo Confirmation:

SSA Resubmittal Results

Last Name:	First Name:
Eligibility: -	
Initiated by:	Initiated on:

DHS Results

Resolution: -	Resolution Date:
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E-Verify Case Resolution

Resolve Option: - Case still open
 Resolved on:

- [Go Back](#)
- [Refresh Overview](#)
- [View I-9](#)
- [View Employee](#)
- [Re-Submit to E-Verify](#)
- [Delete](#)

- Overview
- E-Verify Status
- Close Case
- Manual Processing**

SSA Tentative Nonconfirmation (TNC)

The Social Security Administration was unable to verify the information provided in the E-Verify Initial Verification submitted on 03/23/2015 @ 17:05:19.

Reason Provided: **The Social Security number entered in E-Verify was not valid according to SSA records.**

Note: **This does not indicate that the employee is not authorized to work.**

Please review your options below:

Please view/print this **Further Action Notice** and present it to the employee. The notice explains the situation and outlines the employee's rights.

Confirm Employee Notification

I have notified this employee of the TNC

[Process SSA Further Action Notice](#)

If Employee is unavailable to review the Further Action Notice in person and you wish to have the Employee remotely access the System to process the TNC (*review the Notice, acknowledge receipt of the Notice to E-Verify, and indicate whether or not he /she Contests the Notice by electronically signing*) please click below to send an email to employee notifying him/her to log into the System. (If you do not wish to have the employee remotely access the System, please skip this step.)

Send Employee Email Notification

[Send Email](#)

2. Case Closure Options

If this case needs to be closed, either because another case with the same data already exists or the data entered is incorrect, click the **Close Case** tab above.

- [Go Back](#)
- [View I-9](#)
- [View Employee](#)

Overview

E-Verify Status

Close Case

Manual Processing

Case Closure Options

Case Status: 1st Initial Verification

If you wish to close this case, please answer the following question:

Is Bill Buckner currently employed with this company?

- Yes Hired: 03/23/2015
- No Not Terminated

Note: E-Verify requires confirmation of employment status as part of the case closure process. If the employee's current employment status is not correct, please use the **Review Employment** button below to adjust it.

[Review Employment](#)

Please Note

In accordance with the terms of the E-Verify Memorandum of Understanding, the Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants and understands that an initial Tentative Nonconfirmation does not mean and should not be interpreted as an indication that the employee is not authorized to work.

Please Select a Reason to Close this Case:

- The employee continues to work for the employer after choosing not to contest a Tentative Nonconfirmation.
- The case is invalid because another case with the same data already exists.
- The case is invalid because the data entered is incorrect.

[Close This Case](#)