

ROLES AND RESPONSIBILITIES
I-9/E-Verify Guardian System Implementation and Ongoing
(Prior to UCPath Integration)

PROJECT MANAGERS/ UC SYSTEMWIDE I-9 ADMINISTRATORS:

Implementation

- Coordinates overall project
- Tackles roadblocks
- Encourages team member collaboration
- Oversees training roll out
- Assists locations with communication pieces as requested
- Manages Lexmark I-9 scanner acquisition
- Sets up each location's instance of Guardian with system preferences
- Creates initial I-9 Administrator, Coordinator(s) and Processors' user accounts
- Oversees vendor relations to ensure the following:
 - UC receives excellent customer service as outlined in the SLA's
 - Vendor representative is available for immediate response during first week of go-live for each location

Ongoing Operation

- High level monitoring of location dashboards
- Manages overall administrative system preferences
- Manages user accounts for I-9 Location Administrators
- Manages Vendor relationship with LawLogix
- Handles escalated I-9/E-Verify issues as necessary
- Transfers employee electronic I-9s in Guardian for inter-campus employee transfer (will be automated with UCPath integration)
- Coordinates and tracks training of newly appointed I-9 Administrators

LOCATION IMPLEMENTATION REPRESENTATIVE:

- Manages the location's system implementation which includes, but is not limited to the following:
 - Designs location implementation plan in conjunction with Project Managers
 - Ensures that all implementation steps are completed
 - Completes all required training
 - Reviews quick [guides, tools and resources](#) and Guardian tutorials
 - Oversees the I-9 Administrator, Coordinator(s) and Processors) training
 - Develops location communication plan (using provided templates)
 - Communicates and manages process changes
 - Coordinates Single Sign On Implementation and web services integration with Location IT
 - web services integration with PeopleSoft at time of UCPath implementation
 - Ensures that all interested parties are kept informed as appropriate

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LOCATION I-9 ADMINISTRATOR:

Implementation

- Completes all required training
- Reviews [quick guides, tools and resources](#) and Guardian tutorials
- Practices on test site to ensure competency
- Works with I-9 Coordinators to identify I-9 Processors
- Customizes location specific system preferences and templates

Ongoing Operation

- Manages location specific system preferences and templates
- Manages user accounts for Coordinators and Processors
- Manages document retention/purging process in Guardian
- Coordinates and tracks training of newly appointed I-9 Coordinators

I-9COORDINATOR:

Implementation

- Completes all required training
- Reviews [quick guides, tools and resources](#) and Guardian tutorials
- Practices on test site to ensure competency
- Works with Location I-9 Administrator to identify I-9 Processors
- Ensures all I-9 Processors under purview receive all required training
- Acts as main contact for I-9 Processors implementation questions
- Works with key stakeholders to implement procedures which support the new I-9/E-verify process

Ongoing Operation

- Reviews dashboard on regular basis to track timeliness of processing
- Monitors the consistent upload of employee required supporting documents
- Handles escalated I-9/E-Verify issues
- Coordinates the I-9 Processors user accounts with I-9 Administrator
- Acts as main contact for I-9 Processor questions
- Coordinates and tracks training of newly appointed I-9 Processors

I-9PROCESSOR:

Implementation

- Completes all required training
- Practices on test site to ensure competency
- Learns new procedures which support new I-9/E-Verify process
- Reviews [quick guides, tools and resources](#) and Guardian tutorials

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Ongoing Operation

- Completes new employee profile in Guardian system (pre-integration)
- Completes Section 2 with new employees
- Completes Section 3 with employees as appropriate
- Enters paper I-9's into Guardian system as appropriate
- Reviews remote hire I-9's to ensure accuracy and all required supporting documents are uploaded
- Uses designated scanner to upload required supporting documents to Guardian (may or may not be Lexmark I-9 scanner)
- Completes E-Verify through Guardian (if applicable)
- Monitors and approves TNC's (tentative non-confirmation)

TRAINING LEAD:

- Receives "Train the Trainer" training
- Coordinates the Administrator, Coordinator(s) and Processors required I-9 training
- Tracks completed training of Administrator, Coordinator(s) and Processors
- Develops location specific training materials as desired