Guardian. By LawLogix

System Administrative Setup



Key Notes:

- When setting up the Guardian system, the administrator puts in HR users, locations, and occupation classes. The HR user will be linked to the employees by the location and occupation class they are then assigned to. "Occupation Class " is an arbitrary title, and can represent groups of employees whatever way the administrator wishes.
- All permission levels assigned (see System Preferences) need to be considered so that the admin designates who will be handling I-9 approvals and E-Verify submissions.



Key Notes:

The administrator will set up locations, occupation classes, and HR users. Here the colors are grouped together to demonstrate how employees are attached to HR users via location and occupation class (jobs)





0	L9 and E-Verify	2	2	Das	hboard	View:	R Group <u>Refresh All</u>	Select	from list Se	elect Location		Type of I-9: Current Impor Create New Emplo	ted yee
	ompliance system	То	p Pe	ending I-9s				Тор Р	ending Re-Verif	ications			
-		*	Vi	iew 📄 Mine	🚔 All 🐁 Analyze 🧯	🕗 Chart		🧩 V	iew 📄 Mine	📄 All 🐁 Analyze 🔌 Cha	nt		
1	Minute -9			Date I-9 Created	Employee Name	Section 1 Deadline	Section 2 Deadline		Date I-9 Created	Employee Name	Expiration Date	Days Left	
3	Dashboard		E	01/28/2013	Jones, Sandra	01/28/2013	01/31/2013		03/29/2013	Curie, Marie	10/20/2013	166	
	Hu Info	•	E	04/01/2013	Curie, Marie	04/29/2013	05/02/2013	0	03/29/2013	Curie, Marie	02/02/2014	271	
	My Info	0	E	04/03/2013	Eddie, David	05/02/2013	05/07/2013	•	01/28/2013	Martinez, Godric	03/13/2014	310	
	E Verify	0	E	04/29/2013	Curie, Marie	05/02/2013	05/07/2013	•	04/24/2013	Kepler, Johannes	04/12/2014	340	
	Employees	0	E	01/28/2013	Collins, Marta	05/02/20 05/0	2/2013 13	•	04/23/2013	Bohr, Niehls	04/13/2014	341	
			E	04/03/2013	Maxwell, James	05/03/2013	05/08/2013	0	05/02/2013	Salek, Tim	12/03/2014	575	
\odot	Tasks		E	04/30/2013	Hairston, Janice	05/03/2013	05/08/2013	•	04/25/2013	Salek, Tim	12/03/2014	575	
Ì	I-9 Forms		E	04/03/2013	Einstein, Albert	05/04/2013	05/08/2013	0	04/25/2013	Salek, Tim	12/03/2014	575	
	I-9 Instructions		E	03/14/2013	Brown, Charlie	05/05/2013	05/08/2013	•	04/30/2013	Salek, Tim	12/03/2014	575	
			E	03/15/2013	Hathaway, Hayden	05/05/2013	05/08/2013	0	05/03/2013	Salek, Tim	12/03/2014	575	
0	Reports		E	04/18/2013	Clark, Gene	05/05/2013	05/08/2013	•	04/18/2013	Salek, Tim	12/03/2014	575	
\bigotimes	Charts & Graphs		E	03/14/2013	Rodgers, Reggie	05/05/2013	05/08/2013	0	04/18/2013	Salek, Tim	12/03/2014	575	
2	Announcements		E	05/02/2013	Parker, Peter	05/06/2013	05/09/2013	•	02/07/2013	Salek, Tim	12/03/2014	575	
_	Color day		E	04/29/2013	Lopez, Fred	05/07/2013	05/10/2013	0	04/22/2013	Schrodinger, Erwin	12/03/2014	575	
H P	Calendar	Е		05/01/2013	Matt, Bridges	No Hire Date	N/A	0	04/24/2013	Bohr, Niehls	12/03/2014	575	
3	Tutorials	E		04/24/2013	Calderon, David	No Hire Date	N/A	0	03/08/2013	Salek, Tim	12/03/2014	575	
15	Administration			04/18/2013	Planck, Max	No Hire Date	N/A	0	03/07/2013	Salek, Tim	12/03/2014	575	
		E		05/01/2013	Planck, Max	No Hire Date	N/A		04/29/2013	Bohr, Niehls	02/02/2015	636	
U	Logout												
				т	o begin se	et up,	Select Adn	nin	istrati	on on the G	eneral	Toolbar	
W TES	McAfee SECURE" TED DAILY 07-MAY												

Guardian

Adding Guardian Users



I-9 and E-Verify Compliance System	o HR Inform	nation			Add
 Preferences Custom Help Templates Locations 	P	HR Name (Last, Firs Location Nam Location Cit HR Statu	t) ne ty is All T	HR ID Number Location No. Location State	Find
Coccupation C HR Users HR Groups HR	8 Records	Choose HR U	Isers to creat	e Guardian Users . впплд	
Assignments		Caldara, David	HR Manager	Х	
Durge Data		Darwin, Charles	- Hiring Manager		1
		Manager, Jody	Staff Manager		
Announcements		Manager, Joe	Staff Manager		
		Manager, Location	Hiring Rep		
🛃 Employee Kiosk		Mendel, Gregor	Hiring Admin	Х	
Cuit Admin		Pauling, Linus	Human Resources VP	Х	
Exit Admin		Watson, James	Hiring Assistant		
	*Italicized names are H	Rs who have been retired	1.		
	4				



I-9 and E-Verify Compliance System	MR Inform	nation				Add
Preferences		HR Name (Last, First)		HR ID Nu	mber	
💡 Custom Help	()	Location Name		Locatio	n No.	Find
Discrete Templates						
P Locations		Manage an ey	visting user	or Add a r	new liser	
👗 Occupation C		manage an c/				
IR Users	8 Records fo	ound				
MR Groups		Nan e 🔺	Title 🔺	Admin Expert	View Billing Default HR	
HR Assignments		0.11			Dining	
		Caldar David	HR Manager Hiring Manager	X		
M Purge Data		Manage j Jody	Staff Manager			
Announcements		Manaq : Joe	Staff Manager			
		Manage Location	Hiring Rep			
💆 Employee Kiosk		Mende, Gregor	Hiring Admin	Х		
🧳 Exit Admin			Human Resources VP	Х		
		<u>Watson, James</u>	Hiring Assistant			
	*Italicized names are H	Rs who have been retired.				
	<					











I-9 and E-Verify Compliance System	Personal Information Privileges Permis	Select the HR Typ	be, either <i>Full Featured</i> or Definition Manager
Preferences			
💡 Custom Help	in type		
Discrete Templates	Full Featured HR	multiple dashboards, detailed search	or users who need access to all features of Guardian inc ing, reports, and other features
P Locations	Location Manager HR	Select to use simplified interface for forms	users primarily charged with helping new hires complet
👗 Occupation C			
MR Users	HR Privileges		
HR Crowns	Ac	dmin User: 🔳 Yes	Is Allowed to Approve I-9s: 🗷 Yes
Groups	Can Park Incom	plete I-9s: 🔳 Yes	Is Allowed to Amend I-9s: 🗹 Yes
Assignments	E-Ver	ify Access: 🗷 Yes	Is Allowed to Approve 🛛 Yes
🧟 Purge Data	Can Enter Elect	ronic I-9s: 🗷 Yes	Amended I-9s:
	Can Enter Archival F	Paper I-9s: 🔲 Yes	Is Allowed to Exempt Issues: M Yes
Announcements	Can Enter New Hire F	Paper I-9s: 🛛 Yes	Is an Full Featured Expert: The Yes
S Employee Kiosk	User is D	efault HR: 🔳 Yes	
🧬 Exit Admin	Currei	nt Default HR: Not Assigned	Call licul service charge. 🗖 Tes
	Opt out of	CS email: 🖾 Yes	
	Reports / Charts & Graphs		
	Reports Privi	lege: 💿 No Access 💿 View Only	 © Create/Edit/Delete
	Interactive Reports Privi	lege: 💿 No Access 💿 View Only	 © Create/Edit/Delete
	Charts & Graphs Privi	lege: No Access View Only	 © Create/Edit/Delete
	Update and Go Back Update In	Go Back	
4			



I-9 and E-Verify Compliance System	Darwin, Charles Personal Information Privileges Permission HR Type Privileges Permission	Select HR Privile the HR user can do Managers, you r	ges to tell Guardian what b; Please Note: For Location must first set Permissions
Custom Help Templates	Full Featured HR	Select to use full-featured interface f multiple dashboards, detailed search	or users who need access to all features of Guardian inc ing, reports, and other features
Locations Occupation C	Location Manager HR from the second secon	Select to use simplified interface for forms	users primarily charged with helping new hires complet
MR Users	HR Privileger		
 HR Groups HR Assignments Purge Data Announcements Employee Kiosk Exit Admin 	Adr Can Park Incompl E-Verify Can Enter Electro Can Enter Archival Pa Can Enter New Hire Pa User is De Current Opt out of C	min User: Yes lete I-9s: Yes y Access: Yes onic I-9s: Yes aper I-9s: Yes efault HR: Yes t Default HR: Not Assigned CS email: Yes	Is Allowed to Approve I-9s: Ves Is Allowed to Amend I-9s: Ves Is Allowed to Approve Amended I-9s: Ves Is Allowed to Exempt Issues: Ves Is an Full Featured Expert: Yes Can View Dashboard Mini Charts: Yes Can incur service charge: Yes
	Reports / Charts & Graphs		
	Reports Privile Interactive Reports Privile Charts & Graphs Privile	ege: ◎ No Access ◎ View Only ege: ◎ No Access ◎ View Only ege: ◎ No Access ◎ View Only	 Create/Edit/Delete Create/Edit/Delete Create/Edit/Delete
	Update and Go Back Update Info	o Go Back	



L9 and E-Verify						
Compliance System	Personal Information Privileges Per	missions				
	Group Memberships		Location Permissions			
Preferences	6 Groups found		View/Edit All - User has a	access to all emp	lovees for th	
Custom Help	Group Name	Select	regardless of HR, HR Group, o used with Location Managers.	or location assign	iments. (Thi	s option cannot
Locations	<u>Admin</u>		View/Edit HR Assigned directly to HR. Access or restr	Only - User has	access to en	nployees assign
👗 Occupation C	Assistants HR Group 1		View/Edit HR Group Ass	ianed Only - U	ser has acce	ss to employee
HR HR	Interns		assigned directly by HR Group	. Access or restr	iction by loc	ation is not app
- Users	Location Manager		View/Edit Restricted Loc	cations Only - ເ	Jser has acc	ess to employe
Groups	Managers		assigned directly by HR or HR	Group and furth	er restricted	by location as
HR Assignments	Add Group			Locations - Us	er has acces	ss to employee
S Purge Data			r HR	Group, plus has	access to th	e following loca
announcements		Click the Po	rmissions Tab	Assignment.		
S Employee Kiosk				None	View	View/
🔑 Exit Admin				Hone	Only	Edit
-			0000121 0000121-Fresno Fresno, CA	۲	\odot	\odot
			<u>2 Arizona</u> Phoenix, AZ	0	\odot	۲
			7 Chicago Chicago, IL	O	\odot	۲
			Colorado: Denver Denver, CO	0	\odot	۲
			<u>3 Minnesota</u> Minneapolis, MN	۲	\odot	\odot
			<u>5 Seattle</u> Seattle, WA	۲	\odot	0
			4 Springfield Springfield, IA	O	۲	O
			<u>1 Tennesse</u> Nashville, TN	۲	\odot	0
			These permissions allov for other assig	v HR to potentially ned HR's based or	view/edit emp n physical loca	loyees and I-9's itions.
			Note: Admin users	automatically hav	e full access t	o all data.
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Guardian	Barwin, Charlos	
I-9 and E-Verify Compliance System	Personal Information Privileges Permissions	
	Group Memberships	Location Permissions
Preferences	6 Groups found	
Custom Help	Group Name Sele	ct used with Location Managers.)
T Locations	Admin	View/Edit HR Assigned Only - User has directly to HR. Access or restriction by location
🛆 Occupation C	HR Group 1	 View/Edit HR Group Assigned Only - U
MR Users	Interns	assigned directly by HR Group. Access or rest
HR	Location Manager	View/Edit Restricted Locations Only -
Groups	Managers	assigned directly by HR or HR Group and furth

Select HR Privileges to tell Guardian how and where the HR user can see employees and their I-9s

ployees for the company nments. (This option cannot

access to employees assign n or HR Group is not applied

ser has access to employee riction by location is not app

User has access to employe ner restricted by location as indicated below.

View/Edit Assigned Plus Locations - User has access to employee assigned directly by HR or HR Group, plus has access to the following loc regardless of HR or HR Group Assignment.

Location City, State	None	View Only	View/ Edit
0000121 0000121-Fresno Fresno, CA	۲	O	O
2 Arizona Phoenix, AZ	\odot	0	۲
7 Chicago Chicago, IL	O	\odot	۲
<u>Colorado: Denver</u> Denver, CO	0	0	۲
<u>3 Minnesota</u> Minneapolis, MN	۲	\odot	O
<u>5 Seattle</u> Seattle, WA	۲	0	O
4 Springfield Springfield, IA	\odot	۲	\odot
<u>1 Tennesse</u> Nashville, TN	۲	0	0

These permissions allow HR to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users automatically have full access to all data.



L9 and E-Verify Compliance System	Personal Information Privileges Pe	ermissions				
\bowtie	Group Memberships		Location Permissions			
Preferences	6 Groups found		View/Edit All - User has a	ccess to all emr	lovees for th	
Custom Help	Group Name	Select	regardless of HR, HR Group, o used with Location Managers.)	r location assigr	nments. (This	s option cannot
T Locations	Admin		View/Edit HR Assigned (directly to HP. Access or restri	Only - User has	access to em	ployees assign
실 Occupation C	HR Group 1		 View/Edit HR Group Ass 	igned Only - U	ser has acces	ss to employee
MR Users	Interns		assigned directly by HR Group	. Access or restr	riction by loca	ation is not app
Groups	Location Manager Managers		• View/Edit Restricted Loc assigned directly by HR or HR indicated below.	Group and furth	User has acce ler restricted	ess to employe by location as
Assignments	Add Group	Remove Selected Groups	View/Edit Assigned Plus	Locations - Us	ser has acces	s to employee
🧟 Purge Data		•	assigned directly by HR or HR	Group, plus has	access to th	e following loc
of Announcements			regardless of HR or HR Group	Assignment.		
S Employee Kiosk			Location City, State	None	View Only	View/ Edit
Exit Admin			000121 0000121-Fresno		,	
			resno, CA Arizona	۲	Ø	Ø
			hoenix AZ	0	0	۲

Chicago hicago, IL

Minnesota

eattle, WA

Tennesse

ashville, TN

Springfield pringfield, IA

olorado: Denver enver. CO

linneapolis, MN <u>Seattle</u>

Click Add Group to make the HR user a member of an HR Group sharing responsibility over a Location or Occupation Class of employee's I-9s

These permissions allow HR to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

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Note: Admin users automatically have full access to all data.



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Adding Locations



I-9 and E-Verify Compliance System	avid's Training Site	
Preferences	System Preferences E-Verify Calendar E-Mail Pri	ivacy Policy Remote Hire Misc Custom Fields
Custom Help	Employee Preferences	
	Allow Future Hire Date:	when checked, users will be able to create employees with hire dates into the future.
- Comprates	Allow Euture Termination Date: 0	If you wish to allow future termination dates, enter the maximum # of days into the future allowed. Leave value of 0 to not allow future
Coccupation C		ocations to create location records estimate
Users		coulons to orcate recation records
Groups	Personal Info:	Click to make the "My Info" tab data non-editable for employees.
HR Assignments	Link Business Unit to Location:	When enabled, business unit is determined by location only
🙎 Remote Agents		
🧕 Purge Data	Employee I-9 Completion Instructions (Step 4):	
Announcements		
S Employee Kiosk	I-9 Preferences	
n Exit Admin		This option effects how non-form Items are displayed in section 1 and 2 of the I-9 form, in order to differentiate these controls from the actual form.
	I-9 Style White ▼	Guardian: Light Blue Highlighting Gray: Light Gray Highlighting User: User's Theme highlighting color White: White highlighting Plain No highlighting
	Rehires must complete a new I-9 🔲	When checked, all Re-Hires must complete a new I-9; completing a Section 3 for Re-Hires is not allowed.
	Incomplete I-9s can be Parked: 📃	If checked, an incomplete I-9 can be 'Parked' or saved in the incomplete state. Once Parked, it cannot be modified, amended, or used again. Use this option if employees cannot produce Section 2 documents within 3 days, and end up being terminated. This provides a record of the incomplete I-9 for future reference.
	Employee Can Pre-Select Section 2 Documents:	if checked, when an employee filling out the I-9 in the employee module or Kiosk is presented with the List of Acceptable Documents Page, the screen will include popup menus detailing the List A and List B/C document choices. The employee must select which documents he or she is intending to use. If not checked, no choices are shown, just the official document itself.
	Show All Documents in Section 2: 📝	if checked, I-9 section 2 List A/B/C documents will show all possible documents, even those that are not valid for the employee's attestation in section 1. Left unchecked, only eligible documents are shown based on the employee's current section 1 attestation.
	Auto Tack Ing Review	when checked, a task for the HR & Employee will be created automatically and a notification email sent when an employee completes



L9 and E-Verify Compliance System	P Locations	Add Show All	
🚯 Preferences		Name City State Number Find	
💡 Custom Help			
🖻 Templates			
The Locations	6 Records found	d	
👗 Occupation C	Name 🔺 🔻	Location City, Stat ▲ ▼ Number ▲ ▼	
HR Users	Arizona Chicego	2 Phoeex, AZ 7 Chicago, IL,	
HR Groups	<u>Minnesota</u> <u>Seattle</u>	Manage an existing <i>Location</i> or	
HR Assignments	<u>Springrieio</u> <u>Tennesse</u>	Click Add to create a new Location	
🙎 Remote Agents		to different HPs based on Location and Occupation Class	
🧟 Purge Data		Note: After Creating a new location you must go to the HR assignments	
I Announcements		area and assign an HR to the new location.	
S Employee Kiosk			
Exit Admin			



I-9 and E-Verify Compliance System	P Loca	ations									
Preferences	General 1	Information					Primary Lo	cation Add	dress		
Custom Help	Nam	ie: Arizona					Line 1:	411 N Cent	tral Ave		
Templates	Location No	o.: 2					Line 2:				
The second secon	E-Verif	fy: Allowed	🔍 Not Alle	ved			City, State:	Phoenix			AZ
Occupation C	Work Phon	' This locatio	on is ready fo	or L-Ve vt·	erify		Zip, Country:	85004			
MR Users	Fa	ax:									De
HR Groups	HR Perm	En	ter the l	ocat	ion'	's Ge	eneral Info	ormatio	n oups b	ov O	ccupation Cl
HR Assignments	HR Name	HR Title	Admin View-Edit-Al	None	View	View /Edit	Occupation	Class Resp	onsible HR		Responsible G
💆 Purge Data				•	U ,						
~~~	Caldara Dovid						General	Darw	in, Charles	•	
Announcements	Caluara, Davio	HR Manager	Х	-	-	X	General	Darw	vin, Charles	•	
Announcements	Darwin, Charles	HR Manager Hiring Manager Staff Manager	X -			x	General GM	Darw	in, Charles	•	
Announcements     Employee Kiosk	Darwin, Charles Manager, Jody Manager, Joe	HR Manager Hiring Manager Staff Manager Staff Manager	X - -	- ©	0	x ©	General GM Interns	Darw	in, Charles		Assistants
<ul> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	Catolia, David Darwin, Charles Manager, Jody Manager, Joe Manager, Locatio	HR Manager Hiring Manager Staff Manager Staff Manager h Hiring Rep	X - - -	- © ©	- © ©	x © ©	General GM Interns Label	Darw	in, Charles	•	Assistants HR Group 1
<ul> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	Caluara, David Darwin, Charles Manager, Jody Manager, Locatio Mendel, Gregor	HR Manager Hiring Manager Staff Manager Staff Manager <u>n</u> Hiring Rep Hiring Admin	X - - - - X	- © @ @	- © ©	x © © x	General GM Interns Label		in, Charles	• • •	Assistants HR Group 1
<ul> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	Caluara, David Darwin, Charles Manager, Jody Manager, Joe Manager, Locatio Mendel, Gregor Pauling, Linus	HR Manager Hiring Manager Staff Manager Staff Manager I Hiring Rep Hiring Admin Human Resources VP	x - - - - X x x	- © © 0 -	- © © -	X © © x x x	General GM Interns Label Label 2		in, Charles	•	Assistants HR Group 1 HR Group 1
<ul> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	Caluara, David Darwin, Charles Manager, Jody Manager, Locatio Mendel, Gregor Pauling, Linus Watson, James	HR Manager Hiring Manager Staff Manager Staff Manager In Hiring Rep Hiring Admin Human Resources VP Hiring Assistant	X - - - - X X X	© ©		X © C X X X S	General GM Interns Label Label 2 Northwest Territory		in, Charles	• • • •	Assistants HR Group 1 HR Group 1
Announcements     Employee Kiosk     Exit Admin	Caluara, David Darwin, Charles Manager, Joe Manager, Locatio Mendel, Gregor Pauling, Linus Watson, James	HR Manager Hiring Manager Staff Manager Staff Manager In Hiring Rep Hiring Admin Human Resources VP Hiring Assistant Dermissions allo	x - - - - - x x - - - - - - - - - - - -	- © © - - ©	- © 0 - - 0 view/e	x x x x x x x edit	General GM Interns Label Label 2 Northwest Territory Occupation class 3		in, Charles	• • • • •	Assistants HR Group 1 HR Group 1 HR Group 1
Announcements     Employee Kiosk     Exit Admin	Caluara, David Darwin, Charles Manager, Joe Manager, Locatio Mendel, Gregor Pauling, Linus Watson, James These j employe	HR Manager Hiring Manager Staff Manager Staff Manager In Hiring Rep Hiring Admin Human Resources VP Hiring Assistant permissions allo es and I-9's for	x - - - - - - - - - - - - - - - - - - -	- © © - - centially ed HR's	- © 0 - - view/e based	x x x x x x x x edit f on	General GM Interns Label Label 2 Northwest Territory Occupation class 3	Darw	rin, Charles	• • • • • •	Assistants HR Group 1 HR Group 1 HR Group 1
<ul> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	Catuara, David Darwin, Charles Manager, Joe Manager, Locatio Mendel, Gregor Pauling, Linus Watson, James These p employe	HR Manager Hiring Manager Staff Manager Staff Manager In Hiring Rep Hiring Admin Human Resources VP Hiring Assistant permissions allo ses and I-9's for physin	x - - - x x x - ow HR's to pot r other assigned cal locations.	- © © - - centially ed HR's	- O - - view/e basec	x o x x x x x edit on	General GM Interns Label Label 2 Northwest Territory Occupation class 3 OP	Darw	rin, Charles ara, David ing, Linus		Assistants HR Group 1 HR Group 1 HR Group 1



I-9 and E-Verify Compliance System	わ Loca	ations								
Preferences	General I	nformation				_	Primary Locat	ion Address		
Custom Help	Name	e: Arizona					Line 1: 41	1 N central Ave		
Templates	Location No	o.: 2					Line 2:			
The second secon	E-Verif	y:  Allowed	Not Allo	wed	rifu		City, State: Ph	oenix		AZ
👗 Occupation C	Work Phon		rs reauy in		пу		Zip, Country: 850	004		
HR Users	Fa:	e:	E	:xt:						De
HR Groups	HR Permi	ssio						oups b	ov C	occupation Cl
AR .						_				
Assignments Purge Data	HR Name	HR Enter	the Pr popul-	imary ates	y Locat Sectio	tio n I	n Address I of the I-9	which le HR form.	•	Responsible G
Assignments     Purge Data     Announcements	HR Name <u>Caldara, David</u>		the Pr -popul	imary ates	y Locat Sectio	tio n I	on Address I of the I-9	form.	•	Responsible G
Assignments     Purge Data     Announcements     Employee Kiosk	HR Name <u>Caldara, David</u> Darwin, Charles <u>Manager, Jody</u>	HR HA Title HR Ma Hiring Manager Staff Manager	the Pr -popul	imary ates	y Locat Section	tio n I	I of the I-9	form.	•	Responsible G
Assignments     Purge Data     Announcements     Employee Kiosk     Exit Admin	HR Name Caldara, David Darwin, Charles Manager, Jody Manager, Joe	HR Ma Hiring Manager Staff Manager	the Pr -popul	imary ates	y Locat Section	tio n I	I of the I-9	which form. harles	•	Responsible G Assistants
Assignments Purge Data Announcements Employee Kiosk Exit Admin	HR Name Caldara, David Darwin, Charles Manager, Jody Manager, Joe Manager, Location	HR Ma Hiring Manager Staff Manager Staff Manager	the Pr -popul	imary ates © © ©	y Locat Section	tio n I	on Address I of the I-9	which form. harles	• • •	Responsible G Assistants HR Group 1
<ul> <li>Assignments</li> <li>Purge Data</li> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	HR Name Caldara, David Darwin, Charles Manager, Jody Manager, Joe Manager, Location Mendel, Gregor Pauling Linus	HR Ma Hring Manager Staff Manager Staff Manager Hiring Rep Hiring Admin Human Resources VP	the Pr -popul	imary ates	y Locat Section	tio n I	I of the I-9	which form. harles	• • •	Responsible G Assistants HR Group 1 HR Group 1
<ul> <li>Assignments</li> <li>Purge Data</li> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	HR Name Caldara, David Darwin, Charles Manager, Jody Manager, Location Mendel, Gregor Pauling, Linus Watson, James	HR Ma Hiring Manager Staff Manager Staff Manager Hiring Rep Hiring Admin Human Resources VP Hiring Assistant	the Pr -popul	imary ates © © © © 0 C	y Locat Section	tio n I	I of the I-9	which form. harles	• • • •	Responsible G Assistants HR Group 1 HR Group 1
<ul> <li>Assignments</li> <li>Purge Data</li> <li>Announcements</li> <li>Employee Kiosk</li> <li>Exit Admin</li> </ul>	HR Name Caldara, David Darwin, Charles Manager, Jody Manager, Joe Manager, Location Mendel, Gregor Pauling, Linus Watson, James	HR Ma Hiring Manager Staff Manager Staff Manager Hiring Rep Hiring Admin Human Resources VP Hiring Assistant	the Pr -popul	imary ates	y Locat Section	tio n I	I of the I-9	which form. harles	<ul> <li>•</li> <li>•&lt;</li></ul>	Responsible G Assistants HR Group 1 HR Group 1 HR Group 1
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## **Adding Occupation Classes**



L9 and E-Verify Compliance System	Cccupation Class
Preferences	Name Find
💡 Custom Help	
🖄 Templates	
T Locations	12 Records four
Occupation C HR Users	Choose Occupation Class to create Occupation Classes
HR Groups	GM Interns
HR Assignments	Label 2
🧟 Purge Data	Northwest Territory Occupation class 3
Announcements	OP Research
S Employee Kiosk	Staff Stephen Hawking
na Exit Admin	Territory 31
	<b>Note</b> : At least one Occupation Class is required. Employees will be assigned to different HRs based on Location and Occupation Class.
	<b>Note</b> : After Creating a new Occupation Class you must go to the HR assignments area and assign an HR to the new Occupation Class.
	4











# Assigning Responsibilities & Notifications



I-9 and E-Verify Compliance System	HR and HR	Group Assignments		
Preferences		Note: Make sure a HR and/or HR Group is a Changes made on this screer	ssigned to each Occupation Cla n may take a few moments to con	iss for each Location. mplete.
Custom Help		Location: Chicago	[7] - Chicago 🔹	
I emplates	Occupation	Class Responsible HR	HR Grou	ID
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Users	Interns			
HR	Label	Choose HR Assiann	nents to assign	•
Assignments	Label 2	HR users' responsibili	ties: Please Note	
S Purge Data	Northwest Territor	If HR Assignments is r	not visible assign	
E Employee Kiosk	Occupation class 3	responsibility by oc	ounation class	
Exit Admin	Research	via Looot	iono	
-	Staff	via Local	10/15	nager 🔹
	Stephen Hawking	Pauling, Linus		•
	Territory 31	Manager, Location	Location	n Manager 💌
		Update Chanç	ges Revert Changes	
		Pending dat	a changes: <b>None</b>	
		All Changes	have been completed	



#### Gu I-9 a Compl Make sure a HR and/or HR Group is assigned to each Occupation Class for each Location. Select Location and then assign a HR and/or HR Group

		Changes made on this screen may take	a few moments to complete.
istom Help		Location: Chicago [7] - Chic	ago
mplates			
ocations	Occupation Class	Responsible HR	HR Group
ccupation C	General	Manager, Jody 🔹	Managers 🔹
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oups	Label	•	HR Group 1
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nouncements	Occupation class 3	•	HR Group 1
ployee Kiosk	OP	×	Assistants 🔹
t Admin	Research	•	Admin 🔹
	Staff	Manager, Joe	Location Manager 💌
	Stephen Hawking	Pauling, Linus 🔹	•
	Territory 31	Manager, Location 👻	Location Manager -
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		All Changes have bee	n completed



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## **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.



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Thank you.

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