

**GUARDIAN  
I-9/E- VERIFY  
TRAINING  
MANUAL**

# University of California

## I-9 System Training

### TRAINING MANUAL

**Purpose:**

Provide comprehensive guidance to UC locations, both during and post implementation of the I-9 Guardian System, to support the standardization of the I-9 process systemwide

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator, I-9 Coordinator, I-9 Processor

# University of California

## I-9 System Training

### UC I-9/E-VERIFY STANDARD PROCEDURES

**Purpose:**

Outlines the University's I-9/E-Verify process for New Hires, Remote Hires, Rehires, Reverification and Inter-Campus Employee Transfers

**Audience:**

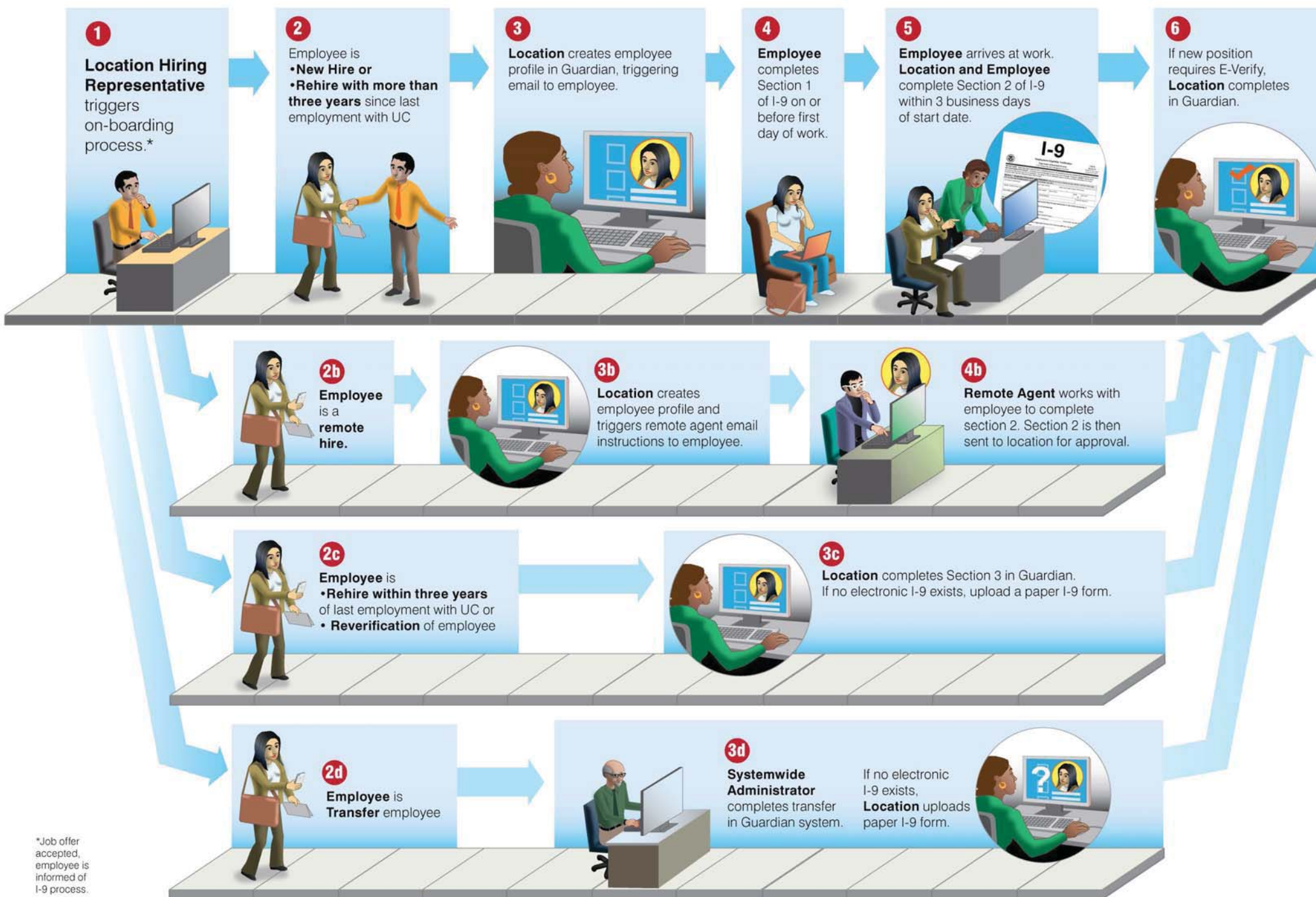
Implementation Representative, Training Lead, I-9 Administrator, I-9 Coordinator, I-9 Processor

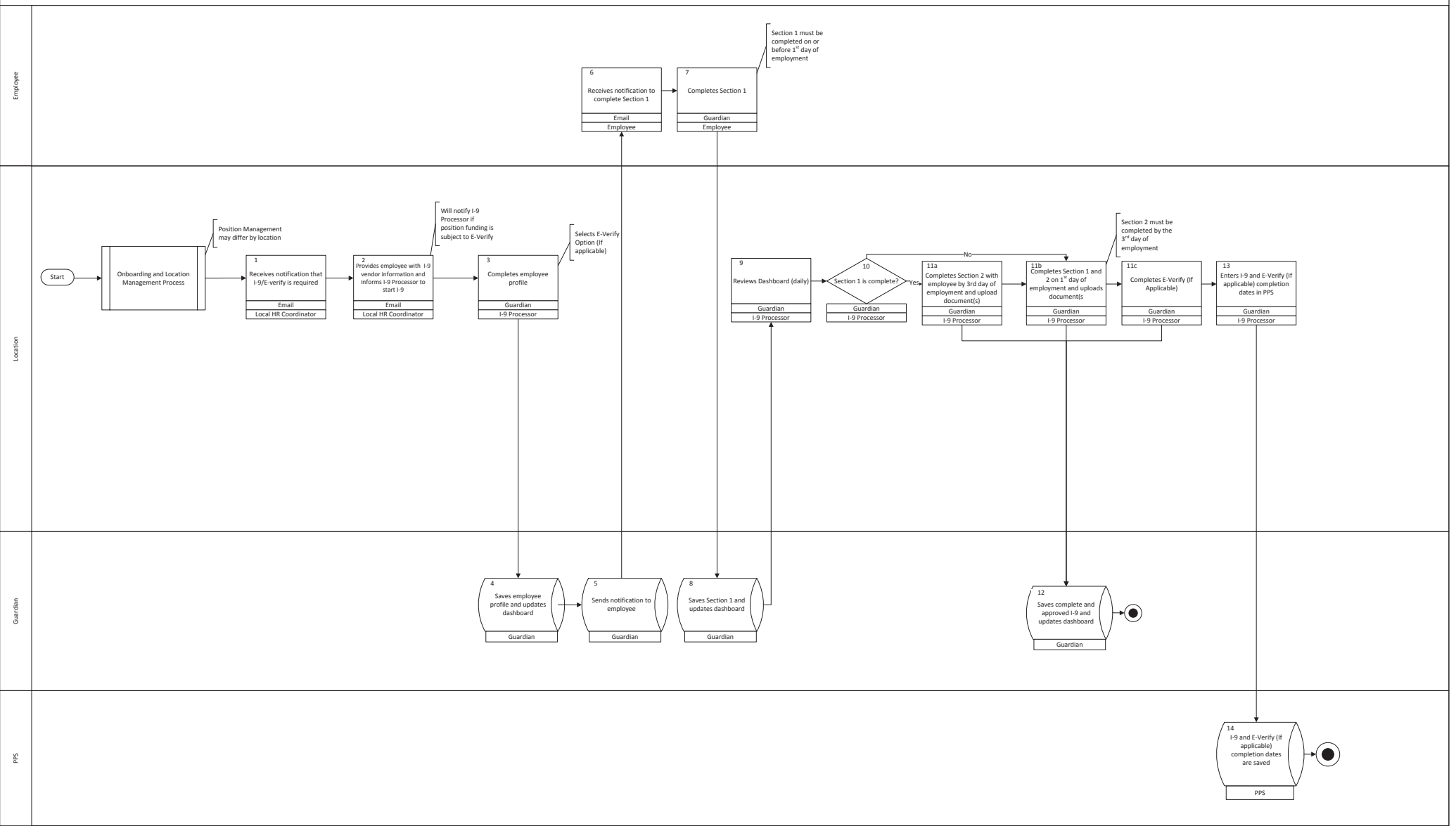
**Additional Resources:**

[I-9 Information Website](#)

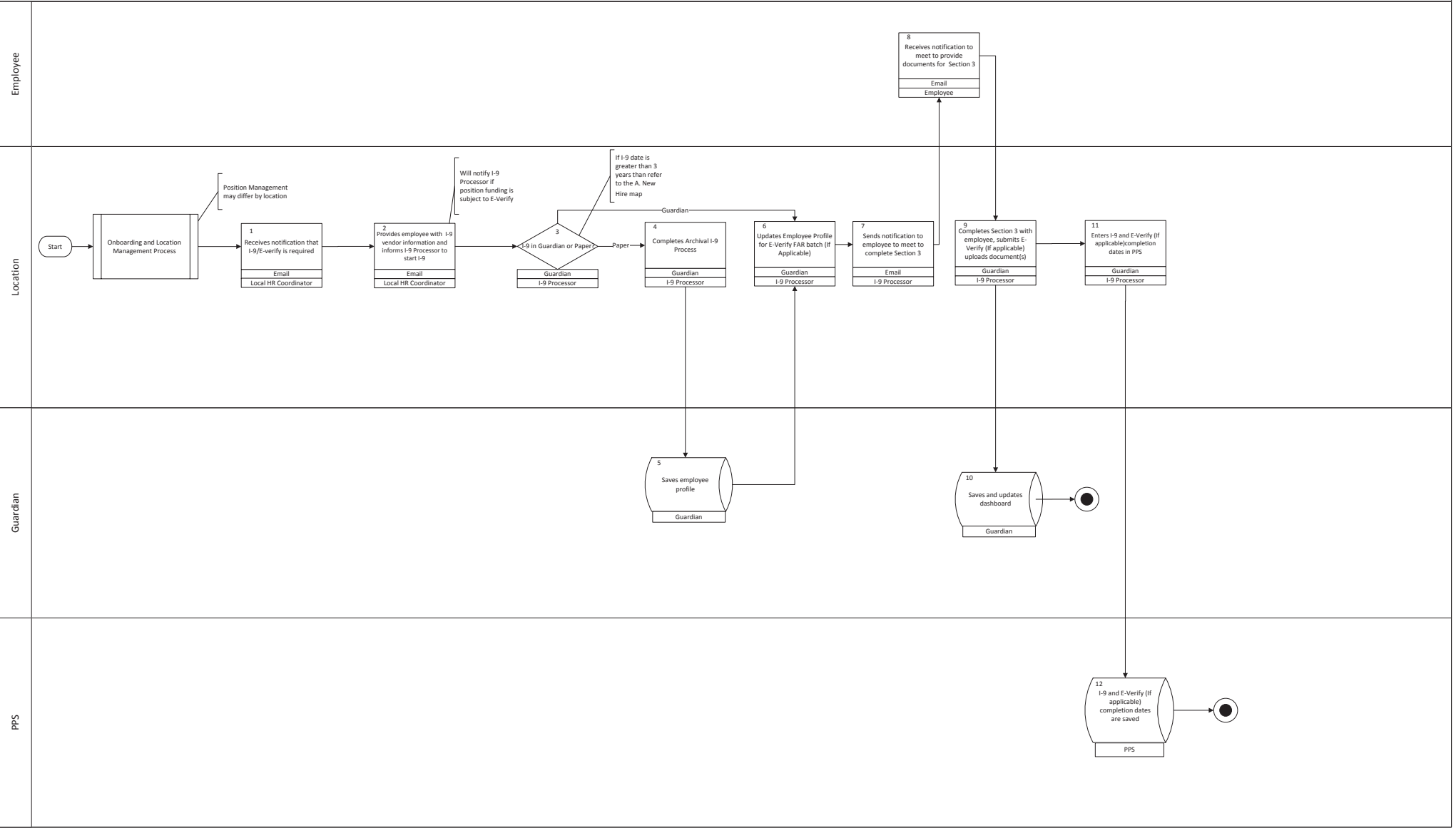
# I-9 PROCESS USING GUARDIAN

A look at onboarding and I-9 processing

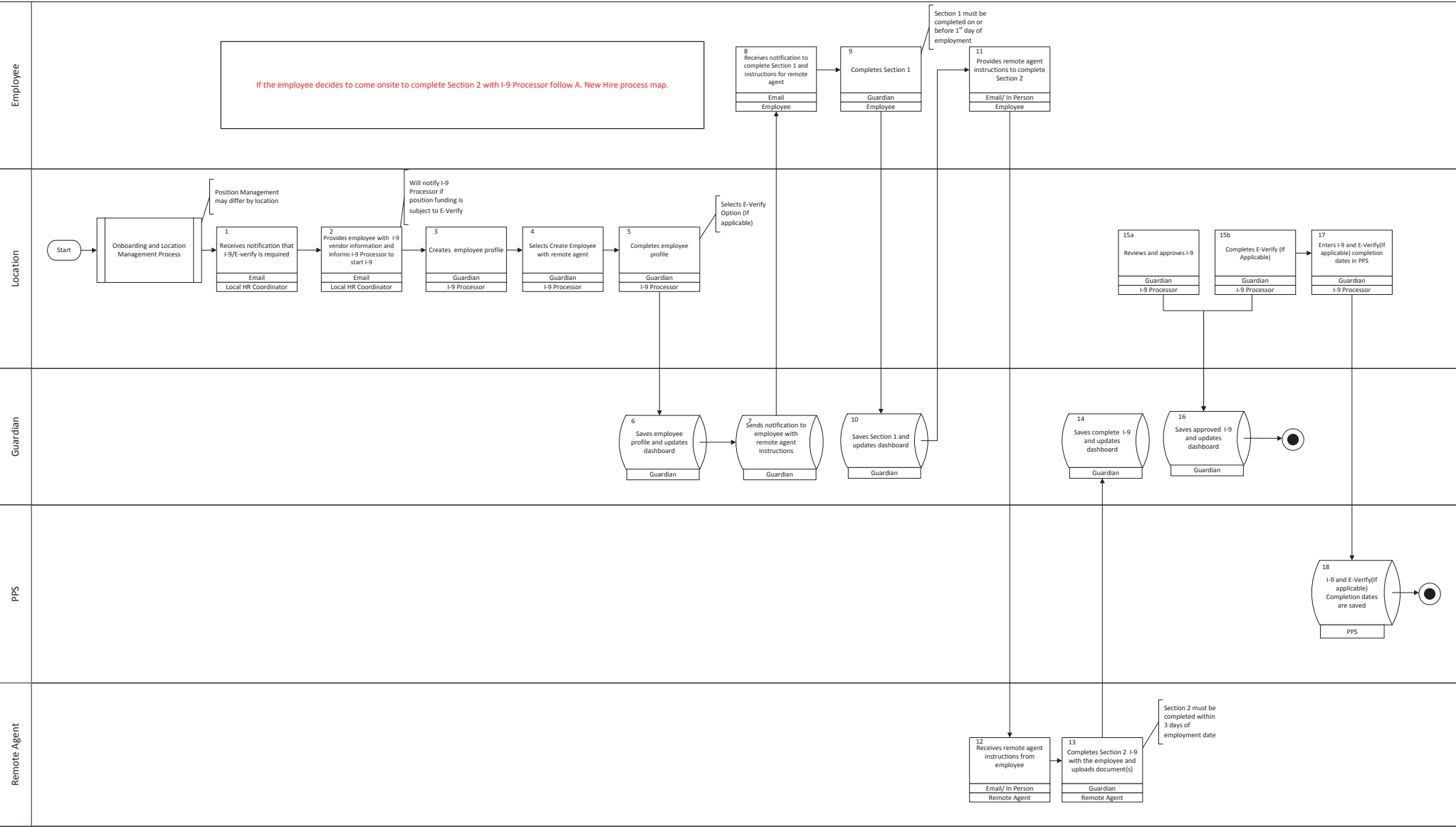




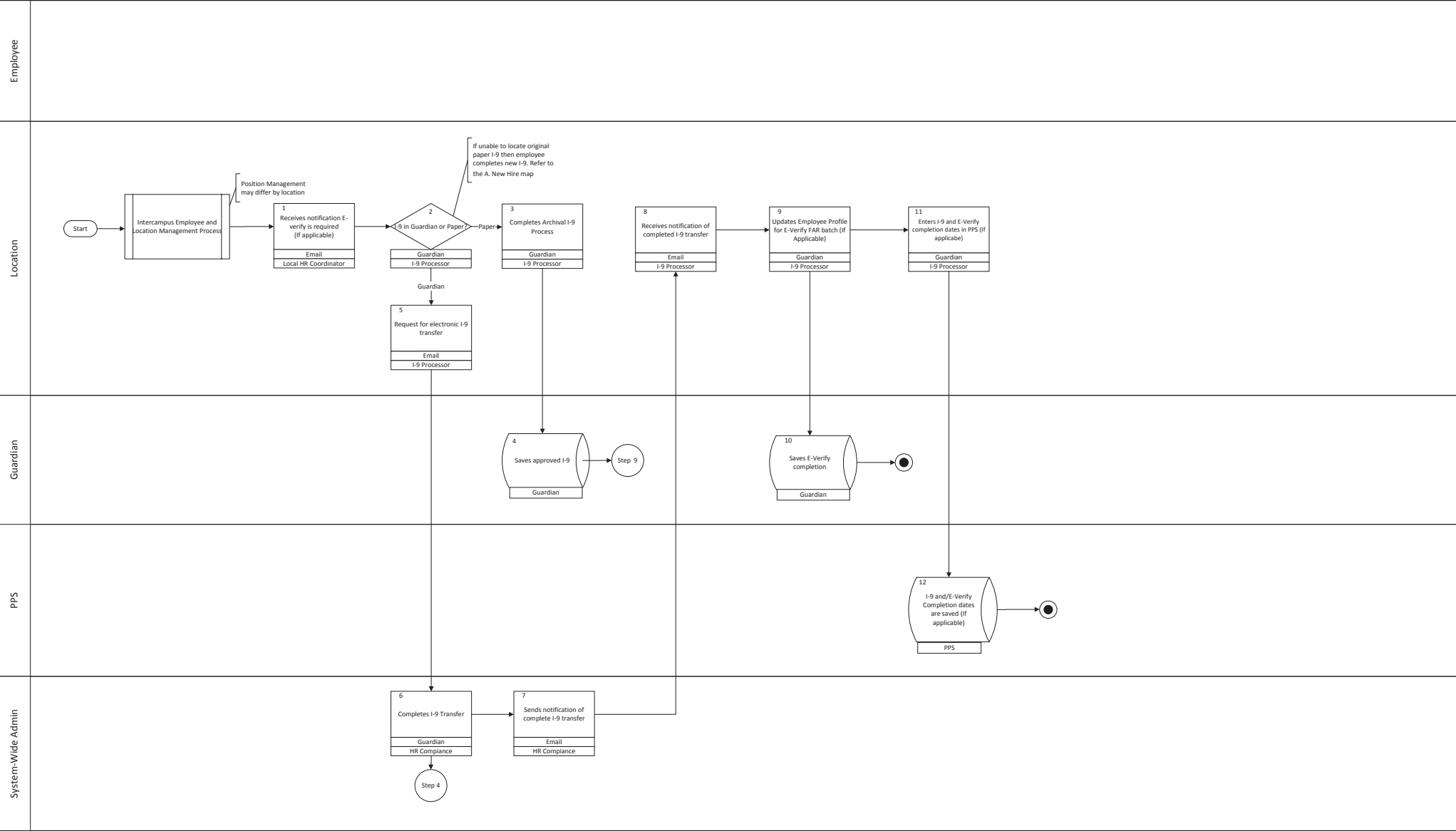
Form I9 Process: B. Rehire Within 3 Years



Form I9 Process: C. Remote Hire

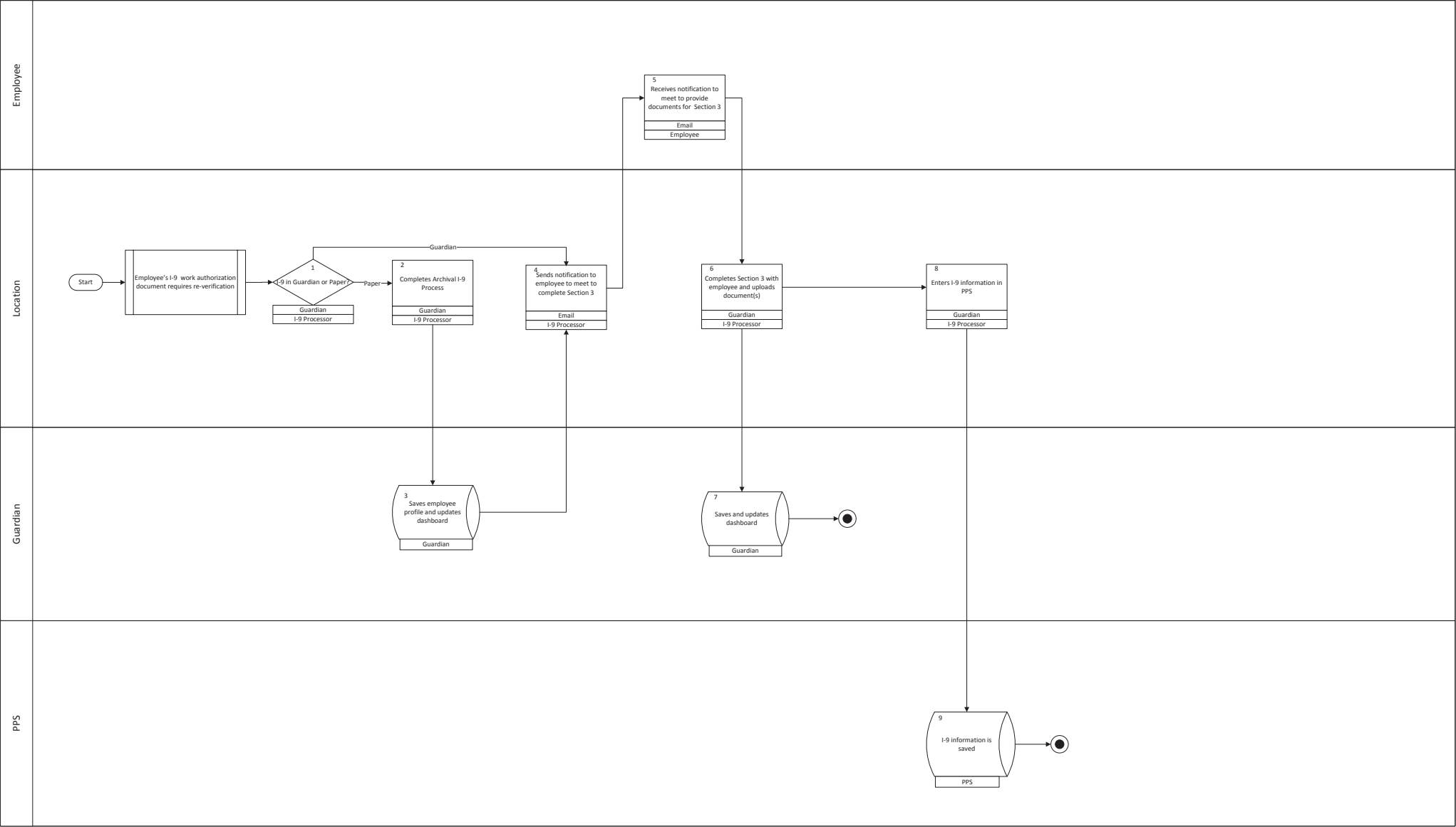


Form I9 Process: D. Inter-Campus Employee Transfer





Form I9 Process: E. Re-Verification



# University of California

## I-9 System Training

### UC I-9/E-VERIFY STANDARD PROCEDURES

**Purpose:**

Outlines the University's key I-9/E-Verify standard procedures to ensure consistent processing of I-9's and E-Verify cases

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator, I-9 Coordinator, I-9 Processor

**Additional Resources:**

[M-274 Handbook for Employees](#)

[UC E-Verify Guidelines](#)

## University of California I-9/E-Verify Standard Procedures

I-9 Process	Related Policy	UC Standard Procedures
Employees complete Section 1 of Form I-9 at the time of hire; prior to first day of employment	<a href="#">M-274 Handbook</a> (page 3) for Employers	Employees should complete Section 1 of Form I-9 as soon as possible after a formal offer of employment is accepted; Employees are sent notification with instructions from Guardian
Remote Agents may complete Section 2 on the University's behalf	<a href="#">USCIS FAQ on Remote Hires</a>	For remote hires, the remote agent must be one of the following: <ul style="list-style-type: none"> <li>• Notary</li> <li>• Licensed Attorney</li> <li>• Employed in HR</li> <li>• Agent referred by the University</li> </ul>
Complete Section 2 of Form I-9 within three business days of the date employment begins**	<a href="#">M-274 Handbook</a> (page 5) for Employers	I-9 Processors must meet with the employee to complete Section 2 (within three business days of the date employment begins)
Re-verify employment authorization for current employees	<a href="#">M-274 Handbook</a> (page 12) for Employers	When an employee's employment authorization document(s) expire, Section 3 of Form I-9 must be completed no later than the expiration date(s)
Complete Section 3 due to name change for current employees	<a href="#">M-274 Handbook</a> (page 23-24) for Employers	For employees who have a legal name change, such as following marriage; Section 3 of Form I-9 must be completed
Re-verify or update Employment Authorization for Rehired Employees	<a href="#">M-274 Handbook</a> (page 24-25) for Employers	For employees rehired within three years of the date of the initial execution of the previous Form I-9, the original paper I-9 form information should be entered into Guardian and Section 3 of the

## University of California I-9/E-Verify Standard Procedures

		<p>I-9 Form completed (block B or C depending on need to re verify employment authorization)</p> <p>If the original paper I-9 Form is not available then the employee must complete Section 1 and Section 2 of Form I-9 within three business days of the date employment begins</p>
Do not complete a new Form I-9 for employees who transfer from one UC Location to another	<a href="#">M-274 Handbook</a> (page 25) for Employers	<p>For employees who transfer within the University, the original paper I-9 Form information should be entered into Guardian OR the electronic I-9 must be transferred to the new UC Location (Company) in Guardian</p> <p>If the original paper I-9 Form is not available then the employee must complete Section 1 and Section 2 of Form I-9 within three business days of the date employment begins</p>
Complete E-Verify for applicable employees	<a href="#">M-274 Handbook</a> (page 39) for Employers <a href="#">UC E-Verify Guidelines</a>	<p>UC, as a federal contractor, must verify the work status of employees who are performing work under a federal contract or subcontract that contains an E-Verify requirement clause</p> <p>If an employee's position</p>

## University of California I-9/E-Verify Standard Procedures

		<p>funding is subject to a federal contract or subcontract that contains an E-Verify requirement then the employee's profile in Guardian will be setup so the employee is E-Verified</p>
Retention Requirements	<p><a href="#">M-274 Handbook</a> (page 27-29) for Employers</p>	<p>An employee's completed Form I-9 must be retained for as long as the individual works for the University. Once employment ends, the Form must be retained for either three years after the date of hire, or one year after the date of employment is terminated, whichever is later</p> <p>Employee identity and employment authorization documents must be scanned and uploaded into the employee record in Guardian</p>
Do not complete the Form I-9 for any individual does not receive wages or other remuneration from the University in exchange for labor or services	<p><a href="#">M-274 Handbook</a> (page 3) for Employers</p>	<p>Federal laws regarding work authorization does not apply to volunteers and others who serve the University without receiving wages or other remuneration</p> <p>Reimbursement for expenses is not considered remuneration</p>

\*\*For academic appointees, please review the "Additional Standard Procedures for I-9ing Academic New Hires".

# University of California I-9 System Training

## UC I-9/E-VERIFY ROLES AND RESPONSIBILITIES

**Purpose:**

Outlines the key roles and responsibilities of both the I-9 System implementation and ongoing operations

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator, I-9 Coordinator, I-9 Processor

**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

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

**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

**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-9 COORDINATOR:**

**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



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

**I-9 PROCESSOR:**

**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

**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)

# University of California I-9 System Training

## ADMINISTRATIVE PREFERENCES REFERENCE GUIDE

**Purpose:**

Outlines the administrative preferences in the Guardian System

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator

**Additional Resources:**

[System Preferences Guide](#)

## **Guardian System Administrative Preferences Reference Guide**

The purpose of this Reference Guide is to outline the administrative preferences in the Guardian System which are viewable within the Administrative Toolbar. Each setting is explained in this document. Most of these preferences have been set at the system-wide level by the System-wide Administrators.

The preferences highlighted in yellow may be modified at the location level.

New administrative preferences added by LawLogix may be found in the "Release Notes" section under Tutorials in the Guardian System.

If you have any questions regarding the administrative preferences, you may contact the System-wide Administrators.

## Guardian System Administrative Preferences Reference Guide - Employee Preferences

System Preference	UC Decision
Allow future hire date	Check box to allow Processor to create employees with hire dates in the future
Allow future termination date	Enter "31"; the maximum number of days into the future
Employee Minimum Age	Enter "12" for Employee Minimum Age due to University minimum age policy
Allow Employee Creation w/o SS#	Check box to allow Processor to create employees without a SS#
Personal Info	Do not check box to allow Processor to edit their personal information
Do Not Use Social Security No as Login	Check box to randomly generate login for employees; do not have access to SS# at this time
Link Business Unit to Location	Check box so the appropriate Business Unit is linked to each Location
Employee I-9 Completion Instructions (Step 4)	Not applicable - screen will not show since UC is not using Appointment feature
Require Employee ID	Do not check box to allow Processor to create employees without an Employee ID
Employee cannot edit personal information	Do not check box so employee cannot change their personal information

## Guardian System Administrative Preferences Reference Guide - I-9 Preferences

System Preference	UC Decision
I-9 Style	Set at "Guardian" for Light Blue Highlighting
Do not auto-populate Section 2 Hire Date	Do not check box so Section 2 Hire Date is populated from Employee Work record
Start I-9 process with Section 1	Check box to hide personal data information section; I-9 process will start with Section 1
Rehires must complete a new I-9	Do not check box so new I-9 completion is not required if rehire is within 3 years of the date of the initial execution of the previous Form I-9
Incomplete I-9s can be Parked	Check box to allow incomplete I-9s to be parked. This will allow incomplete I-9s to be pulled up in the future
Employee can pre-select Section 2 documents	Do not check box so employee is not required to pre-select Section 2 documents
Show all documents in Section 2	Do not check box so only eligible documents are shown based on the employee's current Section 1 attestation
Auto task I-9 review	Do not check box so notification is not sent when an employee completes an I-9. Notification is sent to all users within the HR Group.
Auto book I-9 review appt	Do not check box to stop auto generation of I-9 Review appointments
Hide HR appt info	Check box to hide I-9 Review appointments information
Allow current archival dates	Do not check box so the upload of Archival I-9s with a start date up to the current date are not allowed (Archival I-9s should not be used for new employees)
Allow archival I-9s to be completed despite issues	Check box to allow Processor to complete archival I-9s despite issues. (I-9 may be completed but issues will remain)
Allow deletion of non-current I-9s	Check box to allow Location Administrators to delete non-current I-9s
Allow expired documents	Do not check box so I-9 Processors cannot enter expired work authorization dates (should be reviewed on a case by case basis only)
Display issues on I-9 entry screens	Check box so any I-9 issues will be displayed at the bottom of Section 1 and Section 2 input forms in the system
Hide tooltips for employees	Do not check box so yellow and red help pop-ups are displayed when employee is completing Section 1
Do not auto populate Section 1	Check box so Section 1 of the I-9 remains blank, requiring the employee to fill in all fields
Employee must approve Section 1 amendments	Check box to require employee approval of any Section 1 amendments
HR cannot alter Section 1 data via amendments	Do not check box to allow Processor to alter Section 1 data via amendments (with Employee approval)

## Guardian System Administrative Preferences Reference Guide - I-9 Preferences

System Preference	UC Decision
Employee can enter amended values in Section 1	Check box to allow employee to edit proposed amendments for Section 1
Do not process state affidavits	Not applicable
Require upload of state affidavit docs	Not applicable
Require upload of all I-9 supporting docs	Check box to require upload of all I-9 supporting documents. Processor must indicate with a checkbox that documents have been uploaded
H-1B portability days	Set at 30 days (date of expiration is 240 days)

## Guardian System Administrative Preferences Reference Guide - Task Reminders

System Preference	UC Decision
Expiration reminder lead days	Set at 120 days. This will be the first notification sent to the Processor notifying them of re-verification deadlines
Subsequent reminder lead days	Set at 90, 60, 30,14,7 and 1 day. These will be the subsequent notifications sent to the Processor notifying them of re-verification deadlines
Receipt reminder lead days	Set at 30 days. This will be the first notification sent to the Processor notifying them of receipt expiration (Processor will receive subsequent reminders 14,7 and 1 day prior to expiration)

## Guardian System Administrative Preferences Reference Guide - Reports

System Preference	UC Decision
Reports Module Access	Set at all HR Users
Reports Module Create/Edit	Set at all HR Users
Interactive reports access	Set at all HR Users
Interactive reports create/edit	Set at all HR Users
Charts & graphs module access	Set at all HR Users
Charts & graphs module create/edit	Set at all HR Users

This section allows all users at your location the ability to view/create/delete reports/charts and graphs. Default setting in user privileges of “no access” is not applicable when this selection is chosen.



## Guardian System Administrative Preferences Reference Guide - Security

System Preference	UC Decision
Use SureID	Do not check box so SureID (secondary security) is not required
Require strict password	Do not check box so a strict password is not required
Password expirer days	Leave blank so a password change is not required for employees
Number of passwords remembered	Not applicable if not requiring a password change

## Guardian System Administrative Preferences Reference Guide - E-Verify

System Preference	UC Decision
Require HR to confirm List B Documents have valid photo	Check box to require Processor to confirm List B Documents include a photo of employee
Require HR to observe E-Verify rules and scan/upload certain work authorization documents	Check box to require Processor to scan and upload documents required by E-Verify
FAR Qualifying Contract	Enter effective date of FAR Qualifying Contract
Obscure SSN on TNC notices	Do not check box so TNC does not obscure full SS#
Amend existing I-9 after data changes made during E-Verify process	Check box to allow amendments to be made to existing I-9 to reflect changes made for the E-Verify submission

## Guardian System Administrative Preferences Reference Guide - Calendar

System Preference	UC Decision
Calendar Blocking	Not applicable
Work days	Indicate the University of California conducts business Monday – Friday

## Guardian System Administrative Preferences Reference Guide - Email Preferences

System Preference	UC Decision
Use "Do Not Reply" E-mail Method	Check box to use do not reply email method (donotreply@perfectcompliance.com)
Do not use sender info	Check box so the following sentence is not included in Employee Login emails: "Please Note This E-Mail was sent by (user). Please do not reply to this email..." The system defaults to one user so it may be confusing to the employees

## Guardian System Administrative Preferences Reference Guide - Privacy Policy

System Preference	UC Decision
Text has been entered in your system	May adjust for location specific privacy policy

## Guardian System Administrative Preferences Reference Guide - Remote Hire

System Preference	UC Decision
<b>Remote Hire Preferences:</b>	
Use pre-defined remote agents	Do not check box so pre-defined remote agents are not required
Remote agents must be Notary	Do not check box so remote agents are not required to be a Notary
Do not use Notary affidavit	Check box so Notary is not required to fill out a Notary Affidavit
Remote agent handles documents	Check box to require remote agent to provide copies of appropriate documents
Default HR Contact	Select Location I-9 Coordinator to receive remote agent general inquiries
Notify of document selection on Step 3	Do not check box so Default HR does not receive notification indicating how the remote agent will provide copies of employee documents
Remote Agent Instructions	Do not check box so entering employee's SS# is not required by the remote agent when using login links received via email
<b>Documents:</b>	
Employee Instructions Template	At location's discretion to customize template – System-wide Administrators have customized a starting point (please reference the Guardian I-9 System Modified Templates resource)
Remote Agent Instructions Template	At location's discretion to customize template – System-wide Administrators have customized a starting point (please reference the Guardian I-9 System Modified Templates resource)
Notary Affidavit Template	At location's discretion to customize template
<b>Document Retention Options:</b>	
Scan and Upload Documents	Check box to allow remote agent to scan and upload documents
Fax Documents	Check box to allow remote agent to fax documents
Mail Documents	Check box to allow remote agent to mail documents
Employee will be responsible for submitting	Do not check box so "employee will be responsible for submitting" is not an option
<b>Employee Self Creation:</b>	Not applicable since UC is not using Kiosk option

## Guardian System Administrative Preferences Reference Guide - Miscellaneous

System Preference	UC Decision
<b>Dashboard Preferences:</b>	
Section 2 deadline same as Section 1	Do not check box so Section 2 deadline date is the date used on dashboard for Top Pending I-9s
Do not show announcements to location managers	Not applicable, do not have locations managers (basic user type)
Deadline to inquire into issuance of new SS#	Set at 30 days. This is the deadline to inquire whether the SS# has been issued after an I-9 is completed without a SS#. Tracking will show under "I-9s Needing Further Action" (on Dashboard)
<b>User Logout Preferences:</b>	
Employee Logout URL	<a href="http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html">http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html</a>
HR Logout URL	

## Guardian System Administrative Preferences Reference Guide - Custom Fields

System Option	UC Decision
Hide Custom Fields	Not applicable
Custom fields for employees	Not applicable
Supporting document types	Not applicable



# University of California

## I-9 System Training

### USER ACCOUNT SETUP REFERENCE GUIDE

**Purpose:**

Provides the recommended privileges and permission to provide to your location's system users

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator

**Additional Resources:**

[System Administrative Setup](#)

[User Creation And Maintenance](#)

## **Guardian System User Account Set Up Reference Guide**

The purpose of this Reference Guide is to provide you with the recommended privileges to provide to your location's Guardian System Users (Administrators, Coordinators, and Processors).

Note: There is a system rule in Guardian which prevents changing of first names once a user has been set up. If you need to change the user's first name, you will need to retire the user and create a new account. You can change the last name.

The preferences highlighted in yellow may be modified at the location level.

## Guardian System User Account Set Up Reference Guide - I-9 Processor Privileges

Privilege	UC Decision on Privilege for User
HR Type	Check "Full Featured HR" box to allow user access to all features of Guardian (All UC users will be full featured)
Admin user	Do not check box to hide Administrative Toolbar from user
Can Park Incomplete I-9s	Check box to allow user to park incomplete I-9s
E-Verify access	Check box to allow user to view and process E-verify
Can enter electronic I-9s	Check box to allow user to enter electronic I-9s
Can enter archival paper I-9s	Check box to allow user to enter archival paper I-9s
Can enter new hire paper I-9s	Check box to allow user to enter new hire paper I-9s
User is Default HR	Not applicable to UC since we are using HR Groups
Is allowed to approve I-9s	Check box to allow user to approve I-9's
Is allowed to amend I-9s	Do not check box so user cannot amend I-9s
Is allowed to approve amended I-9s	Do not check box so user is now allowed to approve amended I-9s
Is allowed to exempt issues	Do not check box so user is not allowed to exempt issues on the I-9s
Is a full featured expert	Do not check box so user is not full featured expert
Can view dashboard mini charts?	Check box to allow user to convert dashboard data into mini charts
<b>Reports/Charts &amp; Graphs</b>	<b>Recommendation to provide reports/charts &amp; graphs privileges on a user by user basis</b>
Reports Privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete STANDARD reports
Interactive reports privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete CUSTOMIZED reports
Charts & graphs privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete chart & graph reports
<b>Permissions</b>	<b>UC Decision on Permission for User</b>
Location Permissions	Check "View/Edit All" box if user will have access to all I-9s at your location
	Check "View/Edit Restricted Locations Only" if user will have access only to I-9s within a particular HR Group(s) and specified locations
Group Memberships	Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location

## Guardian System User Account Set Up Reference Guide - I-9 Coordinator Privileges

Privilege	UC Decision on Privilege for User
HR Type	Check "Full Featured HR" box to allow user access to all features of Guardian (All UC users will be full featured)
Admin user	Do not check box to hide Administrative Toolbar from user
Can Park Incomplete I-9s	Check box to allow user to park incomplete I-9s
E-Verify access	Check box to allow user to view and process E-verify
Can enter electronic I-9s	Check box to allow user to enter electronic I-9s
Can enter archival paper I-9s	Check box to allow user to enter archival paper I-9s
Can enter new hire paper I-9s	Check box to allow user to enter new hire paper I-9s
User is Default HR	Not applicable to UC since we are using HR Groups
Is allowed to approve I-9s	Check box to allow user to approve I-9's
Is allowed to amend I-9s	Check box to allow user to amend I-9s
Is allowed to approve amended I-9s	Check box to allow user to approve amended I-9s
Is allowed to exempt issues	Check box to allow user to approve amended I-9s
Is a full featured expert	Location's discretion to determine which Coordinator is Full Featured Expert
Can view dashboard mini charts?	Check box to allow user to convert dashboard data into mini charts
<b>Reports/Charts &amp; Graphs</b>	<b>Recommendation to provide reports/charts &amp; graphs privileges on a user by user basis</b>
Reports Privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete STANDARD reports
Interactive reports privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete CUSTOMIZED reports
Charts & graphs privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete chart & graph reports
<b>Permissions</b>	<b>UC Decision on Permission for User</b>
Location Permissions	Check "View/Edit All" box if user will have access to all I-9s at your location
	Check "View/Edit Restricted Locations Only" if user will have access only to I-9s within a particular HR Group(s) and specified locations
Group Memberships	Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location

## Guardian System User Account Set Up Reference Guide - I-9 Administrator Privileges

Privilege	UC Decision on Privilege for User
HR Type	Check "Full Featured HR" box to allow user access to all features of Guardian (All UC users will be full featured)
Admin user	Check box to provide user with Administrative Toolbar access/edit rights
Can Park Incomplete I-9s	Check box to allow user to park incomplete I-9s
E-Verify access	Check box to allow user to view and process E-verify
Can enter electronic I-9s	Check box to allow user to enter electronic I-9s
Can enter archival paper I-9s	Check box to allow user to enter archival paper I-9s
Can enter new hire paper I-9s	Check box to allow user to enter new hire paper I-9s
User is Default HR	Not applicable to UC since we are using HR Groups
Is allowed to approve I-9s	Check box to allow user to approve I-9's
Is allowed to amend I-9s	Check box to allow user to amend I-9s
Is allowed to approve amended I-9s	Check box to allow user to approve amended I-9s
Is allowed to exempt issues	Check box to allow user to approve amended I-9s
Is a full featured expert	Do not check so user is not full featured expert
Can view dashboard mini charts?	Check box to allow user to convert dashboard data into mini charts
<b>Reports/Charts &amp; Graphs</b>	<b>Recommendation to provide reports/charts &amp; graphs privileges on a user by user basis</b>
Reports Privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete STANDARD reports
Interactive reports privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete CUSTOMIZED reports
Charts & graphs privilege	Check "Create/Edit/Delete" box to allow user to view, create, edit and delete chart & graph reports
<b>Permissions</b>	<b>UC Decision on Permission for User</b>
Location Permissions	Check "View/Edit All" box if user will have access to all I-9s at your location
	Check "View/Edit Restricted Locations Only" if user will have access only to I-9s within a particular HR Group(s) and specified locations
Group Memberships	Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location

# University of California I-9 System Training

## GUARDIAN I-9 SYSTEM MODIFIED TEMPLATES

**Purpose:**

Illustrate the custom help fields and email notifications that have been customized by the Systemwide Administrators

**Audience:**

Implementation Representative, I-9 Administrator, I-9 Coordinator

## Guardian I-9 System Modified Templates

The following system templates have been modified by the Systemwide Administrators to support the University's I-9 process. Templates may be modified further at the location level by the I-9 Administrators.

---

### Custom Help Pop Ups:

Social Security Number Yellow Pop up: "If you do not have a Social Security Number, please enter T" has been added to assist those employees who do not have a Social Security Number given the field is required. (Found in Custom Help under "I-9 Form, Section 1")

#### Social Security #

Your Social Security Number (enter with or without dashes). If you do not have a Social Security Number, please enter T.

Other Names Used Yellow Pop up: "If no other names have been used, please enter N/A." has been added given the field is required. (Found in Custom Help under "I-9 Form, Section 1")

#### Other Names Used

Your Maiden name (family name used prior to marriage) or any other name you have used. If no other names have been used, please enter N/A.

### Email Templates:

Template: Employee Login E-Mail/Password

Initial email received by the employee with account information to complete Section 1. (Found in Templates)

\*\*Each location will need to modify template with location name

#### **Your Guardian I-9 Account Information Enclosed**

DoNotReply@www.perfectcompliance.com

Sent: Thu 1/8/2016 4:23 PM

To: Siena Sarmiento

Retention Policy: UCOP E-Mail Management Policy - Inbox (1 year) Expires: 1/8/2016

Please Note: This E-Mail was sent by Siena Sarmiento. Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <<mailto:sienna.sarmiento@ucop.edu?subject=Re: Your Guardian I-9 Account Information Enclosed>>

Dear Siena,

Welcome to the University of California!

As you may know, UCOP is required by federal law to have the entire Form I-9 completed and signed by your third day of employment in order to establish eligibility to work in the United States.

To make sure your I-9 is completed by the deadline, please log into the I-9 system to complete Section 1.

Your account for the I-9 system has been created as shown below.

Please note that both the login and password are case sensitive!

If you do not receive the password email, please check your spam/junk folder.

Thank You!

Login URL: <https://dweb.perfectcompliance.com>

Login Name: T0002102243

Password: [Sent Separately]

## Guardian I-9 System Modified Templates

### Your Guardian I-9 Password Enclosed

DoNotReply@www.perfectcompliance.com

Sent: Thu 1/8/2015 4:23 PM

To: Siena Sarmiento

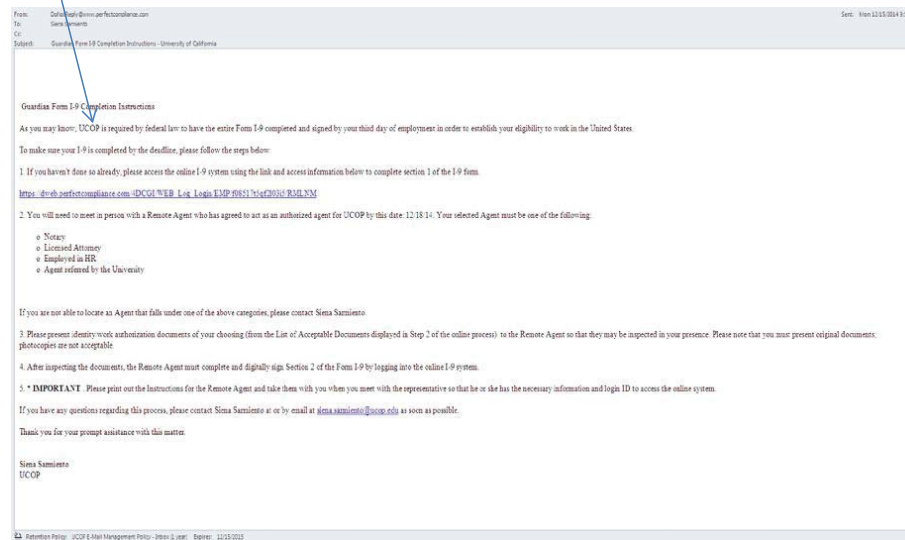
Retention Policy: UCOP E-Mail Management Policy - Inbox (1 year) Expires: 1/8/2016

Please Note: This E-Mail was sent by Siena Sarmiento. Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <mailto:siena.sarmiento@ucop.edu?subject="Re: Your Guardian I-9 Password Enclosed">

Here is the information you requested: Z26cA

Template: Instructions to Employee for completing Section 1 of the I-9 Form  
Initial email received by the **remote** employee instructing them to complete Section 1 and work with a remote agent representative to complete Section 2. (Found in Preferences under Remote Hire: Documents)

\*\*Each location will be prepopulated with their location name



Template: Employee I-9 Completion Email (Found under Templates)

Please Note: This E-Mail was sent by [christine.young@ucop.edu](mailto:christine.young@ucop.edu). Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <mailto:christine.young@ucop.edu?subject="Re: Section 1-9 Completed: Siena Sarmiento">

Reminder Date: 01/08/2015

Date Entered: 01/08/2015

Expiry Date: 01/17/2015

Subject: Section 1-9 Completed: Siena Sarmiento

Employee: Sarmiento, Siena

Description:

Siena Sarmiento has completed Section 1 of their I-9.

Please meet with Siena Sarmiento to complete Section 2.

## Online I-9 System Tools and Resources




## Guardian I-9 System Modified Templates

### System Text:

Adjusted language for consistency purposes

Template: shows after employee has completed Section 1 and is viewing the acceptable documents sheet. (Found in Custom Help under "Acceptable Docs Message")



**Step 2: Review Acceptable Documents**

In preparation for completing Section 2 of the I-9 form when you meet with your location representative or agent, please review the Lists of Acceptable Documents that appear below and be prepared to present 1 original document from List A, or alternatively, a combination of 1 original document from List B and 1 original document from List C.

The I-9 form (as seen below) lists ALL possibly acceptable documents that you may use. However, not all of these documents may be appropriate in all circumstances, depending on how you filled out Section 1 of the I-9 form.

If your employment authorization document from List A / List C or identity document from List B has been lost, misplaced or stolen and you have applied for a replacement document, you may present a receipt from the appropriate government agency for the replacement of the employment authorization document instead of the original document. You will then be granted a 90 day extension to present the original replacement document to your employer once you receive it.

Note: Your employer may not require you to present any specific document(s) from the list. However, if your employer is enrolled in the E-verify program, you are permitted to present a list B document only if it contains a photo.

Template: shows after employee has completed Section 1 and may log out of system. (Found in Custom Help under "Appointment Message 1")



**Step 3: Location Representative Interview & Document Verification**

Now all that remains is meeting with your Location Representative to review your eligibility documents and the final completion of the I-9 form. They will contact you to schedule an appointment.

If you would like to view and/or print a receipt for your electronic I-9, click [here](#).

# University of California I-9 Guardian System Training

## GUARDIAN SYSTEM TERMINOLOGY

**Purpose:**

Provide Guardian system users with definitions of system terms

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator, I-9 Coordinator, I-9 Processor

**Additional Resources:**

[User Creation and Maintenance](#)

## 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	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>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

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

## Guardian System Terminology

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**

# University of California

## I-9 System Training

### I-9 PROCESSING EXAMINING EMPLOYEE DOCUMENTS

**Purpose:**

Provides instruction on examining employee supporting documents

**Audience:**

I-9 Processor

**Additional Resources:**

[USCIS Examining Documents](#)

## I-9 Processing Examining Employee Documents

### Examining Documents

You must examine the documentation your employee presents to complete Section 2 of Form I-9. You are not required to be a document expert. You must accept documents that reasonably appear to be genuine and to relate to the person presenting them. However, if the new employee provides a document that does not reasonably appear to be genuine and relate to them, you must reject that document and ask for other documents that satisfy the requirements of Form I-9.

If Your Employee	You Should	Tips
Provides documentation that reasonably appears to be genuine, relates to the employee, and is on the List of Acceptable Documents	Accept the documentation.	
Provides a document that does not reasonably appear to be genuine or relate to the employee or is not on the List of Acceptable Documents.	Reject the document and ask for other document(s) that satisfy Form I-9 requirements.	The standard is reasonableness. You are not expected to be a document expert.
Writes more than one last name in Section 1, but presents a document from the List of Acceptable Documents that has only one of those last names.	Ask your employee the reason for the difference in the names. If the document reasonably appears to be genuine and to relate to the individual, you may accept the document.	Add a "case note" in the employee record in Guardian explaining the discrepancy.
Presents a document from the List of Acceptable Documents in which his or her name is spelled slightly differently than the name he or she wrote in Section 1.	Ask your employee the reason for the difference in spelling. If it reasonably appears to be genuine and to relate to the individual, you may accept the document.	Ask your employee to use his or her full legal name in Section 1. Ask him or her to do one of the following; Correct Form I-9 and initial the change; provide a different document with the correct spelling; provide you a corrected document.
Provides a document in which the name the employee wrote in Section 1 is completely or substantially different from the name on the document.	Ask the employee the reason for the name change.  If your employee maintains that the name in Section 1 is his or her legal name and you are satisfied that the document reasonably appears to relate to the employee, you may accept the document.	Add a "case note" in the employee record in Guardian explaining the discrepancy.  If the employee voluntarily provides proof of a name change, you should attach a copy in the OnDocs section of the employee record in Guardian.
Provides a document that does not reasonably appear to be genuine and/or to relate to the individual or if he or she cannot present other documents to satisfy the requirements of Form I-9.	The employment may be terminated. (Escalate issue to your Location I-9 Coordinator or CHRO/APD).	

## I-9 Processing Examining Employee Documents

### List A Documents

The documents on List A show both identity and employment authorization. [Employees](#) presenting a List A document should not be asked to present any other document. Some List A documents are in fact a combination of two or more documents. In these cases, the documents presented together count as one List A document.

U.S. Passport or U.S. Passport Card



## I-9 Processing Examining Employee Documents

Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

UNITED STATES OF AMERICA **PERMANENT RESIDENT**

**SPECIMEN** TEST V 01 JAN 1920

**Surname**  
**SPECIMEN**

**Given Name**  
**TEST V**

**USCIS#**  
**000-000-001**

**Category**  
**RE8**

**Country of Birth**  
**Utopia**

**Date of Birth**  
**01 JAN 1920**

**Sex**  
**F**

**Card Expires:** **08/21/07**

**Resident Since:** **08/21/07**

Test V. Specimen

**I-551**  
Rev 02-16-09 **00000001**

**SPECIMEN, TESTV**

DOB: 01/01/20 EXP: 08/21/07

W. SpedmetV CARD# SRC0000000001  
A# 000-000-001

If found, drop in any US Mailbox. USPS: Mail to USCIS, PO Box 82521, Lincoln, NE 68501-2521

**C1USA0000000011SRC0000000001<<**  
**2001012F0708214UTP<<<<<<<<<<6**  
**SPECIMEN<<TEST<VOID<<<<<<<<<<**



## I-9 Processing Examining Employee Documents

Foreign passport that contains a temporary 1-551stamp or temporary 1-551 printed notation on a machine-readable immigrant visa (MRIV) [Note that this document is subject to [reverification](#)]



IJOJ EIOJISEIENT SERVES AS III'WRY I-55I EVJDEI(Jic; PERIWENT RESJDEI(E FOI I Wit

[illegible]

555123ABC6GBR6502056F0412236IFLND00AMS803085



## I-9 Processing Examining Employee Documents

Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status.

This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report. Note: Some individuals who present this List A document, such as certain nonimmigrant students and exchange visitors, must also present [additional documentation](#) in order to prove their work authorization in the [United States](#).

In April 2013, Form I-94 was automated at airports and seaports. CBP no longer automatically provides travelers with a paper copy of Form I-94. Travelers may access Form I-94 information through the [CBP website](#) or may request a paper Form I-94 during the inspection process



Department of Homeland Security

CBP I-94A (1/104)  
Departure Record

Family Name  
**SAMPLE**

First (Given) Name  
**AHMET**

Country of Citizenship  
**PAKISTAN**

20041122 US-VISIT 20050207 MULTIPLE

See Other Side

STAPLE HERE

L1  
12345

DEPARTMENT OF HOMELAND SECURITY  
ADMITTED  
USA  
09/17/2007  
CLASS \_\_\_\_\_  
UNIT \_\_\_\_\_

Birth Date (Day Mo Yr)  
**22, 12, 50**

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

## I-9 Processing Examining Employee Documents

### Additional Documentation Requirements

Some individuals who present a [List A Documents](#), such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the [United States](#).

### Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training

Curricular practical training allows students to accept paid alternative work/study, internships, cooperative education or any other type of required internship or practicum that employers offer through cooperative agreements with the student's school. The training must be related to the student's field of study. A student may begin curricular practical training after the Designated School Official has completed the Form I-20, Certificate of Eligibility for F-1 Students Status endorsement page. The DSO-endorsed Form I-20, Certificate of Eligibility for F-1 Students Status together with the student's Form I-94/94A indicating F-1 nonimmigrant status is evidence of employment authorization.

For [Form I-9](#) purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- The student's unexpired foreign passport
- Form I-20 with the Designated School Official's endorsement for employment on page 3
- A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status

## I-9 Processing Examining Employee Documents

Attactunent A

Page I

U.S. Department of Justice  
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student  
Status – For Academic and Language Students COMB NO. 1115-0051/

Please read lastn.ctioas on Page 2

This page must be completed and signed by U.S. by 12:00 PM on 10/10/2018

SEVIS

Officially Name (surname): _____		For Immigrant Only Use Student's Copy	
First (given) Name: _____		Middle Name: _____	
Country of birth: _____		Date of birth (month/day/year): _____	
Country of citizenship: _____		Admission number: _____	
School (school district) name: _____			
School Official to be notified of student's arrival in U.S. (Name and Title): _____			
School address (include zip code): _____		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Visa Issued pool</div> <div style="width: 45%;">Dole Visa issued</div> </div>	

School code (including 3-digit suffix, if any) and approval date:  
 \_\_\_\_\_ approved on \_\_\_\_\_

Reinstated extension granted to:

3 This certificate is issued to the student named above for:

4 Level of education the student is pursuing or will pursue in the United States:

S. The student named above has been accepted for a full course of study at this school, majoring in \_\_\_\_\_  
The student is expected \_\_\_\_\_ than \_\_\_\_\_  
and complete studies not later than \_\_\_\_\_. The normal length of study is \_\_\_\_\_ months.

6. English proficiency:

7. This school estimates the student's average costs for an academic term of \_\_\_\_\_ (up to 12) months to be:

a. Tuition and fees	\$ _____
b. Living expenses	_____
c. Expenses of dependents	\$ _____
d. Other (specify): _____	\$ _____
Total	\$ _____
	\$ _____

8. This school has information showing the following as the student's means of support, estimated for an academic term of OF \_\_\_\_\_ months. (Use the same number of months given in item 7).

a. Student's personal funds \$ \_\_\_\_\_

b. Funds from this school \$ \_\_\_\_\_  
Specify type: \_\_\_\_\_

c. Funds from another source \$ \_\_\_\_\_  
Specify type: \_\_\_\_\_

d. On-campus employment \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

9. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9  
IT

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(l)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
-------------------------	---	-------	-------------	-------------------------------

I, Student Certification, have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form reflects specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

---

Name of Student	Signature of Student	Date
-----------------	----------------------	------

Name of parent or guardian If student under 18	Signature of parent or guardian	Address (city)	(State or Province) (Country)	(Date)
---	---------------------------------	----------------	-------------------------------	--------

Form 1-20 A-B (Rev. 04-27-85)

For Official Use Only  
Microfilm Index Number

## I-9 Processing Examining Employee Documents

Departure Number

OMB No. 1651-0111

0000000000 00

I-94

Departure Record



14. Family Name

S T U D E N T

15. First (Given) Name

I M A

16. Birth Date (Day/Mo/Yr)

0 1 0 1 7 0

17. Country of Citizenship

A N Y C O U N T R Y

CBP Form I-94 (10/04)

See Other Side

STAPLE HERE

The employer should record the foreign passport and I-94 numbers in Section 2 under List A of Form I-9. Write the [SEVIS number](#) and the program expiration date from Form I-20 in the margin of Form I-9 near [Section 2](#).

### J-1 Exchange Visitors

The [exchange visitor](#) (J) may work legally in the United States if the work is part of his or her approved program (e.g., J-1 teachers, professors, summer camp counselors, summer work travel, au pairs) or if he or she receives permission to work from the official program sponsor (e.g., J-1 students).

The J-1 exchange visitor receives several documents in connection with their program. For Form I-9 purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

The exchange visitor's unexpired foreign passport

Form DS-2019 (*J-1 exchange visitors cannot work after the program end date on this form.*)

A valid Form I-94 or I-94A indicating J-1 nonimmigrant status

A letter or other documentation from the Responsible Officer in the case of a J-1 nonimmigrant student.

## I-9 Processing Examining Employee Documents

### U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 3405-0119  
EXPIRATION DATE: 28/2005  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

1. Family Name: <b>JONES</b>		First Name: <b>Mary</b>		Middle Name: <b>O</b>	Gender: <b>FEMALE</b>	N0000010676	
Date of Birth (mm-dd-yyyy): <b>12-12-1970</b>		City of Birth: <b>Berlin</b>		Country of Birth: <b>GERMANY</b>	Citizenship Country Code: <b>GM</b>	Citizenship Country: <b>GERMANY</b>	
U.S. Address: <b>1234 Main Street Alexandria, VA 22312</b>		Legal Permanent Resident Country Code: <b>GM</b>		Legal Permanent Resident Country: <b>GERMANY</b>	Position Code: <b>114</b>	Position: <b>CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT</b>	
2. Program Sponsor: <b>Pig Farming Institute</b>		Exchange Visitor Program / Number: <b>P-3-10244</b>					
3. Program Official Description: <b>PROFESSOR; SHORT-TERM SCHOLAR; TEACHER</b>							
Purpose of this form: <b>Replace a DS-2019 form (Damaged)</b>							
J. Form Covers Period:		K. Exchange Visitor Category:					
From (mm-dd-yyyy): <b>12-01-2002</b>		TEACHER					
To (mm-dd-yyyy): <b>12-31-2003</b>		Subject Field Code: <b>32.0108</b> Subject Field Code Description: <b>Literacy and Communication Skills</b>					
5. During the period covered by this form, the total estimated financial support (in U.S.\$) is to be provided to the exchange visitor by: Current Program Sponsor (U.S.\$): <b>5777.00</b> DEPARTMENT OF EDUCATION: <b>52,500.00</b> INTERNATIONAL MONETARY FUND: <b>\$3,522.00</b> S.S.F.I.: <b>56,529.00</b>							
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (UNLESS INDICATED):		7. Emily Green		Responsible Officer			
		Name of Official Providing Form <b>3500 Branch Ave Atlanta, GA 20001</b>		Title <b>234-343-3533</b>			
		Address of Responsible Officer or Alternate Responsible Officer		Telephone Number <b>12-09-2002</b>			
		Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy)			
8. Statement of Responsible Officer (or Responsible Sponsor) FOR TRANSFER OF PROGRAM: If five days (mm-dd-yyyy): _____, Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) of Signature _____							
PRE: MINISTRY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(V) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484 AS AMENDED (see item 1 of page 1).				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum Validation Period: 4 years or less)			
The Exchange Visitor in the above program is: 1. <input checked="" type="radio"/> Not subject to the two-year residence requirement based on: <input type="radio"/> Subject to two-year residence requirement based on: A. <input type="radio"/> Government financing and/or B. <input type="radio"/> The Exchange Visitor Skills List and/or C. <input type="radio"/> PL 94-484 as amended (ALL USAID PARTICIPANTS GO TO B-1 AND ALL ALIEN PHYSICIANS SPONSORED BY P-1-450 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT 6-7)				*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Institute (Work) (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) _____ Signature of Responsible Officer or Alternate Responsible Officer			
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(d).							
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document. _____ Signature of Applicant      _____ Place      _____ Date (mm-dd-yyyy)							

DS-2019 (formerly IAP-66)  
IG-2001

Page 1 of 2

The employer should record the foreign passport and 1-94 numbers in Section 2 under List A of Form I-9. Write the SEVIS number and the program expiration date from Form DS-2019 in the margin of Form I-9 near Section 2. For J-1 nonimmigrant students, also note the documentation from the Responsible Officer in the margin near Section 2.

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



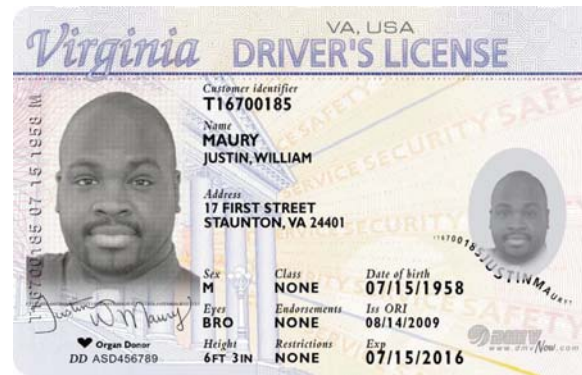
## I-9 Processing Examining Employee Documents

### List B Documents

The documents on List B show identity only. Employees who choose to present a List B document must also present a document from List C for Section 2.

Employees may present one of the following unexpired List B documents:

Driver's license or identification (ID) card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address



ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address



## I-9 Processing Examining Employee Documents

### List C Documents

The documents in List C show employment authorization only. **Employees who choose to present a List C document must also provide a document from [List B](#) for Section 2.**

Employees may present one of the following unexpired List C documents: U.S. Social Security account number card that is unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document:

NOT VALID FOR EMPLOYMENT  
VALID FOR WORK ONLY WITH INS AUTHORIZATION  
VALID FOR WORK ONLY WITH DHS AUTHORIZATION



Certification of Birth Abroad issued by the U.S. Department of State (Form FS- 545)

## I-9 Processing Examining Employee Documents

Certification of Report of Birth issued by the U.S. Department of State (Form DS- 1350)

159- 1018159

UNITED STATES OF AMERICA  
DEPARTMENT OF STATE

Certification of Report of Birth  
of a United States Citizen

This is to certify that the birth of IMA SAMPLE (Child) MALE SEX  
born at DESOLATION (Place) MONGOLIA (Country)  
on APRIL 1, 1996 was registered with the Consular Service of the United States and a  
Consular Report of Birth was issued at BISHKEK, KYRGYZSTAN (City or Consulate)  
on SEPTEMBER 10, 1996 (Date)

FATHER Father MOTHER Mother  
DADDY SAMPLE (Name) MOMMY SAMPLE (Name)  
Date of Birth APRIL 1, 1970 Date of Birth APRIL 1, 1975

CONSULESSA RICE  
Secretary of State  
Ambassador/Officer, Washington, D.C.  
OCTOBER 27, 2005  
Date

FORM NO. 1001

WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the signed seal of the  
office of issuance.

Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

CERTIFICATE OF TITLE RECORD			
STATE OF RHODE ISLAND PROVIDENCE PLANTATIONS			
<b>COPY OF CERTIFICATE OF BIRTH</b> <i>State of Rhode Island</i>			
Name	Date	Location of Birth	
John Doe	Feb. 5, 1912	Newport, R.I.	XXXXXX
The Mother of said Child	Father's Name	Birthplace	Married Name
The Memorial Hospital	John A. Doe	Rhode Island	Rhode Island
John A. Doe	Parents' Residence	Age at Birth	
Newport, R.I.	Newport, R.I.	17	
Where born	Parents' Date of Birth	Sex	
Newport, RI	Jan. 1, 1908	M	
Signature	By	Date	FEB. 5, 1912

I hereby certify that this is a true and exact copy of the document actually registered, and contains no false or misleading information.

NOTARIAL OFFICE, PROVIDENCE      Office of Registrar      SEP 11 1927

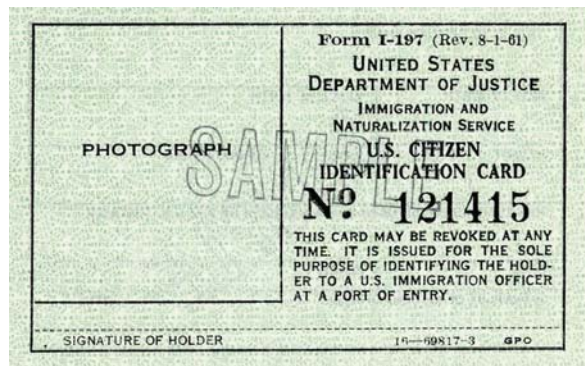
Signature of Registrar

This certificate must be signed by the county assessor, recorder or probate judge, and recorded in the office of the registrar of deeds.

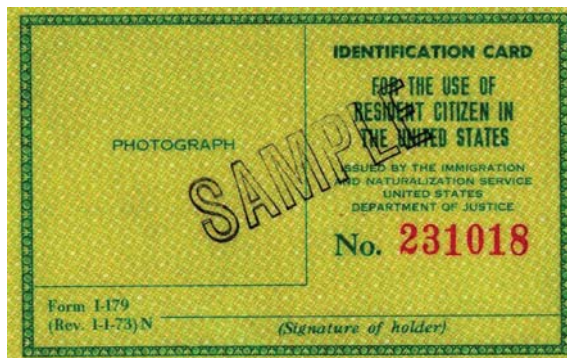
## I-9 Processing Examining Employee Documents

Native American tribal document

U.S. Citizen ID Card (Form I-197)



Identification Card for Use of Resident Citizen in the United States (Form I-179)



### Receipts

Sometimes, your employee will present a "receipt" in lieu of a [List A](#), [List B](#), or [List C](#) document. An acceptable receipt is valid for a short period of time for completion of [Section 2](#) or [Section 3](#) (re-verification) of [Form I-9](#).

**There are only three types of acceptable receipts:**

**A receipt showing that your employee has applied to replace a document that was lost, stolen or damaged.**

Your employee may present a receipt for the application for the replacement of any List A, List B, or List C document. This receipt is valid for 90 days. When it expires, the employee must show you the replacement document for which the receipt was given.

**The arrival portion of Form [I-94/I-94A](#) with a temporary I-551 stamp and a photograph of the individual.**

A lawful permanent resident may present this List A receipt instead of showing their Permanent Resident Card (Form I-551) to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or one year after the issuance date if the stamp does not contain an expiration date. When it expires, your employee must show you their Permanent Resident Card (Form I-551).

**Departure portion of Form [I-94/I-94A](#) with a refugee admission stamp**

A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days. When the receipt expires, your employee must show the employer either an Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card.

**When your employee provides an acceptable receipt, you should:**

Record the document title in Section 2 under List A, List B or List C, as applicable. Write the word "receipt," the document title and number and the last day that the receipt is valid.

## I-9 Processing Examining Employee Documents

### **After the receipt expires, you should:**

Cross out the word “receipt” and any accompanying document number.

Record the number and other required document information from the actual document presented.

Initial and date the change.

You cannot accept a receipt for the application for an initial or renewal employment authorization but can accept a receipt for the application for replacement of a lost, stolen or damaged employment authorization document. You cannot accept receipts if employment will last less than three days.

## I-9 Processing Examining Employee Documents

### Citizenship Status/Document Matrix

	DOCUMENT TYPE	A CITIZEN OF THE U.S.	A NONCITIZEN NATIONAL OF THE U.S.	A LAWFUL PERMANENT RESIDENT	AN ALIEN AUTHORIZED TO WORK
LIST A	U.S. Passport or Passport Card	●	●		
	Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			●	
	Foreign passport with temporary I-551 stamp or printed notation on a MRIV			●	
	Employment Authorization Document (Form I-766)				●
	Foreign passport with Arrival/Departure Record (Form I-94)				●
	Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A				●
LIST B	Driver's License or ID card issued by a U.S. state or outlying possession	●	●	●	●
	ID card issued by a U.S. federal, state or local government agency	●	●	●	●
	School ID card	●	●	●	●
	Voter registration card	●	●	●	●
	U.S. military card or draft record	●	●	●	●
	Military dependent's ID card	●	●	●	●
	U.S. Coast Guard Merchant Mariner Card	●	●	●	●
	Native American tribal document	●	●	●	●
	Driver's license issued by a Canadian government authority	●	●	●	●
	School record or report card (under age 18)	●	●	●	●
	Clinic, doctor or hospital record (under age 18)	●	●	●	●
	Day-care or nursery school record (under age 18)	●	●	●	●
LIST C	Social Security Card *	●	●	●	●
	Certification of Birth Abroad (Form FS-545)	●	●		
	Certification of Report of Birth (Form DS-1350)	●	●		
	U.S. birth certificate (original or certified copy)	●	●		
	Native American tribal document	●	●	●	●
	U.S. Citizen ID Card (Form I-197)	●	●		
	ID Card for Use of Resident Citizen in the United States (Form I-179)	●	●		
	Employment authorization document issued by the U.S. Department of Homeland Security	●	●	●	●



# University of California

## I-9 System Training

ONLINE TRAININGS – AVAILABLE ON THE LMS

### **I-9 Processor Essentials Training:**

This course provides an introduction to the role of the I-9 Processor at the University of California. It demonstrates how to begin using the Guardian system to process the Form I-9 in addition to introducing E-Verify basics. Learners are also provided with tools and resources needed to support them in their role.

#### **Audience:**

Required for all I-9 Processors prior to receiving access to the Guardian system

### **I-9 Administrator/Coordinator Essentials Training**

This course provides an introduction to the roles of the I-9 Coordinator and the I-9 Administrator at the University of California. It demonstrates how to begin using the Guardian system to monitor I-9 compliance as well as manage users and settings within Guardian. Learners are also provided with tools and resources needed to support them in their role.

#### **Audience:**

Required for all I-9 Administrators and Coordinators

### **E-Verify Using Guardian:**

E –Verify is an internet-based system to verify employment eligibility based on information provided by an employee's Form I-9. As a federal contractor, UC must use E-Verify to verify employees whose positions are assigned to a contract/subcontract containing the FAR E-Verify clause. This video demonstrates how to use Guardian to process E-Verify.

#### **Audience:**

Recommended for all I-9 Processors who use E-Verify



# University of California

## I-9 System Training

### ADDITIONAL TUTORIALS

#### **H-1B Portability:**

This tutorial walks through processing an I-9 in the case of H-1B portability which 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.

[H1-B Portability](#)

#### **Amendments:**

This tutorial walks through the process of amending or making corrections to a completed and approved I-9. Amendments to I-9's should be handled at the I-9 Coordinator level.

[I-9 Amendments & Exemptions: General Amendment Usage](#)

#### **Purging I-9's:**

This tutorial walks through the process of purging eligible I-9s. The University follows the 3 to 1 year purging rule. The purging of I-9s is done by the I-9 Administrator.

[Purging I-9's](#)

#### **Resetting Passwords:**

This tutorial walks through the options for resetting user passwords.

[Resetting passwords](#)

#### **Non E-Verify to E-Verify for Existing Employees:**

This tutorial walks through the process of submitting an existing employee to E-Verify in the guardian system.

[Non E-Verify to E-Verify](#)

**Additional quick guides, tools and resources are available on the [I-9 website](#) and the "Tutorials" section of the Guardian system**

# University of California I-9 System Training

## ACADEMIC INFORMATION

### **Academic Year Retroactive Appointment System Walkthrough and Checklist:**

This tutorial walks through processing an I-9 in the case of an Academic Year Retroactive Appointment.

[Academic Year System Walkthrough](#)

[Checklist](#)

### **Draft Language for Remote Agent Instructions:**

Provides draft language to customize remote agent instructions (email received by the remote agent)

[Remote Agent Instructions](#)

**Additional quick guides, tools and resources are available on the I-9 website (hyperlink) and the “Tutorials” section of the Guardian system**

# SYSTEM WALKTHROUGH LAWLOGIX GUARDIAN SYSTEM

I-9 Process Using an  
Example Transaction for AY  
Faculty Retroactive  
Appointment

# **I-9 GUIDANCE FROM OFFICE OF GENERAL COUNSEL NEW EMPLOYEE ONBOARDING AND THE TIMING OF COMPLETION OF FORM I-9**

## I-9 Guidance from Office of General Counsel

1. The I-9 completion “hire” date is triggered by pay or work.
2. For example, when the University appoints a new employee on July 1, but that employee does not perform any work for the University during July, and is not paid until August 1, Form I-9 must be completed within three days of August 1.
3. In contrast, when the University appoints a new employee on July 1, and that employee performs work for the University beginning July 1, the I-9 must be completed within three days of July 1.

## I-9 Guidance from Office of General Counsel

4. The I-9 completion date cannot be backdated.

Related APM Policies

- Per APM [200-24b](#)
- On an exception basis and with suitable justification, the **Chancellor**, Vice President—Agriculture and Natural Resources and Provost and Executive Vice President—Academic Affairs **may approve appointments**, reappointments, merit increases, and promotions within the authorization granted in APM - 200-24-a **retroactively (that is, with the beginning date of service prior to the actual approval)**, subject to the condition that a new appointee must have completed and subscribed to the State Oath of Allegiance on or before the beginning date of service under the terms of appointment.

Related APM Policies

- Per APM 600-4c
- An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders services, i.e., the academic year, from the beginning of the fall term through the end of the spring term, including periods of intersession. Appointees to certain titles may also be appointed to, and render service for, a portion of an academic year, i.e., one semester (paid on a 1/10 basis), one quarter (paid on a 1/9 basis), or two quarters (also paid on a 1/9 basis). **Academic-year appointees that render service during the entire academic year, i.e., nine ten months, do not render service during the summer period but may receive their annual salary in twelve equal installments throughout the calendar year.**



## Example Scenario

- An AY faculty new hire, Christina Professor, has an appointment review approved by the Chancellor on [August 5, 2014](#).
- Christina Professor is sent an appointment letter on [August 10, 2014](#) with an effective start date of [July 1, 2014](#).
- She signed and returned her appointment letter on [August 12, 2014](#).
- The Campus Organization I-9 processor begins processing Christina Professor's I-9 on [August 15, 2014](#).
- Christina Professor's first pay date is [September 1, 2014](#).
- Christina Professor's service begin date is [September 29, 2014](#).

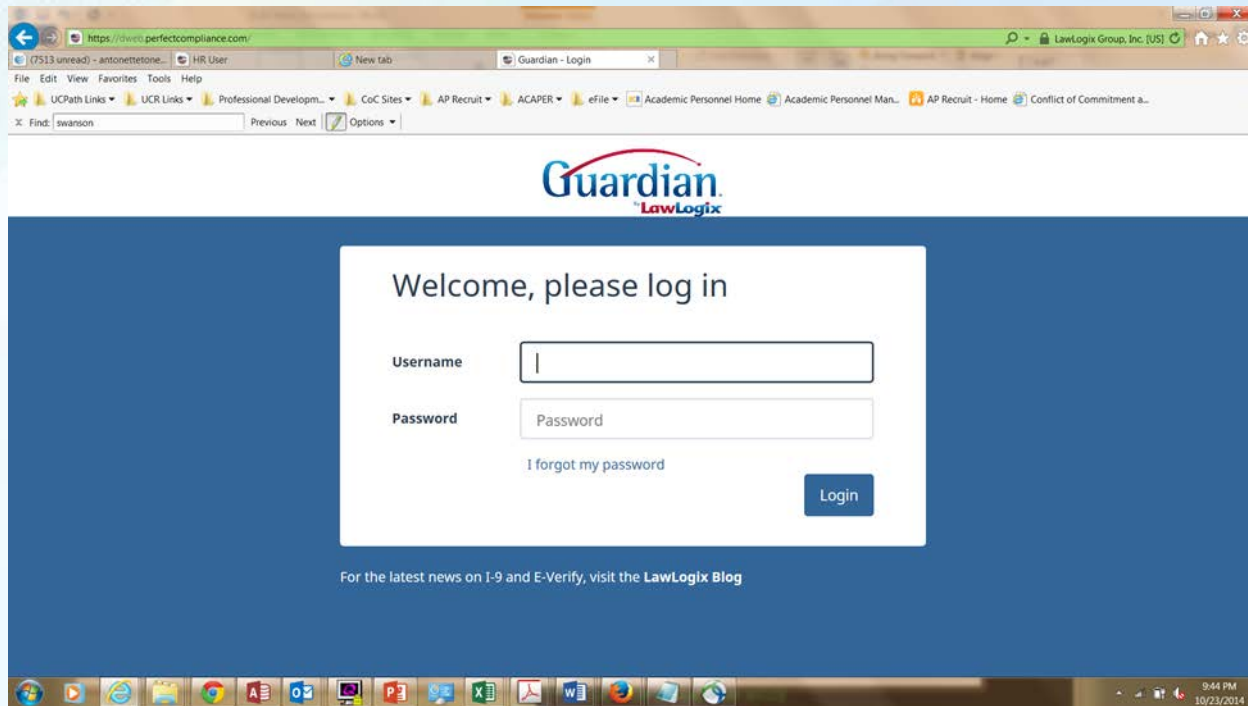
# SCREENSHOT WALKTROUGH IN GUARDIAN SYSTEM

## Roles

- **I-9 Processor's Role**
  - Create New Employee
  - Customize Remote Employee/Remote Agent Emails
- **Remote Employee's Role**
  - Complete I-9 Section 1
  - Prints Remote Agent Instructions
- **Remote Agent's Role**
  - Prepares and Completes I-9 Section 2
  - Sends documents to HR contact
- **I-9 Processor's Role**
  - Adds supporting documents to System
  - Approves I-9
- **I-9 Coordinator's/Administrator's Role**
  - Reviews I-9 and supporting documents
  - Marks I-9 as "Exempt"

# I-9 PROCESSOR ROLE

GUARDIAN LOGIN SCREEN



## I-9 Processor Role

# 1. Select Create New Employee.

The screenshot shows the Guardian I-9 and E-Verify Compliance System dashboard. The interface includes a top navigation bar with various links, a left sidebar with a navigation menu, and a main content area with two tables: 'Top Pending I-9s' and 'Top Pending Re-Verifications'.

**Top Pending I-9s Table:**

Date I-9 Created	Employee Name	Section 1 Deadline	Section 2 Deadline
10/13/2014	Davis, David M.	04/01/2014	04/04/2014
10/17/2014	Undefined,	07/01/2014	07/07/2014
10/18/2014	Undefined,	07/01/2014	07/07/2014
10/08/2014	Gibbons, Sam	07/01/2014	07/07/2014
10/08/2014	Henri Employee, Antonette	07/01/2014	07/07/2014
10/08/2014	Undefined,	07/01/2014	07/07/2014
10/08/2014	Undefined,	07/01/2014	07/07/2014
10/08/2014	Undefined,	07/01/2014	07/07/2014
10/16/2014	Undefined,	08/11/2014	08/14/2014
09/05/2014	Smith, Suzanne	09/05/2014	09/10/2014
09/29/2014	Lester, Jon	09/29/2014	10/02/2014
10/16/2014	Undefined,	10/01/2014	10/06/2014
10/01/2014	Mack, John	10/01/2014	10/06/2014
09/24/2014	Test, Amy	10/02/2014	10/07/2014
09/29/2014	Sogard, Eric	10/05/2014	10/08/2014
10/08/2014	Undefined,	10/07/2014	10/10/2014
10/08/2014	Wayne, Bruce	10/08/2014	10/14/2014
10/08/2014	Undefined,	10/09/2014	10/15/2014
10/01/2014	Doe, ATTestUser	10/10/2014	10/16/2014
10/08/2014	Undefined,	10/10/2014	10/16/2014
10/08/2014	Toney Employee, Antonette	10/10/2014	10/16/2014
10/08/2014	Undefined,	10/15/2014	10/20/2014
10/08/2014	May, Dora	10/15/2014	10/20/2014
10/16/2014	Undefined,	10/17/2014	10/22/2014
10/16/2014	Culbertson, Brian	10/17/2014	10/22/2014

**Top Pending Re-Verifications Table:**

Date I-9 Created	Employee Name	Expiration Date	Days Left
10/19/2014	Professor, Anna	12/01/2014	39
10/14/2014	Gentile, Kim	12/01/2015	404
10/17/2014	Ruis, Veronicalca	01/01/2016	435
10/08/2014	Pan, Peter	06/15/2020	2062

**Left Sidebar Navigation Menu:**

- Dashboard
- My Info
- Employees
- Tasks
- I-9 Forms
- I-9 Instructions
- Reports
- Charts & Graphs
- Announcements
- Calendar
- Tutorials
- Logout

**Top Right Corner:** Type of I-9: Current | Imported  
Create New Employee



I-9 Processor Role

## 2. Select Create Employee created W/O SSN.

UCOP: Toney, Antonette

**Guardian**  
I-9 and E-Verify  
Compliance System

**Minute I-9**

Dashboard  
My Info  
Employees  
Tasks  
I-9 Forms  
I-9 Instructions  
Reports  
Charts & Graphs  
Announcements  
Calendar  
Tutorials

### Create New Employee

UCOP

**Create New Employee**

Social Security No:

Search Cancel

If the employee does not have  
or does not wish to disclose their  
Social Security No. then click:

Create Employee w/o Social Security No

I-9 Processor Role

3. Complete **Create New Employee Form**.
4. Select **Create Employee with Remote Agent**.

UCOP: Torrey, Antonette

**Guardian**  
I-9 and E-Verify  
Compliance System

**Create New Employee**

**New Employee Values**

Social Security Number	Not Given	Location Name	Academic No E-verify
First Name	Christina	Occupation Class	General- UCOP
Middle Name		Preferred Language	English
Last Name	Professor		
Start Date	07/01/2014		
Employee ID			
E-Mail	sylnetbz@stcglobal.net		

**Create Employee with Login** Create a new employee that can login, and notify Employee via E-Mail

**Create Employee without Login** Create a new employee that has no login privileges

**Create Employee with Remote Agent** Create a new employee and I-9 setup for Remote Hire with a Remote Agent

**Cancel** Do not create employee now



## I-9 Processor Role

# 5. Enter Remote Hire/Remote Agent Settings.

The screenshot shows the UCOP Guardian I-9 Processor interface. The browser address bar displays the URL: [https://dweb.perfectcompliance.com/4DCG/Web\\_Access/05087p9kchyzm67hdy8y73f3oz74z0t?WEB\\_PARAMS=un](https://dweb.perfectcompliance.com/4DCG/Web_Access/05087p9kchyzm67hdy8y73f3oz74z0t?WEB_PARAMS=un). The page title is "Remote Hire/Remote Agent Settings".

**Instructions**  
Setting up the Remote Hire/Remote Agent is a two step process.  
In step 1, select the contact HR from the popup menu.  
The Remote Hire HR Contact is simply the company HR that will be indicated as the contact person for either the employee or Remote Agent should any questions come up.  
In step 2, the instructions for the Employee and the Remote Agent should be created. During this process, you will have the opportunity to customize the default documents, and optionally print or e-mail the documents to the Employee.

**Employee Information**

Employee Name:	Professor, Christina
Location:	Academic No E-verify
Date Hired:	07/01/2014

**Responsible Parties**

Please Assign the Remote Hire HR contact from the popup below.

Responsible HR/Group:	Trejo, Ana
Remote Hire HR Contact:	Trejo, Ana (This HR will be listed on the support documents as the point of contact)

**Documents**

Please Create / Edit the Documents for the Remote Agent and Employee

Remote Agent Instructions:	Review Agent Instructions Login
Employee Instructions:	Review Notary Instructions Review Employee Instructions Login

At the bottom of the page, there are buttons for "Update Info", "Go Back", and "Disable Remote Hire Process".

I-9 Processor Role

6. Edit Remote Hire Employee Email Instructions (and the Remote Agent Instructions).
  - a. Change Completion date to a date per OGC Guidance (i.e. completion date within three days of work or pay). *1<sup>st</sup> paydate in the example is September 1, 2014.*
  - b. Add additional narrative to explain why the I-9 completion due date for Christina Professor (an AY Faculty member) is later than the system displayed due date.
7. Send Email to the Remote Hire Employee.

## I-9 Processor Role

### • Steps 6 & 7

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The sidebar on the left contains navigation links: Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The main content area is titled "UCOP: Toney, Antonette" and contains an "E-Mail" section. The "E-Mail" section displays the subject "Guardian Form I-9 Completion Instructions - University of California" and the body text, which includes instructions for completing the I-9 form. A blue arrow points from the "Send or Edit E-Mail" button in the "Details" section to the "E-Mail" section. Another blue arrow points from the "Print Preview" button in the "Details" section to the "E-Mail" section. A third blue arrow points from the "E-Mail" section to the "Details" section.

**Details**

Employee: **Professor, Christina**  
 Date/Time Entered: 03/16/2015 05:57:54.000623 @ 05:57:54  
 Entered By: Toney, Antonette  
 Subject/Reference: Guardian Form I-9 Completion Instructions - University of California  
 To/Regarding: sylhetbiz@sbcglobal.net  
 E-Mail History: This E-Mail has not yet been sent!  
 Send or Edit E-Mail Print Preview

**E-Mail**

Guardian Form I-9 Completion Instructions

As you may know, UCOP is required by federal law to have the entire Form I-9 completed and signed by your third day of employment in order to establish your eligibility to work in the United States. To make sure your I-9 is completed by the deadline, please follow the steps below:

1. If you haven't done so already, please access the online I-9 system using the link and access information below to complete section 1 of the I-9 form.  
[https://dweb.perfectcompliance.com/4DCGIWEB\\_Log\\_Login.EMP10409th97113x86qtRMLNM](https://dweb.perfectcompliance.com/4DCGIWEB_Log_Login.EMP10409th97113x86qtRMLNM)
2. You will need to meet in person with a Remote Agent who has agreed to act as an authorized agent for UCOP by this date: 9/1/14. Your selected Agent must be one of the following:
  - o Notary
  - o Licensed Attorney
  - o Employed in HR
  - o Agent referred by the University

If you are not able to locate an Agent that falls under one of the above categories, please contact Antonette Toney.

You are hired as an academic year faculty member. Academic year faculty are hired as of July 1 but are not required to render service until the start of the Fall Quarter. Per University of California (UC) policy, academic year faculty are eligible in advance of service for salary and benefits effective July 1.

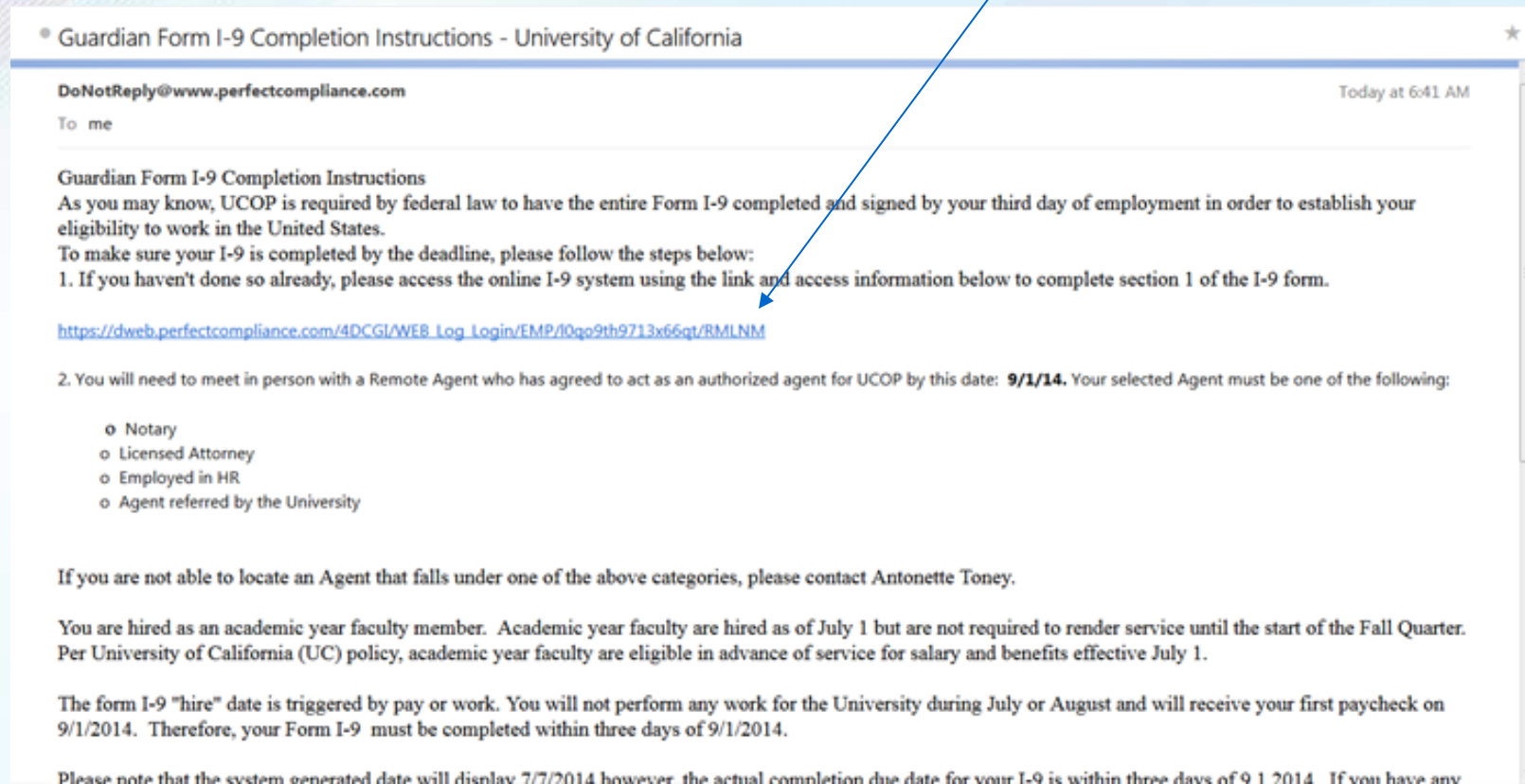
The form I-9 "hire" date is triggered by pay or work. You will not perform any work for the University during July or August and will receive your first paycheck on 9/1/2014. Therefore, your Form I-9 must be completed within three days of 9/1/2014.

Please note that the system generated date will display 7/7/2014 however, the actual completion due date for your I-9 is within three days of 9/1/2014. If you have any questions regarding UC policy, please contact us at the phone or email address below.

# REMOTE EMPLOYEE'S ROLE

## Remote Employee's Role

# 8. Remote Employee Reads Email Instructions and clicks on link to complete I-9 section 1.





## Remote Employee's Role

# 9. Employee completes Section 1 of I-9 form.

UCR Wireless Network ... Welcome - AP Rec... APRecruit: AP Rec... Academic Person... (12482 unread) - s... Step 1 RSpace Documentation for...

LawLogix Group, Inc. (US) https://dweb.perfectcompliance.com/4DCGI/WEB\_Log/Login/EMP/10qo9th9713x66qt/RMLNM#myID

Most Visited Getting Started ACAPER AP Recruit APO Links AT CoC Sites eFile Professional Develop... UCPath Links UCR Links

### UCOP

#### Step 1: Fill out I-9 Form, Section I

Now you are ready to fill in Section I of the I-9 form. Complete instructions can be found [here](#).

[Instructions from your Employer](#)

[Instructions for the Remote Agent](#)

---

07

 **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

▶ **START HERE.** Read [instructions](#) carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)	
Professor	Christina			
Address (Street and Number and Name)	Apt. Number	City or Town	State	Zip Code
123 Mockingbird Lane		Harmony	CA	92879
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address	Telephone Number	
12/12/1975		synetbiz@sboglobal.net		

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):

## Remote Employee's Role

# 10. Employee confirms their identity.

UCR Wireless Network... Welcome - AP Recruit... AP Recruit: AP Recr... Academic Personn... (12482 unread) - s... Step 1 RSpace Documentation for...

LawLogic Group, Inc. (US) https://dweb.perfectcompliance.com/4DCG/WEB\_Menu/1630878124/2020/1626830/2247003/4DWPG\_0316247846606#myID

Most Visited Getting Started ACAPER AP Recruit APO Links AT CoC Sites eFile Professional Develop... UCPATH Links UCR Links

**Please Note**

You must enter your PIN and click the 'Electronically Sign' button to complete Section 11 Please confirm your identity to reveal the PIN.

Warning: The social security number is required by 9 months. New social security number provided to your employee is valid social security number to allow for you to be admitted to UCR for work authorization.

**Please Note**

You must enter your PIN and click the 'Electronically Sign' button to complete Section 11 Please confirm your identity to reveal the PIN.

Warning: The social security number is required by 9 months. New social security number provided to your employee is valid social security number to allow for you to be admitted to UCR for work authorization.

**Last Name**

Your legal last name (or 'Family' Name)

☐ 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)

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:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See [instructions](#))

Signature of Employee:  Date (mm/dd/yyyy):

**Confirm your Identity**

In order to reveal your PIN:

**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.

**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.

☐ First Name **Christina**

☐ Last Name **Professor**

☐ Date of Birth **12/12/1975**

Your PIN: **??**

PIN:

## 11. Employee electronically signs the form.

- a) After checkboxes are selected verifying the name, DOB and attestation, the Pin number is revealed for the employee to enter and electronically sign the form.

UCR Wireless Network ... Welcome - AP Recruit: AP Recruit: AP Recruit: Academic Person... (12482 unread) - s... Step 1 RSpace Documentation for...

LawLogic Group, Inc. (US) https://dweb.perfectcompliance.com/4DCG/WEB\_Menu/1630878124/2020/1626830/2247003/4DWPG\_0316247830180#myID

Most Visited Getting Started ACAPER AP Recruit APO Links AT CoC Sites eFile Professional Develop... UCR Links

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:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See [instructions](#))

Signature of Employee:  Date (mm/dd/yyyy):

**Confirm your Identity**

In order to reveal your PIN:

**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.

☒ First Name **Christina**

☒ Last Name **Professor**

☒ Date of Birth **12/12/1975**

**Step 2:** Please "Click to Accept" and acknowledge your agreement with the following statement:

Your PIN: **9766**

☒ 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.

Electronically Sign

Did you receive assistance in filling out Section 1? ☐ No ☐ Yes



## Remote Employee's Role

# 12. Employee reviews list of acceptable documents.

### UCOP



#### Step 3: Review Acceptable Documents

In preparation for completing Section 2 of the I-9 form when you meet with your company representative or agent, please review the Lists of Acceptable Documents that appear below and be prepared to present 1 original document from List A, or alternatively, a combination of 1 original document from List B and 1 original document from List C. The I-9 form (as seen below) lists **ALL** possibly acceptable documents that you may use. However, not all of these documents may be appropriate in all circumstances, depending on how you filled out Section 1 of the I-9 form.

If your employment authorization document from List A / List C or identity document from List B has been lost, misplaced or stolen and you have applied for a replacement document, you may present a receipt from the appropriate government agency for the replacement of the employment authorization document instead of the original document. You will then be granted a 90 day extension to present the original replacement document to your employer once you receive it.

Note: Your employer may not require you to present any specific document(s) from the list. However, if your employer is enrolled in the E-Verify program, you are permitted to present a list B document only if it contains a photo.

#### LISTS OF ACCEPTABLE DOCUMENTS

##### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

For USCIS guidelines on which documents are acceptable, see this [Chart](#)

Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a (Form PS-545) temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-765)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li>For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form PS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

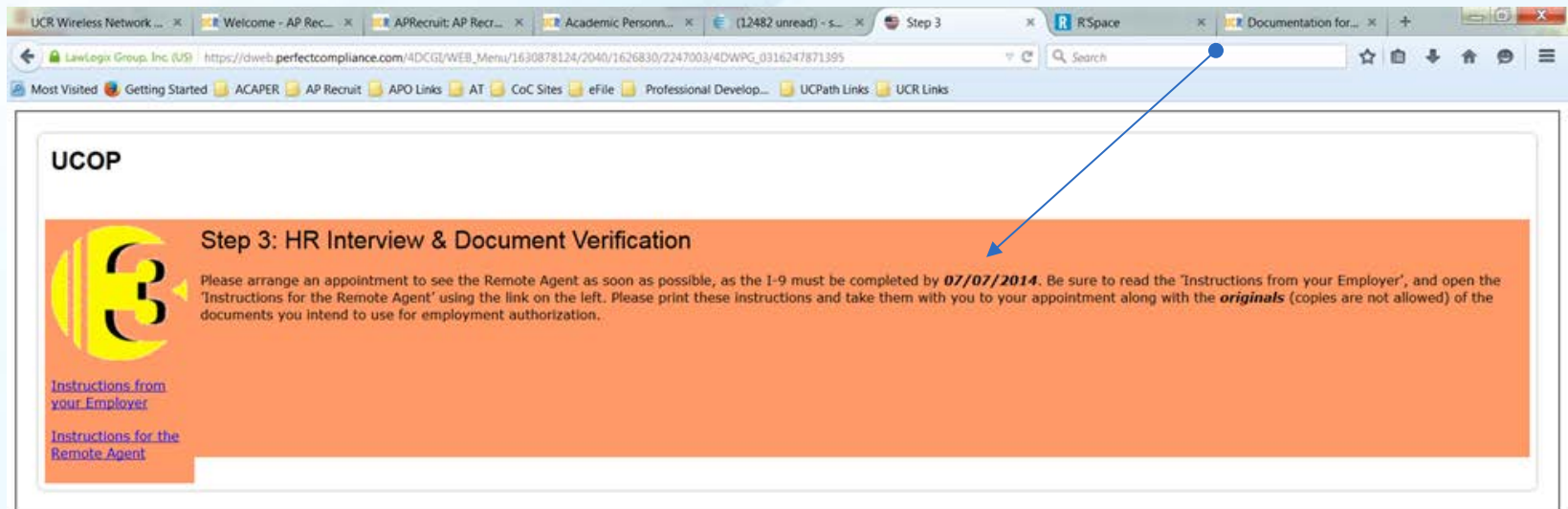
Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

## Remote Employee's Role

# 13. Remote Employee Reviews HR Interview and Document Verification Instructions.

- Please note that the employee is shown the system derived completion date of 7/7/14 which is the deadline if “work” started 7/1/2014. However since this employee is an academic year employee with a “work (service)” start date of 9/29/14, the OGC guidelines are applied and the I-9 completion date is to be completed within three days of pay which is September 1, 2014.



# REMOTE AGENT'S ROLE

## Remote Agent's Role

# 14. Remote Agent Reviews instructions and clicks link to access the system.

### Remote Agent Instructions for Completion of Form I-9

UCOP is an organization that hires employees at remote locations. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986 by requiring employers to complete I-9 Employment Eligibility Forms for all new hires.

The person presenting the I-9 form to you is a remote new hire for our company. Because it is not physically possible for Christina Professor to report to any of our offices to complete this required paperwork, we are asking for your assistance in inspecting the employee's original documents and completing the Form I-9 according to Department of Homeland Security guidelines.

UCOP has adopted a paperless, web-based system for completing an electronic Form I-9 that meets with all federal government requirements. Christina Professor has already started this process by using the electronic system to complete and digitally sign Section 1 of the I-9. We are asking you to act as our agent for the sole purpose of reviewing original documents presented by Christina Professor and completing and digitally signing Section 2 of the Form I-9 by accessing our online system.

Section 2 should be completed for Christina Professor by **September 1, 2014**.

*[Enter text explaining the OGC guidance in lay terms and why the system deadline date of 7/7/14 is different from completion deadline included in this letter.]*

Please use the link below to access the online system.

[https://dwcb.perfectcompliance.com/4DCGI/WEB\\_Login/Login/AGT/a70f1gxwib90psx8](https://dwcb.perfectcompliance.com/4DCGI/WEB_Login/Login/AGT/a70f1gxwib90psx8)

The system provides on screen guidance and instructions on completing this form, as well as links to official government instructions for the I-9.

According to I-9 requirements, an employer or its agent must physically inspect the **original documents** (fax or photocopies are not accepted) and determine whether the documents appear to be genuine and relate to the employee presenting them. We are requesting that copies of the employee's documents be retained by either electronic upload (provided through the system) if possible, or returned along with a printout of the completed and signed Form I-9 to UCOP via mail or FAX at the contact information below. [Optional for Notaries]. In addition, please complete, sign and notarize the Notary Authorization form and return it with the Form I-9 and supporting documents to UCOP at the address below.

UCOP  
or by fax:

If you have any questions, you may contact us at the phone number or email address below.

Thank you for agreeing to act as our agent for I-9 inspection and completion purposes.

Antonette Toney  
UCOP

antonette.toney@ucr.edu



## Remote Agent's Role

# 15. Remote Agent reviews online instructions and views system derived due date. Remote Agent Clicks Edit Section 2.

Remote Agent Control - Google Chrome  
LawLogix Group, Inc. [US] https://dweb.perfectcompliance.com/4DCGI/WEB\_Log\_Login/AGT/pa9r8758b82ws87u

### UCOP

#### Employee Information

Employee Name: **Professor, Christina**  
Date Hired: **07/01/2014**  
I-9 Due Date: **7/7/14**

HR Contact: **[HR]**  
**antonette.toney@ucr.edu**

[Review My Instructions](#)

#### Instructions

**Please make sure all tasks are completed as outlined below for Steps 1, 2 and 3. Your next task to complete is the following:**

**Step 1. Preparing the I-9 Form**

The employee has completed section 1. If you provided translation assistance to the employee please click the **View Prep** button and fill in the details.

Click the **Edit Section 2** button and complete section 2 of the I-9 while examining the original documents that employee presents to you.

**Note:** You cannot specify which documents the employee presents, but you must accept either a single document from list A, or a single document from both Lists B and C. However, since the company is enrolled in the E-Verify program, a list B document is permitted only if it contains a photo.

The system will guide you as to what information from these documents will need to be entered into Section 2. After entering the document information, click the **Check Form** Button on the bottom to allow the system to perform error checking. If there are no errors that appear in red on top of Section 2, you may then proceed to electronically sign Section 2 by clicking on the **PIN** link at the bottom and entering your PIN number.

- You may click the **Edit Section 1** button and review Section 1 that the Employee has already completed and electronically signed.
- Note:** Changes to Section 1 may only be made by the employee and require that the employee electronically re-sign the form.

#### I-9 Form

19 No.: **1416919**

Date Section 1 Completed: **10/23/2014 @ 20:26:04**

Translation Assist Provided: If you provided translation services to the employee, click the **View Prep** button

Date Section 2 Completed:

☐ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

[\[ Review Section 1 \]](#)  
[Edit Section 1](#)  
[View Prep](#)  
[Edit Section 2](#)

#### Notary Affidavit

## Remote Agent's Role

# 16. Remote Agent fills in Section 2.

One Minute I-9 - Google Chrome  
LawLogix Group, Inc. [US] https://dweb.perfectcompliance.com/4DCG/WEB\_Menu/1142995932/8021/1416919/1953439.../agthome/4DWP/1023560512597

### 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 List A OR examine a combination 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.)

Employee Last Name, First Name and Middle Initial from Section 1: Professor, Christina

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment
Document Title: U.S. Passport or Passport Card <a href="#">View Sample Document</a> <input type="checkbox"/> Replacement Receipt		Document Title: None		Document Title: None
Issuing Authority: Department of State Document Number: 648345485 U.S. Passport Number		Issuing Authority: Document Number:		Issuing Authority: Document Number:
Expiration Date (if any)(mm/dd/yyyy): 12/01/2015 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: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):				
Document Title: Issuing Authority: Document Number: Expiration Date (if any)(mm/dd/yyyy):				

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 07/01/2014 (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy):	Title
Last Name (Family Name)	First Name (Given Name)	Notary Public
		Employer's Business or Organization Name

**Please Note**  
Thank you. All required fields have been entered. You may now Electronically Sign this document.  
Warning: Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct.

8:44 PM  
10/23/2014

## Remote Agent's Role

# 17. Remote Agent confirms identity and electronically signs Section 2.

PIN - Google Chrome

LawLogix Group, Inc. [US] | https://dweb.perfectcompliance.com/4DCGI/WEB\_Menu/843165739/8025/6954/1953478/3/agthome/4DWPG\_1024562010695

### Confirm Your Identity

**Note:** Only the company representative named in section 2 may proceed with electronically signing this form.  
If you are not the company representative in section 2, please click [ Close Window ]

**Step 1:** Please enter your name here (last name, first name) exactly as it appears in section 2. By doing so, you are indicating that you are the person listed in section 2 and are providing confirmation (verification) of your identity.

Full Name:   
Johnson, Bob

**Step 2:** Please read and agree to the terms of the following statement in order to reveal your PIN number required to electronically sign section 2 of the I-9 form.

By clicking the **Agree** button, I attest under penalty of perjury that I am the person specified in section 2, and that the act of confirming my identity signifies that I have attached my electronic signature at the bottom of section 2 of this Form I-9.

Issuing Authority:	Issuing Authority:
Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy):  (See [instructions](#) for exemptions)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy):	Title
Last Name (Family Name) Johnson		First Name (Given Name) Bob	Notary Public
Employer's Business or Organization Address Bob's Notary Public		City or Town Riverside	State CA
		Zip Code 92521	

### Confirm your Identity

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 2 of the I-9, and that the act of entering my system PIN [ [Click to Reveal](#) ] and clicking the **Electronically Sign** button signifies that I have attached my electronic signature at the bottom of Section 2 of this I-9 form and in so doing attest as indicated on the Section 2 Authorized Representative Signature line of this Form I-9.

PIN:

3:39 AM  
10/24/2014



## Remote Agent's Role

### 18. Remote Agent reviews and completes section 2 in Step 1.

Employee Name: **Professor, Christina**  
Date Hired: **07/01/2014**  
1-9 Due Date: **7/7/14**

HR Contact: **[HR]**  
**antonette.toney@ucr.edu**

[Review My Instructions](#)

**Instructions**

*Please make sure all tasks are completed as outlined below for Steps 1, 2 and 3. Your next task to complete is the following:*

**Step 1. Preparing the I-9 Form**

The employee has completed section 1. If you provided translation assistance to the employee please click the **View Prep** button and fill in the details.

Click the **Edit Section 2** button and complete section 2 of the I-9 while examining the original documents that employee presents to you.

**Note:** You cannot specify which documents the employee presents, but you must accept either a single document from list A, or a single document from both Lists B and C. However, since the company is enrolled in the E-Verify program, a list B document is permitted only if it contains a photo.

The system will guide you as to what information from these documents will need to be entered into Section 2. After entering the document information, click the **Check Form** Button on the bottom to allow the system to perform error checking. If there are no errors that appear in red on top of Section 2, you may then proceed to electronically sign Section 2 by clicking on the **PIN** link at the bottom and entering your PIN number.

- You may click the **Edit Section 1** button and review Section 1 that the Employee has already completed and electronically signed.
- Note:** Changes to Section 1 may only be made by the employee and require that the employee electronically re-sign the form.

**Form**

19 No.: **1416918** [\[ Review Section 1 \]](#)

Date Section 1 Completed: **10/23/2014 @ 21:57:46** [Edit Section 1](#)

Translation Assist Provided: If you provided translation services to the employee, click the **View Prep** button [View Prep](#)

Date Section 2 Completed: [Edit Section 2](#)

☐ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.



## Remote Agent's Role

### 19. Remote Agent reviews and completes Steps 2 and 3.

Remote Agent Control - Google Chrome  
LawLogix Group, Inc. [US] https://dweb.perfectcompliance.com/4DCGLWEB\_Menu/1329029632/8010/1973/1953478/1416954/4DWPG\_1024562046571

Please retain copies of the identity and work authorization documents presented by the employee.  
Please return these documents to us using one of the methods listed below in Step 3.  
Once the documents have been prepared, click the checkbox in the Step 3 area below indicating that you have prepared the documents for retention.

#### I-9 Form

29 Nov. **1416954** [ [Review Section 1](#) ]

Date Section 1 Completed:	10/24/2014 @ 03:06:45	<a href="#">Edit Section 1</a>
Translation Assist Provided:	If you provided translation services to the employee, click the <b>View Prep</b> button.	
Date Section 2 Completed:	10/24/2014 @ 03:37:56	<a href="#">Edit Section 2</a>

☒ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

#### Notary Affidavit

☒ I am a Notary and I have [Viewed](#), printed and completed the Notary Affidavit.  
- OR -  
☐ I am not a Notary

#### Document Retention

**Documents Accepted**

List A: **U.S. Passport or Passport Card**

List B:

List C:

- 1) Scan & Upload to Us:  
[Upload Document A](#)  
Document/Image not found in OnDocs
- 2) Fax documents to:
- 3) Mail documents to:  
**Antonette Toney**  
UCOP
- 4) Employee will be responsible for submitting documents

☐ A copy of the employee's supporting documents is being provided to the employer in the manner designated above.

## Remote Agent's Role

### 20. Remote Agent reviews completed process.

**Instructions**

*Please make sure all tasks are completed as outlined below for Steps 1, 2 and 3. Your next task to complete is the following:*

**Congratulations! This process is now complete!**

Thank you for your assistance with this I-9 form!

Please be sure that all documents have been sent to us using the method chosen in step 3.

If we have any issues or questions upon reviewing this I-9, we will contact you.

You may now close this window.


**I-9 Form**

29 No. 1 **1416954** [\[ Review \]](#)

Date Section 1 Completed:	10/24/2014 @ 03:06:45	<a href="#">Edit Section 1</a>
Translation Assist Provided:	If you provided translation services to the employee, click the <b>View Prep</b> button	
Date Section 2 Completed:	10/24/2014 @ 03:37:56	<a href="#">Edit Section 2</a>

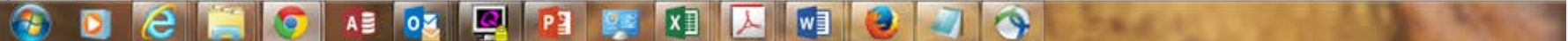
☒ I have [Reviewed](#) the I-9 form, and I certify that to the best of my knowledge it is complete and accurate.

**Notary Affidavit**

 ☒ I am a Notary and I have [Viewed](#), printed and completed the Notary Affidavit.

- OR -

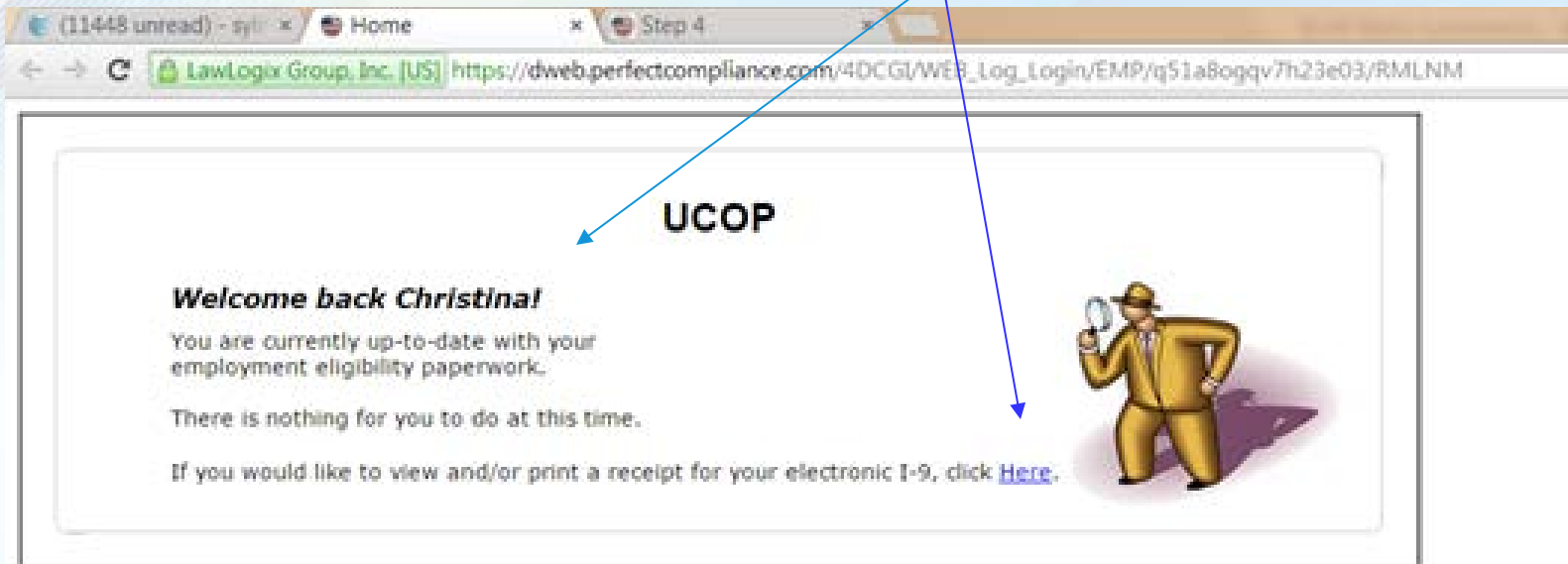
☐ I am not a Notary



# REMOTE EMPLOYEE'S ROLE

## Remote Employee's Role

21. Remote Employee may log back in to [see confirmation screen and to print receipt.](#)



Remote Employee's Role

22. Remote Employee  
views/prints receipt.

I-9 No. 1416919

**Employee Receipt of  
Electronically Filed Form I-9**

This Form I-9 receipt certifies that the individual named below has declared under penalty of perjury that he/she:

- 1) Is the individual specified in Section 1.
- 2) Has completed section 1.
- 3) Has read the Form I-9 Attestation .
- 4) Has attached his/her electronic signature at the bottom of Section 1, thereby attesting as indicated on the Form I-9.

Name of Employer

UCOP

Name of Employee

Professor , Christina

Date section 1 signed

10/23/2014 @ 20:26:04

# I-9 PROCESSOR ROLE



## I-9 Processor's Role

23. I-9 Processor views top I-9's needing approval in Guardian dashboard.

The screenshot displays the Guardian I-9 and E-Verify Compliance System dashboard. The interface includes a navigation sidebar on the left with options like Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The main content area is titled 'Dashboard' and features a 'View: HR' dropdown and a 'Refresh All' button. Below this, there are two tables: 'Top I-9s Needing Approval' and 'Top Pending Re-Verifications'. An arrow points to the first row in the 'Top I-9s Needing Approval' table, which lists Professor Christina with a date of 10/23/2014 and an approval deadline of 07/07/2014.

Date I-9 Created	Employee Name	Employee Start Date	Approval E-Verify Deadline
10/23/2014	Professor, Christina	07/01/2014	07/07/2014
09/29/2014	Paul, Penelope	09/29/2014	10/02/2014
09/29/2014	James, Lebron	09/29/2014	10/02/2014
09/29/2014	Blaw, Joe	09/29/2014	10/02/2014
09/29/2014	October, Autumn	09/29/2014	10/02/2014
10/13/2014	Dan, Elvis	10/15/2014	10/20/2014

Date I-9 Created	Employee Name	Expiration Date	Days Left
10/19/2014	Professor, Anna	12/01/2014	39
10/14/2014	Gentile, Kim	12/01/2015	404
10/17/2014	Russ, Veronica/ella	01/01/2016	435
10/06/2014	Pan, Peter	06/15/2020	2062

## I-9 Processor's Role

24.I-9 Processor adds supporting documents received from remote agent to **OnDocs** tab.

The screenshot displays the UCOP I-9 Processor web application. The browser address bar shows the URL: [https://dweb.perfectcompliance.com/4DCGL/Web\\_Access/05097p9ochyuzm67hdv8v73f36z74z0t?WEB\\_PARAMS=un](https://dweb.perfectcompliance.com/4DCGL/Web_Access/05097p9ochyuzm67hdv8v73f36z74z0t?WEB_PARAMS=un). The page title is "I-9 for Professor, Christina". The "OnDocs" tab is selected, showing a table of uploaded documents. A blue arrow points to the "Subject Reference" column header.

Date Created	Time Created	File Type	Subject Reference
03/16/2015	07:45:30	File: docx	U.S. Passport or Passport Card
03/16/2015	07:20:21	Adobe Acrobat	Employee Receipt #9 No 1626830
03/16/2015	05:57:54	EMAIL	Remote Agent Notary Instructions
03/16/2015	05:57:54	EMAIL	Remote Agent Instructions
03/16/2015	05:57:54	Email	Guardian Form I-9 Completion Instructions - University of California



## I-9 Processor's Role

### 25. I-9 Processor reviews section2 information and confirms document upload.

UCOP: Toney, Antonette

**Guardian**  
I-9 and E-Verify Compliance System

**Minute I-9**

Dashboard  
My Info  
Employees  
Tasks  
I-9 Forms  
I-9 Instructions  
Reports  
Charts & Graphs  
Announcements  
Calendar  
Tutorials  
Logout

**I-9 for Professor, Christina**

View Employee Refresh Update and Go Back Update Info Go Back

**I-9 Overview**

This I-9 is not yet ready for Approval.  
You must Scan/Upload the appropriate supporting document presented in list A, and confirm the successful upload by clicking the check box.

**I-9**

I-9 No. **1,626,830 (Primary)** Version: **3/8/13**  
Type: **Electronic I-9** Expires:  
Responsible: **Trejo, Ana** Date Completed: **03/16/2015**  
Date approved:

**Section 2**

**Professor, Christina** Signed: **Notary Public**  
Hired: 07/01/2014 03/16/2015 @ 07:16:28 View Section 2

**U.S. Passport or Passport Card Note:** Document Retention Required. [Upload Document]

Documents

☐ I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.  
**Document/Image not found in OnDocs**

**Print Center**

View Employee Prepare/Translator State

## I-9 Processor's Role

26. I-9 Processor reviews information and clicks **Mark Approved**.

UCOP: Toney, Annette

### Guardian I-9 and E-Verify Compliance System

## I-9 for Professor, Christina

View Employee Refresh Update and Go Back Update Info Go Back

**I-9 Overview**

**This I-9 is ready for Approval.**  
Before clicking the **Mark Approved** button, you should click the **Review the I-9** link to review the final I-9 for mistakes. Please check the documents provided by the employee and compare the information on those documents against the completed I-9.  
You can correct errors in Sections I and II by viewing those sections and making changes. Changes to Section I will require the electronic signature of the employee.  
Once approved, this form will be permanently locked, and its' data will be sent to E-Verify. Any further changes will require either additional Section III entries or an entirely new I-9 form.

**I-9**

I-9 No: **1,626,830 (Primary)** Version: **3/8/13**  
Type: **Electronic I-9** Expires:  
Responsible: **Trejo, Ana** Date Completed: **03/16/2015**  
Date approved:

**Mark Approved**

**E-Verify**

**E-Verify** Employee is eligible for E-Verify

**Print Center**

View I-9 Employee Receipt Prepare/Translator Receipt State Affidavit

## I-9 Processor's Role

27. I-9 Processor reviews information and clicks [Approve this I-9](#).

The screenshot displays the Guardian I-9 Processor web application. The main heading is "I-9 for Professor, Christina". The interface includes a sidebar with navigation links such as Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The main content area is titled "Approve I-9" and contains the following sections:

- Instructions:** A text block providing guidance on approving the I-9 form, including a note to review the form completely before approval and a link to "Review the I-9".
- Status:** A message stating "Employee is eligible for E-Verify." with a "View I-9" link.
- I-9 OnDocs:** A table listing documents associated with the I-9 form.

The "Approve This I-9" button is highlighted with a blue arrow, indicating the action to be taken.

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
03/16/2015	07:45:30	File: docx	U.S. Passport or Passport Card	11.0
03/16/2015	07:20:21	Adobe Acrobat	Employee Receipt #9 No 1626830	21.5
03/16/2015	05:57:54	EMAIL	Remote Agent Notary Instructions	0.0
03/16/2015	05:57:54	EMAIL	Remote Agent Instructions	0.0
03/16/2015	05:57:54	EMAIL	Guardian Form I-9 Completion Instructions - University of California	0.0

# I-9 COORDINATOR'S /ADMINISTRATOR'S ROLE



## I-9 Coordinator's/Administrator's Role

### 28. I-9 Processor reviews issues tab and exempts warning message.

The screenshot shows a web browser window with the URL `ps://dweb.perfectcompliance.com/4DCGI/Web_Access/27527wt0yfkdc253kda4u591lg10s1`. The browser's address bar shows "LawLogix Group, Inc. [US]". The page title is "I-9 for Professor, Christina". The page has a navigation bar with tabs: Details, OnDocs, Issues, and Amendments. The "Issues" tab is selected. Below the tabs, there is a table with columns: Class, Type, Section, Item, Explanation, and Status. The table contains one row with the following data:

Class	Type	Section	Item	Explanation	Status
I-9	Warning	Section II	Date Hired	Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct.	[ Valid ]

A blue arrow points from the top right of the page to the "[ Valid ]" link in the Status column of the table.

I-9 Coordinator's/Administrator's Role

29. I-9 Processor reviews exemption history for AY faculty.

The screenshot shows the Guardian I-9 and E-Verify Compliance System interface. The main window displays the I-9 for Professor Christina Toney, Antonette. A pop-up window titled "Issues Exemption History" is open, showing a warning message: "(I-9) [Exempted] by Toney, Antonette , 2014-10-24 @ 04:01:12: I-9 Warning, Date Hired: Section 2 has been signed after the employee's I-9 completion deadline. Please verify that the employee's start date in Section 2 is correct." The background interface includes a sidebar with navigation links like Dashboard, My Info, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Charts & Graphs, Announcements, Calendar, Tutorials, and Logout. The top navigation bar includes links like UCPath Links, UCR Links, Professional Developm..., CoC Sites, AP Recruit, ACAPER, eFile, Academic Personnel Home, Academic Personnel Man..., AP Recruit - Home, and Conflict of Commitment a... The bottom status bar shows the date and time as 4:03 AM 10/24/2014.

# END WALKTHROUGH

## **GUARDIAN LAWLOGIX SYSTEM**

### ***System Walkthrough- Checklist Outline for setting up an I-9 for an AY Retroactive Appointment who is hired remotely***

#### **I-9 Processor Role**

1. Select Create New Employee on I-9 Processor Dashboard
2. Select Create Employee created W/O SSN
3. Complete Create New Employee Form
4. Select Create Employee with Remote Agent
5. Enter Remote Hire/Remote Agent Settings
6. Edit Remote Hire Employee Email Instructions (and the Remote Agent Instructions).
  - a. For Retroactive AY Hires, Change Completion date to a date per OGC Guidance (i.e. completion date within three days of work or pay). 1st paydate in the example is September 1, 2014.
  - b. Add additional narrative to the email to explain why the completion deadline date in the instruction letter is different from the system derived deadline date.
7. Send Email to the Remote Hire Employee

#### **Remote Hire Employee Role**

8. Remote Employee Reads Email Instructions and clicks on link to complete section 1.
9. Employee completes Section 1 of I-9 form
10. Employee confirms their identity.
11. Employee electronically signs the form.
  - a. After checkboxes are selected verifying the name, DOB and attestation, the Pin number is revealed for the employee to enter and electronically sign the form.
12. Employee reviews list of acceptable documents.

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



## **GUARDIAN LAWLOGIX SYSTEM**

### ***System Walkthrough- Checklist Outline for setting up an I-9 for an AY Retroactive Appointment who is hired remotely***

13. Remote Employee Reviews HR Interview and Document Verification Instructions.
  - a. Please note that the employee is shown the system generated completion date of 7/7/14 which is the deadline if “work” started 7/1/2014. However since this employee is an academic year employee with a “work (service)” start date of 9/29/14, the OGC guidelines are applied and the I-9 completion date is to be completed within three days of pay which is September 1, 2014.
  - b. Remote Employee obtains instructions for the remote agent via link in “employee dashboard”

#### **Remote Agent Role**

14. Remote Agent Reviews instructions and clicks link to access system
15. Remote Agent reviews online instructions Clicks Edit Section 2
16. Remote Agent completes Section 2
17. Remote Agent confirms his/her identity and electronically signs Section II
18. Remote Agent reviews and complete section 2 in Step 1
19. Remote Agent completes Step 2 and 3–Notary Affidavit and Step 3-Document Retention
20. Remote Agent reviews completed process

#### **Remote Employee Role**

21. Remote Employee may log back in to see confirmation screen and to print receipt.
22. Remote Employee views/prints receipt.

#### **I-9 Processor Role**

23. I-9 Processor top I-9’s needing approval from dashboard
24. I-9 Processor adds supporting documents received from Remote Agent to OnDocs tab.
25. I-9 processor reviews section 2 information and confirms document upload.

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

## **GUARDIAN LAWLOGIX SYSTEM**

### ***System Walkthrough- Checklist Outline for setting up an I-9 for an AY Retroactive Appointment who is hired remotely***

- 26. I-9 processor reviews information and clicks Mark Approved
- 27. I-9 process clicks Approve this I-9
- 28. I-9 processor reviews issues tab and exempts warning message
- 29. I-9 processor reviews exemption history for AY faculty appointee

## Draft language to include in Remote Agent Instructions

Section two should be completed for <Firstname Lastname> within three days of September 1st, 2014.

<Firstname Lastname> is hired as an academic year faculty member. Academic-year faculty are hired as of July 1 but they are not required to render service until the start of the fall quarter. Per University of California (UC) policy, academic-year faculty are eligible in advance of service for salary and benefits effective July 1.

The form I-9 "hire" date is triggered by pay or work. <Firstname Lastname> will not perform any work for the University during July or August and will receive her first paycheck on 9/1/2014. Therefore, the Form I-9 for <Firstname Lastname> must be completed within three days of 9/1/2014.

Please note that the system generated date will display 7/7/2014 however the actual completion due date for <Firstname Lastname> is within three days of 9/1/2014. If you have any questions UC Policy, please contact us at the phone or email address below.

### **Draft Language to include in AY Faculty Remote Employee's email instructions.**

You are hired as an academic year faculty member. Academic year faculty are hired as of July 1 but are not required to render service until the start of the Fall Quarter. Per University of California (UC) policy, academic year faculty are eligible in advance of service for salary and benefits effective July 1.

The form I-9 "hire" date is triggered by pay or work. You will not perform any work for the University during July or August and will receive your first paycheck on 9/1/2014. Therefore, your Form I-9 must be completed within three days of 9/1/2014.

Please note that the system generated date will display 7/7/2014 however, the actual completion due date for your I-9 is within three days of 9/1/2014. If you have any questions regarding UC policy, please contact us at the phone or email address below.

# University of California I-9 System Training

## I-9 PROCESSING FREQUENTLY ASKED QUESTIONS

**Purpose:**

To provide answers to frequently asked questions pertaining to the I-9 processing and utilizing the Guardian System

**Audience:**

Implementation Representative, Training Lead, I-9 Administrator, I-9 Coordinator, I-9 Processor

## Online I-9 Processing Frequently Asked Questions

### GENERAL QUESTIONS

Q. What system does the University use to process I-9's?

A. The University uses the Guardian System by LawLogix to process I-9s for new hires, rehires, reverifications and transfers

Q. How do I get access to Guardian to begin processing I-9s?

A. Contact your Location's I-9 Coordinator to gain access to the system. You must complete the I-9 Processor Essentials Training before receiving access to the system.

Q. I am an I-9 Processor. Who do I contact if I forgot my Guardian password?

A. Contact your Location's I-9 Administrator and they will reset your password.

Q. Who do I contact if the Guardian System is down?

A. Contact the Systemwide Administrators at [I9Administrator@ucop.edu](mailto:I9Administrator@ucop.edu)

Q. How do we complete an I-9 for employees without internet or computer access?

A. Some employees may be unable to complete Section 1 of the form I-9 electronically. Alternatively, employees may complete Section 1 and Section 2 with the I-9 Processor on their first day.

Q. How do we complete an I-9 for employees without an email address?

A. Some employees may be unable to complete Section 1 of the form I-9 electronically. Alternatively, employees may complete Section 1 and Section 2 with the I-9 Processor on their first day

Q. What languages are available for the Form I-9 in Guardian?

A. The Form I-9 is available in English and in Spanish. The Spanish version may be used as a translation guide, the English version must be completed and retained.

Q. Can the I-9 process be completed prior to the employee's first day of work?

A. Yes, as soon as an offer is accepted, the I-9 process may be completed.

Q. What do I do if the employee's start date changes sometime during the I-9 process?

A. Adjust the start date on the I-9 Details tab in Guardian and make sure it matches the employee's profile on the employee's Job Details tab. If the I-9 is already approved and needs to be changed, contact your I-9 Coordinator to "amend" the I-9.

Q. Under what circumstances would I complete Section 3 of the I-9?

A. You would complete Section 3 of the I-9 for the following reasons:

- A change to identity information (such as a legal name change) for a current employee
- If the employee's employment authorization has expired and they are presenting new documentation
- If you rehire an employee within three years of the date that the original I-9 was signed

## Online I-9 Processing Frequently Asked Questions

### E-VERIFY

Q. Who is subject to E-Verify?

A. New and existing employees who are assigned to and performing substantial work on a qualified federal contract/subcontract that contains the Federal Acquisition Regulation (FAR) clause also known as the E-Verify clause.

Q. How do I E-Verify an existing employee?

A. If the employee's I-9 is in Guardian, change the Location to the E-verify location, submit to the FAR Queue and then send to E-Verify. If the employee's I-9 is not in Guardian then, add an archival I-9 using the E-Verify location and follow the steps to E-Verify an employee.

Q. Who is responsible for performing the E-Verify process?

A. The I-9 Processor will complete the E-Verify process for applicable employees.

Q. If the Form I-9 is complete, how do you run a case in E-Verify for an employee who has a future hire date? Do you date ahead?

A. Creating a case in E-Verify is contingent on the Form I-9 being complete. Employers can enter an anticipated start date in E-Verify as the hire date; future dates are acceptable.

## Online I-9 Processing Frequently Asked Questions

### REMOTE HIRES

Q. What is a Remote Hire?

A. An employee who will be paid by the University but will not physically work at or in proximity to a UC location or will not be physically present at the University at the time he or she is initially hired.

Q. What happens if an employee that is set up as a remote hire in Guardian decides to come in person to complete their I-9?

A. You can retrieve the employee profile in the Guardian System and complete Section 2 as you would for a non-remote hire.

Q. Is a remote hire required to use a specific remote agent to complete Section 2 on the University's behalf?

A. For remote hires, the University is not pre-defining remote agent representatives; however the remote agent must be either: a notary, a licensed attorney, employed in Human Resources or an agent referred by the University

Q. I setup an employee in Guardian to complete their I-9 in person but now they need to complete it remotely. What do I do?

A. If an employee record was already created and there is a pending I-9, delete the pending I-9 and "Create a New Employee with Remote Agent".

Q. A remote agent completed the I-9 for a Remote Hire but when the I-9 Processor reviews the Form I-9 it is found to be incomplete or has errors. What should the I-9 Processor do at that point?

A. The I-9 Processor should immediately contact the Remote Agent to make the necessary corrections. If the issues remain unresolved, the I-9 Processor should contact their I-9 Coordinator for further guidance.

## Online I-9 Processing Frequently Asked Questions

### SCANNING I-9 DOCUMENTATION

Q. What is the preferred equipment for scanning documents to be uploaded into Guardian?

A. The Lexmark scanner that integrates with Guardian is the preferred equipment.

Q. What are the benefits of using a Lexmark scanner that integrates with the Guardian system?

A. The Lexmark scanner and the Guardian integration allows you to scan original documents directly into your employee's electronic record through a secure and consistent document retention method.

Q. If your location will not be using the recommended Lexmark Scanner to scan and upload documents, what security measures should be followed when using other network scanners?

A. Please refer to the [Security Measures for Scanning I-9 Backup Documentation](#) for detailed guidance. You can also consult with your local information Security Dept.



## Online I-9 Processing Frequently Asked Questions

### SEPARATED EMPLOYEES

Q. What happens if a new employee completes Section 1 and then does not start work for the University?

A. Retrieve the employee's I-9 Form from the pending status and park it as an incomplete I-9. This way you can track the history.

Q. What happens if a current employee is separated?

A. Enter a termination date in the employee I-9 profile so the I-9 can be purged following the legal guidelines. The I-9 Administrator will monitor purging I-9 documents in the system.

## Online I-9 Processing Frequently Asked Questions

### SYSTEM QUESTIONS

Q. Does the Guardian System track employees needing reverification?

A. Yes, the Guardian system tracks the work authorization expiration dates and sends notifications to the I-9 Processors beginning 120 days before the expiration date (with subsequent notifications).

Q. How do you upload a paper I-9 into the Guardian System?

A. For a current UC employee, begin a new I-9 and select the “Archival I-9” option. For a new hire whose I-9 is completed using the paper form, you will begin a new I-9 and select the “New Hire Paper I-9” option.

## Online I-9 Processing Frequently Asked Questions

### TRAINING

Q. Where can I find training on how to use Guardian to process I-9's?

A. Training and other resources are available in your location's Learning Management Site. In addition, there are tutorials in the "Tutorials" library in the Guardian System as well as on the [I-9 Information Site](#).

Q. I am an I-9 Processor. Is it mandatory that I take training prior to using the Guardian System?

A. Yes you must complete the "I-9 Processor Essentials" training prior to using Guardian?

Q. I am an I-9 Coordinator. Is it mandatory that I take training prior to using the Guardian System?

A. Yes, you must complete both the "I-9 Processor Essentials" and the "I-9 Administrator/Coordinator Essentials" training prior to using Guardian.

Q. Are there ongoing I-9 webinars available to I-9 Processors so they can stay up to date on I-9 compliance?

A. Each location will receive announcements for upcoming live webinars hosted by LawLogix which are available to all University employees.

### TECHNOLOGY

Q. What are the system requirements for using the Guardian System?

A. The system requirements are as follows:

***Operating System:***

Windows: Windows XP SP3

OSX 10.6

***CPU:***

Pentium Core 2 Duo or Athlon X2 at 2.4 GHz

Memory: 1 GB RAM

Q. Are there browser restrictions when using the Guardian System?

A. Yes. The browser requirements are as follows:

***Browsers:***

Internet Explorer 8 or higher

Safari 5.0.5 or higher

Chrome 5 or higher

FireFox 12 or higher

- All browsers must have Javascript and Cookies enabled
- Earlier browser versions do not support HTML5. As a result, users attempting to utilize Guardian with an older browser may encounter display or functionality issues

## **TRANSFERRING EMPLOYEE PROCESS**

Q. What is the process for transferring the Form I-9 when an employee transfers from one location to another (including Lawrence Berkeley and Lawrence Livermore Labs)?

A. If there is an electronic I-9 in the Guardian System, a transfer request will be sent to the System-wide Administrator who will transfer the I-9 to the new location. If there is no electronic I-9, the paper I-9 should be sent to the new location for entry into Guardian.

Q. What if the new location does not have Guardian?

A. The transfer location will print and send a PDF copy of the I-9 to the new location.

Q. What is the procedure in the unlikely event the original I-9 cannot be found?

A. The employee will need to complete a new I-9 with their new location.

## Online I-9 Processing Frequently Asked Questions

### NON US CITIZEN EMPLOYEES

Q. Will the Guardian system accept an Individual Taxpayer ID number (ITIN) in lieu of a Social Security Number?

A. ITINs are for federal tax reporting only, and are not intended to serve any other purpose. An ITIN does not authorize work in the U.S. An ITIN is a nine-digit number that always begins with the number 9 and therefore the Guardian system will not accept it since it is out of the range of valid SSNs.

Q. How is the I-9 completed for a new employee who is on an F-1 student or J-1 visa exchange visitor visa?

A. Employees in these categories must present additional documentation that proves their eligibility to work in the United States. Please refer to the tutorial located on the [I-9 Information Site](#).

Q. What is H-1 Portability?

A. H-1 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 a I-129 Change of Employer (COE) Petition is filed with USCIS.

Q. How do I process the I-9 for an employee with H-1 Portability?

A. Please refer to the tutorial located on the [I-9 Information Site](#).

Q. How is the Form I-9 completed for employees with valid and pending Deferred Action for Childhood Arrival ("DACA") applications?

A. Approved DACA applicants are issued Employment Authorization Document ("EAD") cards by USCIS for up to two (2) years at a time. Like all other employees, the DACA employee must complete and sign a Form I-9 within 3 days of hire. The employer is responsible for documenting the EAD and its validity dates on the Form I-9, under Section 2. The employer should not request additional documentation to confirm DACA status, the EAD card is sufficient.

Q: Can a state issued Driver License that is issued to an undocumented immigrant be used as a list B document for I-9 purposes?

A: This type of Driver's License can be used as a valid List B document for I-9 purposes along with a valid List C document even though it may have an annotation such as "Not to Be Used for Federal Identification", "Not Valid for Identification" or "Driving Privileges Only." Despite this rule employers cannot hire someone if they have actual or constructive knowledge that they are not authorized to work in the U.S.

# University of California I-9 System Training



Additional I-9 Processing information is available on the [I-9 Website](#)

Please contact the [I-9 Systemwide Administrators](#) or [LawLogix Support](#) if you have any questions

Happy I-9 Processing!