GUARDIAN
I-9/E- VERIFY 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

1. Location Hiring Representative triggers on-boarding process.*

2. Employee is a new hire or rehire with more than three years since last employment with UC.

3. Location creates employee profile in Guardian, triggering email to employee.

4. Employee completes Section 1 of I-9 on or before first day of work.

5. Employee arrives at work. Location and Employee complete Section 2 of I-9 within 3 business days of start date.

6. If new position requires E-Verify, Location completes in Guardian.

2b. Employee is a remote hire.

3b. Location creates employee profile and triggers remote agent email instructions to employee.

4b. Remote Agent works with employee to complete Section 2. Section 2 is then sent to location for approval.

2c. Employee is a rehire within three years of last employment with UC or Reverification of employee.

3c. Location completes Section 3 in Guardian. If no electronic I-9 exists, upload a paper I-9 form.

2d. Employee is a transfer employee.

3d. Systemwide Administrator completes transfer in Guardian system. If no electronic I-9 exists, Location uploads paper I-9 form.

*Job offer accepted, employee is informed of I-9 process.
Form I-9 Process: B. Rehire Within 3 Years

- Position Management may differ by location
- Position funding is subject to E-Verify

1. Receives notification that I-9/E-verify is required
2. Provides employee with vendor information and informs I-9 Processor to start I-9
3. Receives notification to meet to provide documents for Section 3
4. Paper Completes Archival I-9 Process
5. Saves employee profile
6. Updates dashboard
7. Sends notification to employee to meet to complete Section 3
8. Completes Archival I-9 Process
9. Completes Section 3 with employee, submits E-Verify (If applicable)
10. Sends notification to employee to meet to complete Section 3
11. Completes Section 3 with employee, submits E-Verify (If applicable)
12. Completes Section 3 with employee, submits E-Verify (If applicable, applicable document)
13. Completes Section 3 with employee, submits E-Verify (If applicable, applicable document)
14. Sends notification to employee to meet to complete Section 3

PPS:
- Sends notification to employee to meet to complete Section 3
- Receives notification to employee to meet to complete Section 3

If I-9 date is greater than 3 years, refer to the A. New Hire map.
If the employee decides to come onsite to complete Section 2 with I-9 Processor follow A. New Hire process map.

1. Receives notification from employee with I-9 and instructions for remote agent.
2. Provides remote agent instructions to complete Section 2.
3. Completes Section 2.
4. Completes employee profile.
5. Completes Section 1 and updates Dashboard.
6. Completes Section 1, and updates Dashboard.
7. Completes Section 1, and updates Dashboard.
8. Completes Section 1, and updates Dashboard.
9. Completes Section 1, and updates Dashboard.
10. Completes Section 1, and updates Dashboard.
11. Completes Section 1, and updates Dashboard.
12. Completes Section 1, and updates Dashboard.
13. Completes Section 1, and uploads document(s).
14. Completes Section 1, and uploads document(s).
15. Completes Section 1, and updates Dashboard.
16. Completes Section 1, and updates Dashboard.
17. I-9 and E-Verify completion dates are saved.
18. Completes Section 1.

Position Management may differ by location. Will notify of E-Verify if position funding is subject to E-Verify.

Section 1 must be completed on or before 1st day of employment.

Section 2 must be completed within 3 days of employment date.
Form I9 Process: E. Re-Verification

1. Employee's I-9 work authorization document requires re-verification

2. Re-verification to meet to provide documents for Section 3

3. Completes Section 3 with employee and uploads document(s)

4. Sends notification to employee to meet to complete Section 3

5. Completes Section 3 with employee and uploads document(s)

6. Emails Section 3 notification to employee

7. Completes Archival I-9 Process

8. Enters I-9 information in PPS

9. I-9 information is saved

Employee

Guardian

PPS

Location

Guardian

Employee

I-9 Processor

I-9 Processor

I-9 Processor

I-9 Processor

I-9 Processor

I-9 Processor
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
<table>
<thead>
<tr>
<th>I-9 Process</th>
<th>Related Policy</th>
<th>UC Standard Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees complete Section 1 of Form I-9 at the time of hire; prior to first day of employment</td>
<td>M-274 Handbook (page 3) for Employers</td>
<td>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</td>
</tr>
<tr>
<td>Remote Agents may complete Section 2 on the University's behalf</td>
<td>USCIS FAQ on Remote Hires</td>
<td>For remote hires, the remote agent must be one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Notary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Licensed Attorney</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employed in HR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Agent referred by the University</td>
</tr>
<tr>
<td>Complete Section 2 of Form I-9 within three business days of the date employment begins**</td>
<td>M-274 Handbook (page 5) for Employers</td>
<td>I-9 Processors must meet with the employee to complete Section 2 (within three business days of the date employment begins)</td>
</tr>
<tr>
<td>Re-verify employment authorization for current employees</td>
<td>M-274 Handbook (page 12) for Employers</td>
<td>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)</td>
</tr>
<tr>
<td>Complete Section 3 due to name change for current employees</td>
<td>M-274 Handbook (page 23-24) for Employers</td>
<td>For employees who have a legal name change, such as following marriage; Section 3 of Form I-9 must be completed</td>
</tr>
<tr>
<td>Re-verify or update Employment Authorization for Rehired Employees</td>
<td>M-274 Handbook (page 24-25) for Employers</td>
<td>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</td>
</tr>
</tbody>
</table>
| Do not complete a new Form I-9 for employees who transfer from one UC Location to another | I-9 Form completed (block B or C depending on need to reverify employment authorization)
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 |

| Complete E-Verify for applicable employees | M-274 Handbook (page 25) for Employers
M-274 Handbook (page 39) for Employers
UC E-Verify Guidelines | 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
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

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
If an employee’s position
<table>
<thead>
<tr>
<th>Retention Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M-274 Handbook</strong> (page 27-29) for Employers</td>
<td>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. Employee identity and employment authorization documents must be scanned and uploaded into the employee record in Guardian.</td>
</tr>
</tbody>
</table>

| 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 | **M-274 Handbook** (page 3) for Employers | Federal laws regarding work authorization does not apply to volunteers and others who serve the University without receiving wages or other remuneration. Reimbursement for expenses is not considered remuneration. |

**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
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

Online I-9/E-Verify System Tools and Resources
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)
Purpose:
Outlines the administrative preferences in the Guardian System

Audience:
Implementation Representative, Training Lead, I-9 Administrator

Additional Resources:
System Preferences 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.
<table>
<thead>
<tr>
<th>System Preference</th>
<th>UC Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow future hire date</td>
<td>Check box to allow Processor to create employees with hire dates in the future</td>
</tr>
<tr>
<td>Allow future termination date</td>
<td>Enter &quot;31&quot;; the maximum number of days into the future</td>
</tr>
<tr>
<td>Employee Minimum Age</td>
<td>Enter &quot;12&quot; for Employee Minimum Age due to University minimum age policy</td>
</tr>
<tr>
<td>Allow Employee Creation w/o SS#</td>
<td>Check box to allow Processor to create employees without a SS#</td>
</tr>
<tr>
<td>Personal Info</td>
<td>Do not check box to allow Processor to edit their personal information</td>
</tr>
<tr>
<td>Do Not Use Social Security No as Login</td>
<td>Check box to randomly generate login for employees; do not have access to SS# at this time</td>
</tr>
<tr>
<td>Link Business Unit to Location</td>
<td>Check box so the appropriate Business Unit is linked to each Location</td>
</tr>
<tr>
<td>Employee I-9 Completion Instructions (Step 4)</td>
<td>Not applicable - screen will not show since UC is not using Appointment feature</td>
</tr>
<tr>
<td>Require Employee ID</td>
<td>Do not check box to allow Processor to create employees without an Employee ID</td>
</tr>
<tr>
<td>Employee cannot edit personal information</td>
<td>Do not check box so employee cannot change their personal information</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>I-9 Style</strong></td>
<td><em>Set at &quot;Guardian&quot; for Light Blue Highlighting</em></td>
</tr>
<tr>
<td>Do not auto-populate Section 2 Hire Date</td>
<td>Do not check box so Section 2 Hire Date is populated from Employee Work record</td>
</tr>
<tr>
<td>Start I-9 process with Section 1</td>
<td>Check box to hide personal data information section; I-9 process will start with Section 1</td>
</tr>
<tr>
<td>Rehires must complete a new I-9</td>
<td>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</td>
</tr>
<tr>
<td>Incomplete I-9s can be Parked</td>
<td>Check box to allow incomplete I-9s to be parked. This will allow incomplete I-9s to be pulled up in the future</td>
</tr>
<tr>
<td>Employee can pre-select Section 2 documents</td>
<td>Do not check box so employee is not required to pre-select Section 2 documents</td>
</tr>
<tr>
<td>Show all documents in Section 2</td>
<td>Do not check box so only eligible documents are shown based on the employee's current Section 1 attestation</td>
</tr>
<tr>
<td>Auto task I-9 review</td>
<td>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.</td>
</tr>
<tr>
<td>Auto book I-9 review appt</td>
<td>Do not check box to stop auto generation of I-9 Review appointments</td>
</tr>
<tr>
<td>Hide HR appt info</td>
<td>Check box to hide I-9 Review appointments information</td>
</tr>
<tr>
<td>Allow current archival dates</td>
<td>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)</td>
</tr>
<tr>
<td>Allow archival I-9s to be completed despite issues</td>
<td>Check box to allow Processor to complete archival I-9s despite issues. (I-9 may be completed but issues will remain)</td>
</tr>
<tr>
<td>Allow deletion of non-current I-9s</td>
<td>Check box to allow Location Administrators to delete non-current I-9s</td>
</tr>
<tr>
<td>Allow expired documents</td>
<td>Do not check box so I-9 Processors cannot enter expired work authorization dates (should be reviewed on a case by case basis only)</td>
</tr>
<tr>
<td>Display issues on I-9 entry screens</td>
<td>Check box so any I-9 issues will be displayed at the bottom of Section 1 and Section 2 input forms in the system</td>
</tr>
<tr>
<td>Hide tooltips for employees</td>
<td>Do not check box so yellow and red help pop-ups are displayed when employee is completing Section 1</td>
</tr>
<tr>
<td>Do not auto populate Section 1</td>
<td>Check box so Section 1 of the I-9 remains blank, requiring the employee to fill in all fields</td>
</tr>
<tr>
<td>Employee must approve Section 1 amendments</td>
<td>Check box to require employee approval of any Section 1 amendments</td>
</tr>
<tr>
<td>HR cannot alter Section 1 data via amendments</td>
<td>Do not check box to allow Processor to alter Section 1 data via amendments (with Employee approval)</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Employee can enter amended values in Section 1</td>
<td>Check box to allow employee to edit proposed amendments for Section 1</td>
</tr>
<tr>
<td>Do not process state affidavits</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Require upload of state affidavit docs</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Require upload of all I-9 supporting docs</td>
<td>Check box to require upload of all I-9 supporting documents. Processor must indicate with a checkbox that documents have been uploaded</td>
</tr>
<tr>
<td>H-1B portability days</td>
<td>Set at 30 days (date of expiration is 240 days)</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Expiration reminder lead days</td>
<td>Set at 120 days. This will be the first notification sent to the Processor notifying them of re-verification deadlines</td>
</tr>
<tr>
<td>Subsequent reminder lead days</td>
<td>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</td>
</tr>
<tr>
<td>Receipt reminder lead days</td>
<td>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)</td>
</tr>
</tbody>
</table>
### System Preference

<table>
<thead>
<tr>
<th>System Preference</th>
<th>UC Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Module Access</td>
<td>Set at all HR Users</td>
</tr>
<tr>
<td>Reports Module Create/Edit</td>
<td>Set at all HR Users</td>
</tr>
<tr>
<td>Interactive reports access</td>
<td>Set at all HR Users</td>
</tr>
<tr>
<td>Interactive reports create/edit</td>
<td>Set at all HR Users</td>
</tr>
<tr>
<td>Charts &amp; graphs module access</td>
<td>Set at all HR Users</td>
</tr>
<tr>
<td>Charts &amp; graphs module create/edit</td>
<td>Set at all HR Users</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>System Preference</th>
<th>UC Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use SureID</td>
<td>Do not check box so SureID (secondary security) is not required</td>
</tr>
<tr>
<td>Require strict password</td>
<td>Do not check box so a strict password is not required</td>
</tr>
<tr>
<td>Password expirer days</td>
<td>Leave blank so a password change is not required for employees</td>
</tr>
<tr>
<td>Number of passwords remembered</td>
<td>Not applicable if not requiring a password change</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Require HR to confirm List B Documents have valid photo</td>
<td>Check box to require Processor to confirm List B Documents include a photo of employee</td>
</tr>
<tr>
<td>Require HR to observe E-Verify rules and scan/upload certain work authorization documents</td>
<td>Check box to require Processor to scan and upload documents required by E-Verify</td>
</tr>
<tr>
<td>FAR Qualifying Contract</td>
<td>Enter effective date of FAR Qualifying Contract</td>
</tr>
<tr>
<td>Obscure SSN on TNC notices</td>
<td>Do not check box so TNC does not obscure full SS#</td>
</tr>
<tr>
<td>Amend existing I-9 after data changes made during E-Verify process</td>
<td>Check box to allow amendments to be made to existing I-9 to reflect changes made for the E-Verify submission</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Calendar Blocking</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Work days</td>
<td>Indicate the University of California conducts business Monday – Friday</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Use “Do Not Reply” E-mail Method</td>
<td>Check box to use do not reply email method (<a href="mailto:donotreply@perfectcompliance.com">donotreply@perfectcompliance.com</a>)</td>
</tr>
<tr>
<td>Do not use sender info</td>
<td>Check box so the following sentence is not included in Employee Login emails: &quot;Please Note This E-Mail was sent by (user). Please do not reply to this email...&quot; The system defaults to one user so it may be confusing to the employees</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Text has been entered in your system</td>
<td>May adjust for location specific privacy policy</td>
</tr>
<tr>
<td><strong>System Preference</strong></td>
<td><strong>UC Decision</strong></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Remote Hire Preferences:</td>
<td></td>
</tr>
<tr>
<td>Use pre-defined remote agents</td>
<td>Do not check box so pre-defined remote agents are not required</td>
</tr>
<tr>
<td>Remote agents must be Notary</td>
<td>Do not check box so remote agents are not required to be a Notary</td>
</tr>
<tr>
<td>Do not use Notary affidavit</td>
<td>Check box so Notary is not required to fill out a Notary Affidavit</td>
</tr>
<tr>
<td>Remote agent handles documents</td>
<td>Check box to require remote agent to provide copies of appropriate documents</td>
</tr>
<tr>
<td>Default HR Contact</td>
<td>Select Location I-9 Coordinator to receive remote agent general inquiries</td>
</tr>
<tr>
<td>Notify of document selection on Step 3</td>
<td>Do not check box so Default HR does not receive notification indicating how the remote agent will provide copies of employee documents</td>
</tr>
<tr>
<td>Remote Agent Instructions</td>
<td>Do not check box so entering employee's SS# is not required by the remote agent when using login links received via email</td>
</tr>
<tr>
<td>Documents:</td>
<td></td>
</tr>
<tr>
<td>Employee Instructions Template</td>
<td>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)</td>
</tr>
<tr>
<td>Remote Agent Instructions Template</td>
<td>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)</td>
</tr>
<tr>
<td>Notary Affidavit Template</td>
<td>At location’s discretion to customize template</td>
</tr>
<tr>
<td>Document Retention Options:</td>
<td></td>
</tr>
<tr>
<td>Scan and Upload Documents</td>
<td>Check box to allow remote agent to scan and upload documents</td>
</tr>
<tr>
<td>Fax Documents</td>
<td>Check box to allow remote agent to fax documents</td>
</tr>
<tr>
<td>Mail Documents</td>
<td>Check box to allow remote agent to mail documents</td>
</tr>
<tr>
<td>Employee will be responsible for submitting</td>
<td>Do not check box so &quot;employee will be responsible for submitting&quot; is not an option</td>
</tr>
<tr>
<td>Employee Self Creation:</td>
<td>Not applicable since UC is not using Kiosk option</td>
</tr>
<tr>
<td>System Preference</td>
<td>UC Decision</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dashboard Preferences:</td>
<td></td>
</tr>
<tr>
<td>Section 2 deadline same as Section 1</td>
<td>Do not check box so Section 2 deadline date is the date used on dashboard for Top Pending I-9s</td>
</tr>
<tr>
<td>Do not show announcements to location managers</td>
<td>Not applicable, do not have locations managers (basic user type)</td>
</tr>
<tr>
<td>Deadline to inquire into issuance of new SS#</td>
<td>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 &quot;I-9s Needing Further Action&quot; (on Dashboard)</td>
</tr>
<tr>
<td>User Logout Preferences:</td>
<td></td>
</tr>
<tr>
<td>Employee Logout URL</td>
<td><img src="http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html" alt="URL" /></td>
</tr>
<tr>
<td>HR Logout URL</td>
<td></td>
</tr>
<tr>
<td>System Option</td>
<td>UC Decision</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Hide Custom Fields</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Custom fields for employees</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Supporting document types</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Privilege</th>
<th>UC Decision on Privilege for User</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Type</td>
<td>Check &quot;Full Featured HR&quot; box to allow user access to all features of Guardian (All UC users will be full featured)</td>
</tr>
<tr>
<td>Admin user</td>
<td>Do not check box to hide Administrative Toolbar from user</td>
</tr>
<tr>
<td>Can Park Incomplete I-9s</td>
<td>Check box to allow user to park incomplete I-9s</td>
</tr>
<tr>
<td>E-Verify access</td>
<td>Check box to allow user to view and process E-verify</td>
</tr>
<tr>
<td>Can enter electronic I-9s</td>
<td>Check box to allow user to enter electronic I-9s</td>
</tr>
<tr>
<td>Can enter archival paper I-9s</td>
<td>Check box to allow user to enter archival paper I-9s</td>
</tr>
<tr>
<td>Can enter new hire paper I-9s</td>
<td>Check box to allow user to enter new hire paper I-9s</td>
</tr>
<tr>
<td>User is Default HR</td>
<td>Not applicable to UC since we are using HR Groups</td>
</tr>
<tr>
<td>Is allowed to approve I-9s</td>
<td>Check box to allow user to approve I-9’s</td>
</tr>
<tr>
<td>Is allowed to amend I-9s</td>
<td>Do not check box so user cannot amend I-9s</td>
</tr>
<tr>
<td>Is allowed to approve amended I-9s</td>
<td>Do not check box so user is now allowed to approve amended I-9s</td>
</tr>
<tr>
<td>Is allowed to exempt issues</td>
<td>Do not check box so user is not allowed to exempt issues on the I-9s</td>
</tr>
<tr>
<td>Is a full featured expert</td>
<td>Do not check box so user is not full featured expert</td>
</tr>
<tr>
<td>Can view dashboard mini charts?</td>
<td>Check box to allow user to convert dashboard data into mini charts</td>
</tr>
</tbody>
</table>

**Reports/Charts & Graphs**

<table>
<thead>
<tr>
<th>Reports Privilege</th>
<th>Recommendation to provide reports/charts &amp; graphs privileges on a user by user basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactive reports privilege</td>
<td>Check &quot;Create/Edit/Delete&quot; box to allow user to view, create, edit and delete CUSTOMIZED reports</td>
</tr>
<tr>
<td>Charts &amp; graphs privilege</td>
<td>Check &quot;Create/Edit/Delete&quot; box to allow user to view, create, edit and delete chart &amp; graph reports</td>
</tr>
</tbody>
</table>

**Permissions**

<table>
<thead>
<tr>
<th>Location Permissions</th>
<th>UC Decision on Permission for User</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check &quot;View/Edit All&quot; box if user will have access to all I-9s at your location</td>
</tr>
<tr>
<td></td>
<td>Check &quot;View/Edit Restricted Locations Only&quot; if user will have access only to I-9s within a particular HR Group(s) and specified locations</td>
</tr>
<tr>
<td>Group Memberships</td>
<td>Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location</td>
</tr>
<tr>
<td>Privilege</td>
<td>UC Decision on Privilege for User</td>
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<td>Check box to allow user to approve amended I-9s</td>
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<tr>
<td>Is allowed to exempt issues</td>
<td>Check box to allow user to approve amended I-9s</td>
</tr>
<tr>
<td>Is a full featured expert</td>
<td>Location’s discretion to determine which Coordinator is Full Featured Expert</td>
</tr>
<tr>
<td>Can view dashboard mini charts?</td>
<td>Check box to allow user to convert dashboard data into mini charts</td>
</tr>
</tbody>
</table>

| Reports/Charts & Graphs               | Recommendation to provide reports/charts & graphs privileges on a user by user basis               |
| 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  |

<p>| Permissions                           | UC Decision on Permission for User                                                               |
| Location Permissions                  | Check &quot;View/Edit All&quot; box if user will have access to all I-9s at your location                   |
|                                      | Check &quot;View/Edit Restricted Locations Only&quot; 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 |</p>
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<td>Check &quot;Full Featured HR&quot; box to allow user access to all features of Guardian (All UC users will be full featured)</td>
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<td>Admin user</td>
<td>Check box to provide user with Administrative Toolbar access/edit rights</td>
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<td>Check box to allow user to approve I-9's</td>
</tr>
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</tr>
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<tr>
<td>Is allowed to exempt issues</td>
<td>Check box to allow user to approve amended I-9s</td>
</tr>
<tr>
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<td>Do not check so user is not full featured expert</td>
</tr>
<tr>
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<td>Check box to allow user to convert dashboard data into mini charts</td>
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**Reports/Charts & Graphs**

Recommendation to provide reports/charts & graphs privileges on a user by user basis

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</tbody>
</table>

**Permissions**

UC Decision on Permission for User

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<tr>
<th>Location Permissions</th>
<th>Check &quot;View/Edit All&quot; box if user will have access to all I-9s at your location</th>
</tr>
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<tbody>
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<td>Check &quot;View/Edit Restricted Locations Only&quot; if user will have access only to I-9s within a particular HR Group(s) and specified locations</td>
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<tr>
<td>Group Memberships</td>
<td>Assign user to applicable HR Group(s) (Division or School) I-9s they should have access to at a UC location</td>
</tr>
</tbody>
</table>

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

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”)

Email Templates:

Template: Employee Login E-Mail/Password
Initial email received by the employee with account information to complete Section 1. (Found in Templates)

Email:

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

---

Online I-9 System Tools and Resources
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.kwong@acme.com. Please do not reply to this email as this mailbox is not monitored. To respond to this message please send an email to <christine.kwong@acme.com>.

Reminder Copy: 01/27/2013

Description:
Sena Samiento has completed Section 1 of the I-9.

Please meet with Sena Samiento 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”)

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

Online I-9 System Tools and Resources
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
<table>
<thead>
<tr>
<th>Guardian System Term</th>
<th>Translation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>This refers to electronic functionality available in Guardian that allows users to make post-completion corrections to I-9 records</td>
<td>I-9 Coordinators have the ability to input the corrected data and approve amendments to previously approved I-9s</td>
</tr>
<tr>
<td></td>
<td>Amendment changes alter the electronic data and the I-9 image</td>
<td>Section 1 amendments must be approved by the Employee</td>
</tr>
<tr>
<td>Archival Paper I-9</td>
<td>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 existing employees</td>
<td>The paper I-9 Form information can be entered into Guardian to create an electronic I-9 for an existing employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This feature will be used for re-hires and re-verifications</td>
</tr>
<tr>
<td>Company</td>
<td>UC Location</td>
<td>Each UC Location is a unique company with its own instance in Guardian</td>
</tr>
<tr>
<td>Create a New Employee with Login</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This will create an employee profile in Guardian and the user may reset the password or change the employee’s email address</td>
</tr>
<tr>
<td>Create a New Employee without Login</td>
<td>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)</td>
<td>This option may be used if the employee is onsite and using a location computer to complete the Form I-9</td>
</tr>
<tr>
<td>Create a New Employee with Remote Agent</td>
<td>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)</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Academic hires will be created using the option “Create New Employee with Remote Agent”</td>
</tr>
<tr>
<td>Default HR</td>
<td>The user at each location who receives notifications for employees who have not been properly assigned to a “Responsible HR”</td>
<td>The Default HR option is not needed since the University is using the HR Groups set up option</td>
</tr>
</tbody>
</table>

**Online I-9/E-Verify System Tools and Resources**
<table>
<thead>
<tr>
<th><strong>Guardian System Terminology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electronic I-9</strong></td>
</tr>
<tr>
<td><strong>FAR Queue</strong></td>
</tr>
<tr>
<td><strong>Full Featured Expert</strong></td>
</tr>
<tr>
<td><strong>HR User</strong></td>
</tr>
<tr>
<td><strong>HR Group</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>New Hire Paper I-9</strong></td>
</tr>
<tr>
<td><strong>Occupation Class</strong></td>
</tr>
<tr>
<td><strong>One Minute I-9</strong></td>
</tr>
<tr>
<td><strong>Park I-9</strong></td>
</tr>
<tr>
<td><strong>Responsible HR</strong></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>If Your Employee</th>
<th>You Should</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides documentation that reasonably appears to be genuine, relates to the employee, and is on the List of Acceptable Documents</td>
<td>Accept the documentation.</td>
<td>The standard is reasonableness. You are not expected to be a document expert.</td>
</tr>
<tr>
<td>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.</td>
<td>Reject the document and ask for other document(s) that satisfy Form I-9 requirements.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>Add a “case note” in the employee record in Guardian explaining the discrepancy.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Provides a document in which the name the employee wrote in Section 1 is completely or substantially different from the name on the document.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>The employment may be terminated. (Escalate issue to your Location I-9 Coordinator or CHRO/APD).</td>
<td></td>
</tr>
</tbody>
</table>

---

### Online I-9/E-Verify System Tools and Resources
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
Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)
Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa (MRIV) [Note that this document is subject to reverification].
I-9 Processing Examining Employee Documents

Employment Authorization Document (Card) that contains a photograph (Form I-766)
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.
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
Student's Copy

Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students

U.S. Department of Justice
Immigration and Naturalization Service

Page 1

Please read instructions on Page 2

Certificate NO. 1115-0051/...

For Immigration Officer Use
Student's Copy

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(1)(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 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

Signature of parent or guardian
Address (city) (State or Province) (Country) (Date)

I-9 Processing Examining Employee Documents

Online I-9/E-Verify System Tools and Resources
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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Mary</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Q</td>
</tr>
<tr>
<td>Last Name</td>
<td>Jones</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>12-12-1970</td>
</tr>
<tr>
<td>City of Birth</td>
<td>Berlin</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Citizenship Country Code</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Gender</td>
<td>FEMALE</td>
</tr>
<tr>
<td>Permanent Resident Country Code</td>
<td>GERMANY</td>
</tr>
<tr>
<td>U.S. Address</td>
<td>1234 Main Street Alexandria, VA 23132</td>
</tr>
<tr>
<td>Position</td>
<td>CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT</td>
</tr>
<tr>
<td>Program Sponsor</td>
<td>Pig Farming Institute</td>
</tr>
<tr>
<td>Program Official Department</td>
<td>PROFESSOR, SHORT-TERM SCHOLAR, TEACHER</td>
</tr>
<tr>
<td>Purpose of this Form</td>
<td>Replace a DS-2019 form (Damaged)</td>
</tr>
<tr>
<td>Exchange Visitor Program</td>
<td>EXCHANGE VISITOR PROGR.AM P-3-10244</td>
</tr>
<tr>
<td>From</td>
<td>12-01-2002</td>
</tr>
<tr>
<td>To</td>
<td>12-31-2003</td>
</tr>
<tr>
<td>Subject Code</td>
<td>32.0108</td>
</tr>
<tr>
<td>Subject Code Description</td>
<td>Literacy and Communication Skills</td>
</tr>
<tr>
<td>Financial Support Provided by</td>
<td>CURRENT PROGRAM SPONSOR: $777.00</td>
</tr>
<tr>
<td></td>
<td>DBPARTMENT OF EDUCATION: $2,977.00</td>
</tr>
<tr>
<td></td>
<td>INTERNATIONAL MONETARY FUND: $3,322.00</td>
</tr>
<tr>
<td></td>
<td>$6,577.00</td>
</tr>
<tr>
<td>Certification</td>
<td>Date of Certification: 12-09-2002</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>Emily Green</td>
</tr>
<tr>
<td>Authorized Date</td>
<td>12-09-2002</td>
</tr>
</tbody>
</table>

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 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.
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.

![Virginia Driver's License](image1.png)

- 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.

![Virginia Identification Card](image2.png)
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)

![Certification of Report of Birth](image1.png)

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

![Birth Certificate](image2.png)
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.
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.
### Citizenship Status/Document Matrix

<table>
<thead>
<tr>
<th>DOCUMENT TYPE</th>
<th>A CITIZEN OF THE U.S.</th>
<th>A NONCITIZEN NATIONAL OF THE U.S.</th>
<th>A LAWFUL PERMANENT RESIDENT</th>
<th>AN ALIEN AUTHORIZED TO WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Passport or Passport Card</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign passport with temporary I-551 stamp or printed notation on a MRIV</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Employment Authorization Document (Form I-766)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign passport with Arrival/Departure Record (Form I-94)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver's License or ID card issued by a U.S. state or outlying possession</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ID card issued by a U.S. federal, state or local government agency</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>School ID card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voter registration card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. military card or draft record</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Military dependent's ID card</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American tribal document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver's license issued by a Canadian government authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School record or report card (under age 18)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Clinic, doctor or hospital record (under age 18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day-care or nursery school record (under age 18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Card *</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification of Birth Abroad (Form FS-545)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification of Report of Birth (Form DS-1350)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. birth certificate (original or certified copy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American tribal document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Citizen ID Card (Form I-197)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment authorization document issued by the U.S. Department of Homeland Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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 WALKTHROUGH 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
1. Select Create New Employee.
2. Select **Create Employee created W/O SSN**.
I-9 Processor Role

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. 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 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**

  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.

   ![Link to I-9 system](https://web.perfectcompliance.com:44301/606/WEB/LogInEMP/060908713366gRMLNM)

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: 8/1/14. Your selected Agent must be one of the following:

   - Notary
   - Licensed Attorney
   - Employed in HR
   - 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
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.
Remote Employee's Role

10. Employee **confirms their identity.**
Remote Employee’s Role

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.
Remote Employee's Role

12. Employee reviews list of acceptable documents.
Remote Employee's Role


- 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’s Role

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

16. Remote Agent fills in **Section 2.**
Remote Agent’s Role

17. Remote Agent confirms identity and electronically signs Section 2.
Remote Agent’s Role

18. Remote Agent reviews and completes section 2 in Step 1.
Remote Agent's Role

19. Remote Agent reviews and completes Steps 2 and 3.
Remote Agent’s Role

20. Remote Agent *reviews completed process.*
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 PROCESSOR ROLE
I-9 Processor’s Role

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

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

25. I-9 Processor reviews section 2 information and confirms document upload.
26. I-9 Processor reviews information and clicks **Mark Approved**.
I-9 Processor's Role

27. I-9 Processor reviews information and clicks Approve this I-9.
I-9 COORDINATOR’S /ADMINISTRATOR’S ROLE
28. I-9 Processor **reviews issues tab and exempts warning message.**
29. I-9 Processor *reviews exemption history* for AY faculty.
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

   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.

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

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 System Tools and Resources
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.
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.
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?
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.
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.

Online I-9 System Tools and Resources
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!