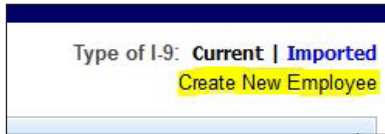
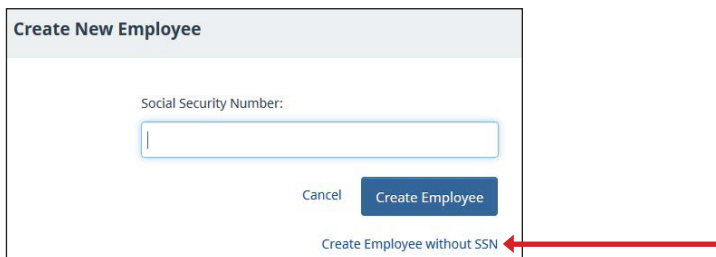


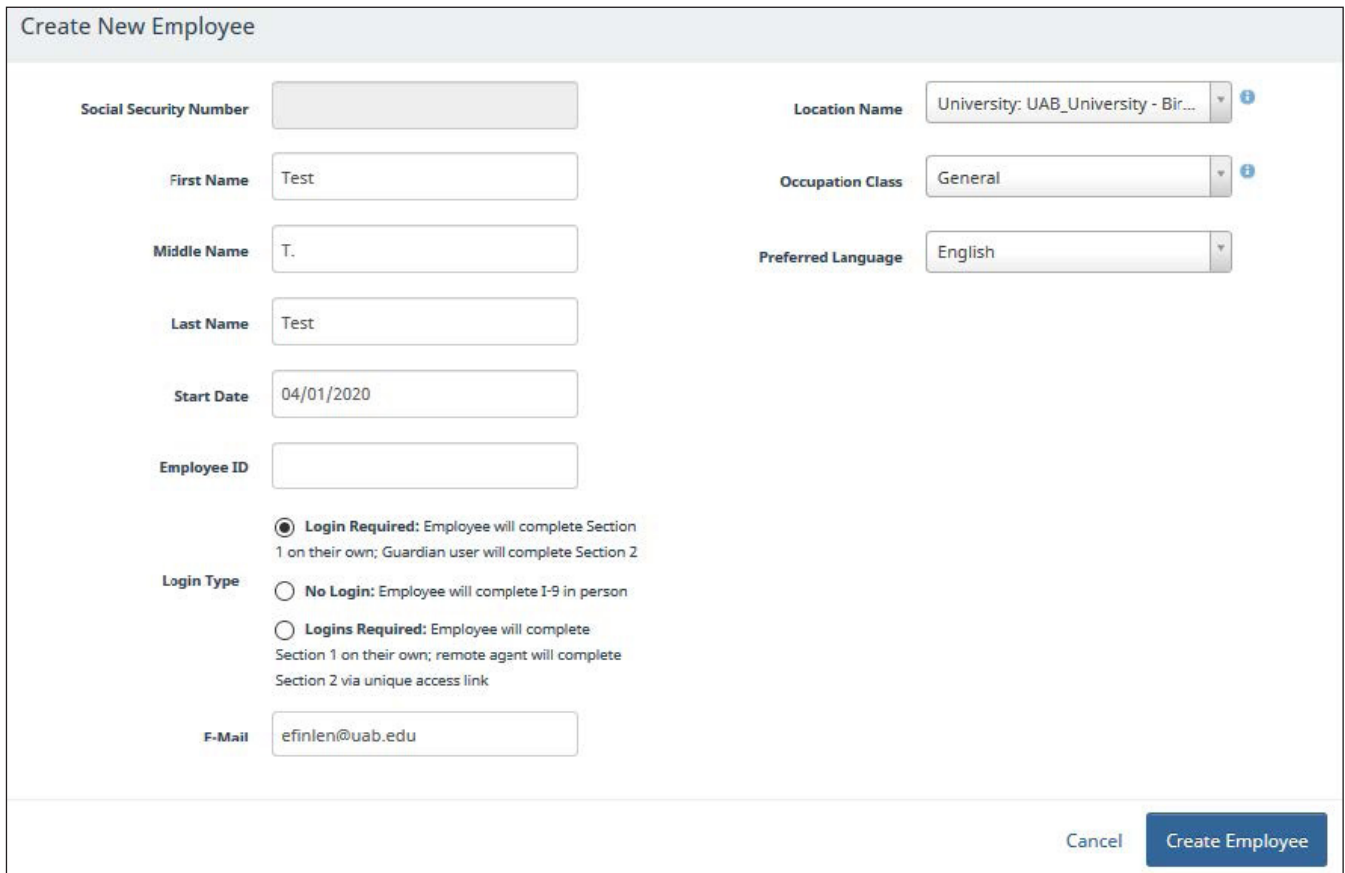
1. In Guardian, go to **Create New Employee**.



2. Create Employee Profile (can create with or without SSN).



3. Fill in all of the following fields: (First Name, Last Name, Start Date, Login Type, and Email) and select appropriate Location Name and Occupation Class. Once complete, click **Create Employee**.



A screenshot of the 'Create New Employee' form with all fields filled out. The form is organized into two columns. The left column contains: 'Social Security Number' (empty), 'First Name' (Test), 'Middle Name' (T.), 'Last Name' (Test), 'Start Date' (04/01/2020), 'Employee ID' (empty), 'Login Type' (radio buttons for 'Login Required', 'No Login', and 'Logins Required'), and 'F-Mail' (efinlen@uab.edu). The right column contains: 'Location Name' (University: UAB_University - Bir...), 'Occupation Class' (General), and 'Preferred Language' (English). At the bottom right, there are 'Cancel' and 'Create Employee' buttons.

4. The next page will lead you to the initial email to the employee inviting them to complete Section 1 of the I-9. You CAN modify this email:
- Make sure to put your name and email at the bottom of the message — this information is NOT auto populated.
 - If this is a Remote I-9: Please include in the message that you will be sending another set of emails with remote instructions for the employee to follow. You also need to remove the login information as it will not be a part of the remote process.
 - Feel free to add specifics such as if you require an appointment, your business hours, office address, or anything else that you think is important for the employee to know.

When done with adjustments, click **Send Email**.

The screenshot shows an 'Email Preview' window. At the top, it says 'Email Preview'. Below that, the 'From' field is populated with 'DoNotReply@www.perfectcompliance.com'. The 'To' field contains 'john.doe@uab.edu'. The 'Subject' field contains 'UAB Electronic I-9 Account has been Created'. The 'Email Body' section features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink, along with dropdown menus for 'Font Size' and 'Font Family'. The email body text reads: 'Dear Test, Welcome to UAB! Your account for the electronic Form I-9 system has been created. UAB is required by law to verify both the identity and employment eligibility of all employees with the Form I-9. When completing Section 1 of the Form I-9, please provide your full legal name in the first, last, and middle initial fields. If you have two last names, include both in the last name field. If you hyphenate your last name, please include the hyphen (-) between the names. Also include a maiden name, if applicable. Because UAB is an E-Verify employer, your social security number is required in Section 1 of the form. Suffixes (Jr, Sr, etc.) or periods for abbreviations are generally not acceptable for submission to E-Verify.' At the bottom right of the preview window are 'Cancel' and 'Send Email' buttons.

Please see the email examples on Page 3 for verbiage that you can follow depending on which route you are using with your employee.

Email example for I-9 Section 2 to be COMPLETED IN PERSON:

Dear Test,

Welcome to UAB! Your account for the electronic Form I-9 system has been created.

This email will allow you to begin Section 1 of your I-9. Section 1 is due the first day of work and Section 2 is due within 3 business days from the date of hire. Here is a link to show all acceptable original documents that you can bring in for Section 2: <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>

UAB is required by law to verify both the identity and employment eligibility of all employees with the Form I-9.

When completing Section 1 of the Form I-9, please provide your full legal name in the first, last, and middle initial fields. If you have two last names, include both in the last name field. If you hyphenate your last name, please include the hyphen (-) between the names. Also include a maiden name, if applicable.

Because UAB is an E-Verify employer, your social security number is required in Section 1 of the form. Suffixes (Jr., Sr., etc.) or periods for abbreviations are generally not acceptable for submission to E-Verify.

You will complete Section 2 at the office of your Point of Contact: ### ABC Drive, Birmingham, AL 35294

Thank You,
John Doe | john.doe@uab.edu

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

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

Login Name: vgcDZRCsvB

Password: [Sent Separately]

Email example for I-9 Section 2 to be COMPLETED REMOTELY:

Dear Test,

Welcome to UAB! Your account for the electronic Form I-9 system has been created.

This email is letting you know to be on the lookout for your Remote Emails that will be sent shortly after this one. These will give you exact instructions on what you need to do. Section 1 is due the first day of work and Section 2 is due within 3 business days from the date of hire. Here is a link to show all acceptable original documents that you can bring in for Section 2: <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>

UAB is required by law to verify both the identity and employment eligibility of all employees with the Form I-9.

When completing Section 1 of the Form I-9, please provide your full legal name in the first, last, and middle initial fields. If you have two last names, include both in the last name field. If you hyphenate your last name, please include the hyphen (-) between the names. Also include a maiden name, if applicable.

Because UAB is an E-Verify employer, your social security number is required in Section 1 of the form. Suffixes (Jr., Sr., etc.) or periods for abbreviations are generally not acceptable for submission to E-Verify.

You will complete Section 2 at the office of your Remote Agent in person with original documents. Here is a list of acceptable documents: <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>

Thank You,
John Doe | john.doe@uab.edu

- Once the email has been sent, the page will look like this:

The screenshot shows the 'Employee Access' interface. At the top, there are navigation tabs: Personal, Job Details, Tasks, I-9 Forms, OnDocs, Login Info (selected), Custom Fields, and E-Verify. Below the tabs are several buttons: Refresh, Re-Evaluate Dashboards, Update and Go Back, Update Info, Go Back, and Delete. The main content area is titled 'Login Information' and contains four sections:

- Contact Information:** An input field for 'E-Mail' containing 'john.doe@uab.edu'.
- Update Login Name & Password:** Three input fields for 'New Login Name', 'New Password', and 'Confirm Password'. Below these are two checkboxes: 'Employee Must Change Password at next Login' (checked) and 'Employee May Not Login to System' (unchecked). An 'Update Info' button is at the bottom.
- Login as Employee:** A text box with the instruction 'Click Login as Employee to login to the system as the employee.' and a 'Login as Employee' button.
- User Needs Help with Login:** Two buttons: 'Reset Password' and 'Reset Login & Password'. Each button has a corresponding instruction: 'Click the Reset Password button to generate a random password only and send an E-mail to the employee.' and 'Click the Reset Login button to generate a random login and password, and send an E-mail to the employee.'

A note at the bottom states: '* Leave these values blank unless you need to change them. Current values are not shown for privacy.'

- Once the email has been sent, **immediately go to the Employee Profile Page** as you have sent out an invitation to complete the I-9 but have not yet added an I-9 to the profile. *If you search the employee, you will see "N/A" under the I-9 Number column — this means no I-9 is attached.*

Employee Name	Title	I-9 Number	Responsible Entity	Date Hired	Location	Type	Status
Test, Test T.		N/A	HR Admin	04/01/2020	University	General	Current

- Once on the Employee Profile Page, go to the I-9 Forms tab and select **Add I-9** or **Add I-9 for Remote Processing**.

The screenshot shows the 'Employee Access' interface with the 'I-9 Forms' tab selected. The 'I-9 Forms' tab is circled in red. Below the tabs, there are buttons: Refresh, Re-Evaluate Dashboards, Update and Go Back, Update Info, Go Back, and Delete. The main content area shows a table with columns: I-9 Number, View, [Primary] Type, Date Created, Name on Form, I-9 Location, I-9 Business Unit, I-9 Date Started, Section 1 Signed, Section 2 Signed, Date Completed, Date Approved, and Date Expires. The table is currently empty, showing 'No Data'. Two buttons, 'Add I-9' and 'Add I-9 for Remote Processing', are circled in red at the top right of the table area.

The employee will populate on your dashboard once you have created the profile. This is how you will track the employee from initial profile creation to I-9 completion. This is a part of the Point of Contact's expectations for their Unit/Schools.

To Add I-9:

Add the SSN or select “Employee does not have or will not reveal SSN,” and click **Search**.

The screenshot shows the 'Start I-9' form. It has a header 'Start I-9' in a blue bar. Below it, there is a label 'Social Security Number' with '(Exact Match)' underneath. To the right is an empty text input field and a 'Search' button. Below the input field is a checkbox labeled 'Employee does not have or will not reveal Social Security Number'.

Verify the information and click **Create New I-9**.

If the employee exists in the system already, they will populate if you have the name or SSN. If they are the same person select **Rehire**, not **Create New I-9**. One profile is all that is needed and multiple I-9s can be added and terminated in that single profile.

The screenshot shows the 'Start I-9' form with the following details:

- Header: Start I-9
- Form fields: Last Name (Test), First Name (Test), Employee ID (empty). A 'Reset' button is next to the First Name field.
- Checkbox: Employee does not have or will not reveal Social Security Number
- Section: **Employee Details**
- Employee Details: Start Date 04/01/2020, Employee ID (empty), Location (University: UAB_University -...), Occupation Class (General), Language (English), I-9 Type (Electronic I-9).
- Section: **Employee History**
- Message: This employee already exists in this system. Fill in the required details above, then:
- Table:

Found	ID	DCB	Options
Test, Test T.		00,00/0000	Create New I-9

If the employee is in the system, launch the I-9. If the employee is not and you are sending them Section 1, select **Go Back** to return to the Employee Profile. The employee should have already received the email inviting them to complete Section 1 of the I-9 prior to setting up the I-9 and so will be set to complete Section 1 before coming into the office.

The screenshot shows a 'Confirmation Selection' dialog box. It contains the following text: "All information in Section 1 of the Form I-9 must be provided and entered by the employee or a preparer/translator. By proceeding, I acknowledge that the employee (or a preparer/translator if used) will be completing Section 1, and understand that all actions taken in Section 1 will be associated to the employee as documented in the audit trail." At the bottom, there are two buttons: 'Go Back' and 'Launch Employee Workflow'.

To Add Remote I-9:

Select Add I-9 for Remote Processing and the following page will pop up. You must remember to manually send out all three emails because they are not automatically generated. As the Point of Contact, make sure your name is Remote Hire HR Contact.

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: **Test, Test T.**
Location: **University**
Date Hired: **04/01/2020**

Responsible Parties

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

Responsible HR/Group: **HR Admin**
Remote Hire HR Contact: **Doe, Jane** (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](#)
[Review Notary Instructions](#)
Employee Instructions: [Review Employee Instructions](#) | [Login](#)

[Update Info](#) [Go Back](#) [Disable Remote Hire Process](#)

Once you send out each email in the red box above, the Remote Agent details for the Remote I-9 is set. The I-9 team does not have a list of specific Remote Agents for employees to refer to but will follow the U.S. Citizenship and Immigration Services (USCIS) guidelines. A Remote Agent can be a notary, attorney, HR personnel or foreman.

From the [USCIS website on Remote I-9s](#):

Completing Form I-9 for Remote Hire

Employers may designate an authorized representative to fill out Forms I-9 on behalf of their company, including personnel officers, foremen, agents or notary public. The Department of Homeland Security does not require the authorized representative to have specific agreements or other documentation for Form I-9 purposes. If an authorized representative fills out Form I-9 on behalf on the employer, the employer is still liable for any violations in connection with the form or the verification process.

When completing Form I-9, the employer or authorized representative must physically examine, with the employee being physically present, each document presented to determine if it reasonably appears to be genuine and relates to the employee presenting it. Reviewing or examining documents via webcam is not permissible.

If the authorized representative refuses to complete Form I-9 (including providing a signature) another authorized representative may be selected. If the employer hires a notary public, the notary public is acting as an authorized representative of the employer, not as a notary. The notary public must perform the same required actions as an authorized representative. When acting as an authorized representative, the notary public should not provide a notary seal on Form I-9.

Additional Resources:

- Completing Form I-9 for Remote Hire:
uscis.gov/i-9-central/whats-new/completing-form-i-9-remote-hire
- Form I-9 Acceptable Documents:
uscis.gov/i-9-central/acceptable-documents/acceptable-documents
- Form I-9 Related News:
uscis.gov/i-9-central/whats-new/whats-new
- Complete and Correct Form I-9s:
uscis.gov/i-9-central/complete-and-correct-form-i-9
- Form I-9 Resources: Q&As
uscis.gov/i-9-central/questions-and-answers

For questions, visit the [**HR Records Administration Contact Us**](#) page to contact an I-9 representative.