

## Attaching Documents to the Electronic I-9 Form

The E-Verify system requires us to make and attach copies of U.S. Passports or U.S. Passport Cards, Permanent Resident Cards and Employment Authorization Cards. These are only to be copied and scanned if they are presented by the new employee as his/her freely chosen documents for completion of Section 2 of the I-9 form. E-Verify does not require that copies of any other documents be made or kept. NC State University policy is to not copy or attach documents presented for I-9 purposes, with the exceptions noted above. In order to attach the necessary document you will need to first scan and save copies of these documents to a temporary folder on your computer in a .jpeg or .tif format. **Make sure you name this file something that will be easy to find, and easy to distinguish from other similar folders.** It is important to remember that documents need to be attached to the specific I-9 form that it corresponds with. Do not load these into the general 'OnDocs' tab in the employee record.

Once the employee has completed Section 1 and electronically signed it, and you have completed Section 2 and electronically signed, you will be taken to a screen entitled "I-9 for EMPLOYEE NAME". [Fig. 1]. Before you mark the I-9 completed, or approve this I-9, you can upload your documents . **(Please note: you may upload documents at any time, even after you have submitted the I-9 to E-Verify.)**

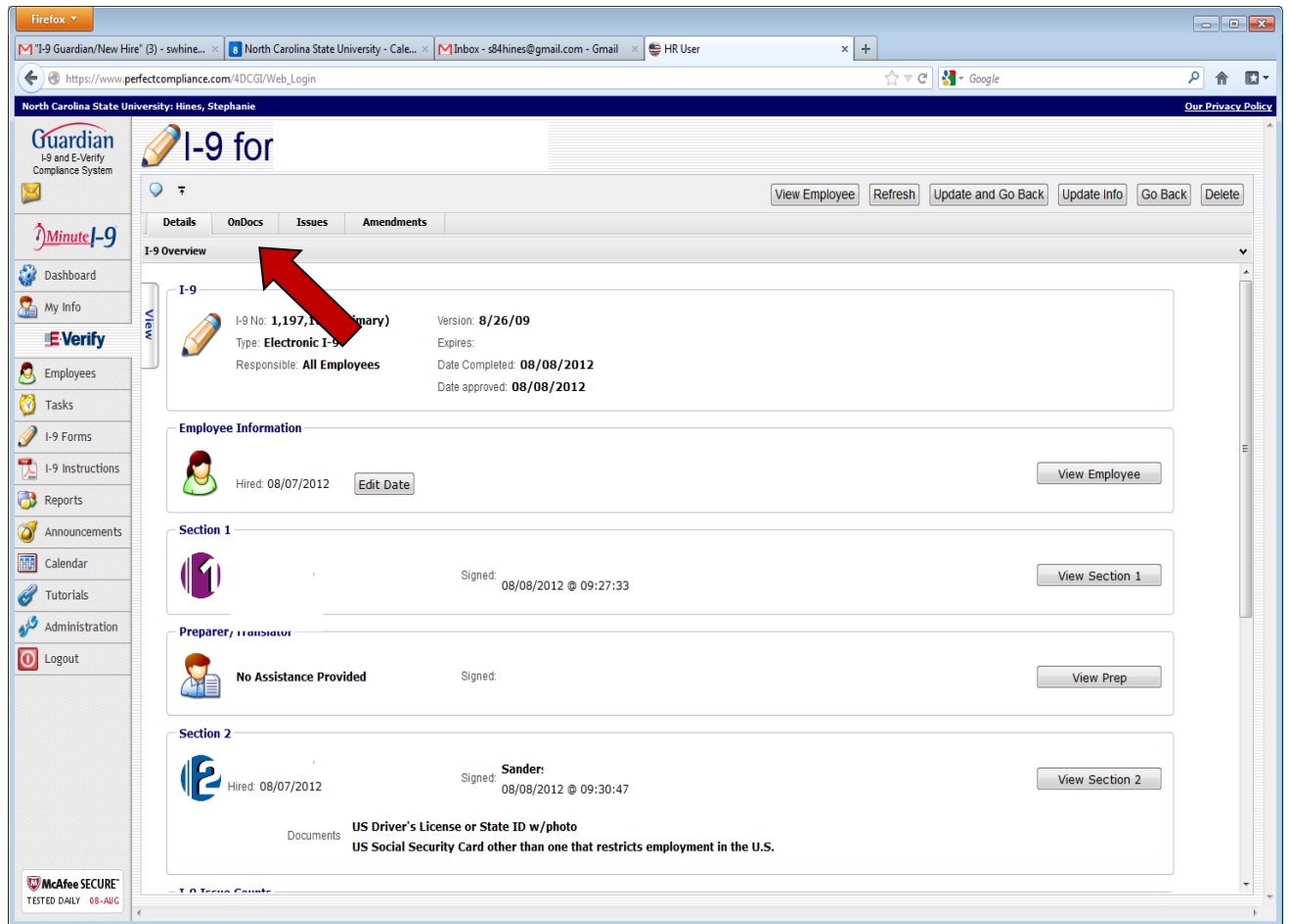
The screenshot displays the Guardian I-9 and E-Verify Compliance System interface. The browser window shows the URL [https://www.perfectcompliance.com/4DCGI/Web\\_Login](https://www.perfectcompliance.com/4DCGI/Web_Login). The page title is "North Carolina State University: Hines, Stephanie". The main content area shows the "I-9 for" form details:

- I-9 Overview:**
  - I-9 No: 1,197,100 (Primary)
  - Type: Electronic I-9
  - Responsible: All Employees
  - Version: 8/26/09
  - Expires:
  - Date Completed: 08/08/2012
  - Date approved: 08/08/2012
- Employee Information:**
  - Hired: 08/07/2012
  - Buttons: Edit Date, View Employee
- Section 1:**
  - Signed: 08/08/2012 @ 09:27:33
  - Button: View Section 1
- Preparer/Translator:**
  - No Assistance Provided
  - Signed:
  - Button: View Prep
- Section 2:**
  - Hired: 08/07/2012
  - Signed: Sanders, 08/08/2012 @ 09:30:47
  - Button: View Section 2
  - Documents: US Driver's License or State ID w/photo, US Social Security Card other than one that restricts employment in the U.S.

The left sidebar contains navigation links: Dashboard, My Info, E-Verify, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Announcements, Calendar, Tutorials, Administration, and Logout. The bottom left corner features a McAfee SECURE logo with the text "TESTED DAILY 08-AUG".

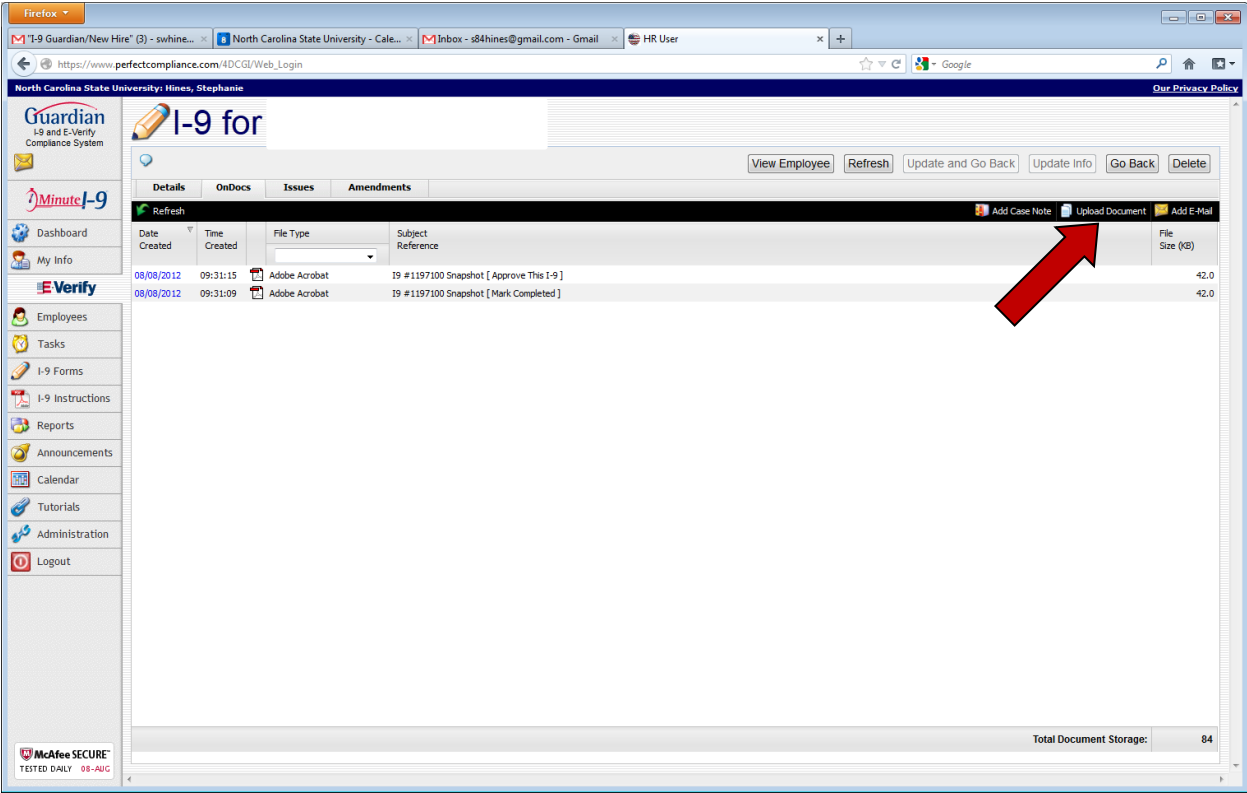
[Fig. 1]

At this time, please click on the “OnDocs” tab at the top of the screen. [Fig. 2]



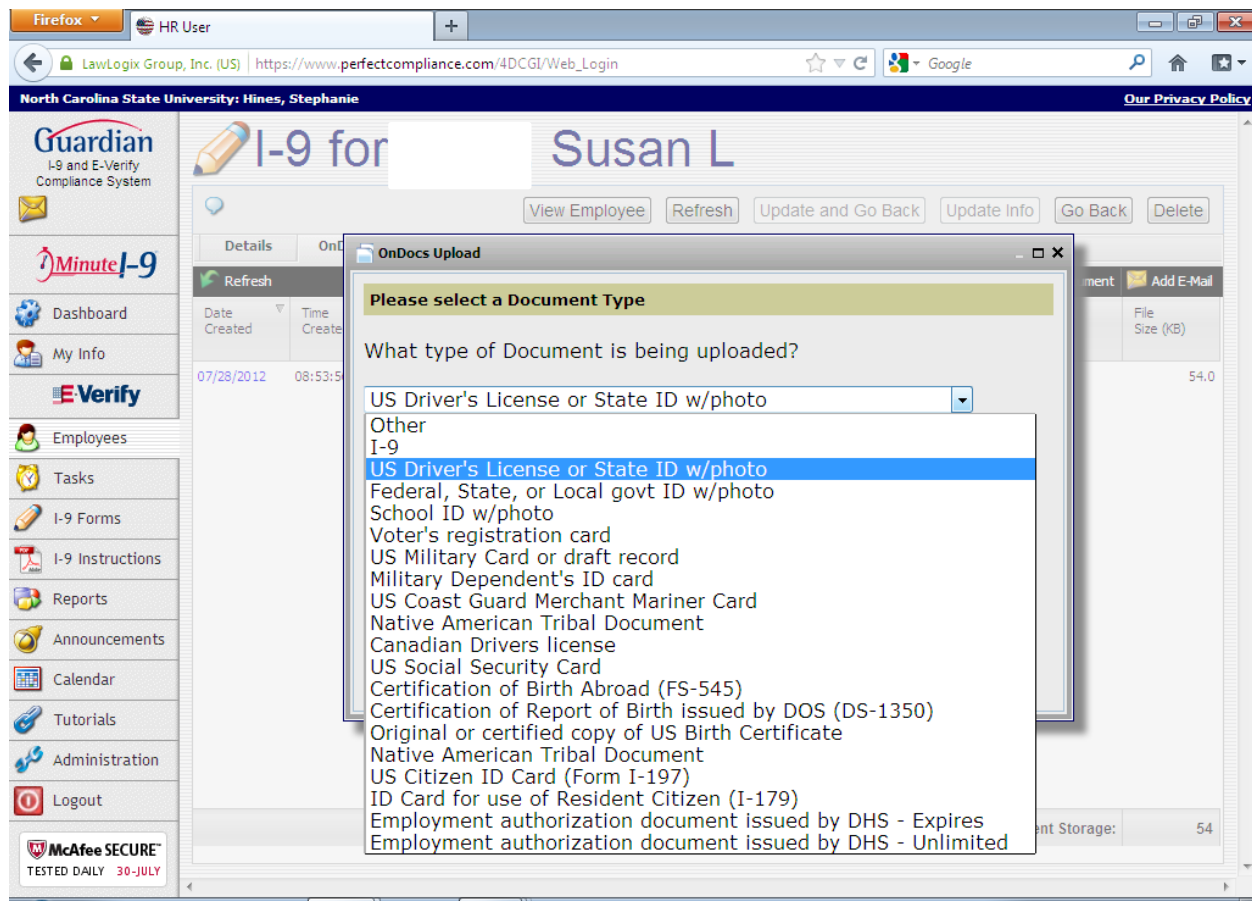
[Fig. 2]

This page will allow you to attach the document to the current I-9 form. Click on “Upload Document” in the upper right hand corner. [Fig. 3]



[Fig. 3]

A drop down box will then appear, allowing you to choose the proper document title for the document you are uploading to this I-9 form. [Fig. 4] Choose the document, and click “Continue”.

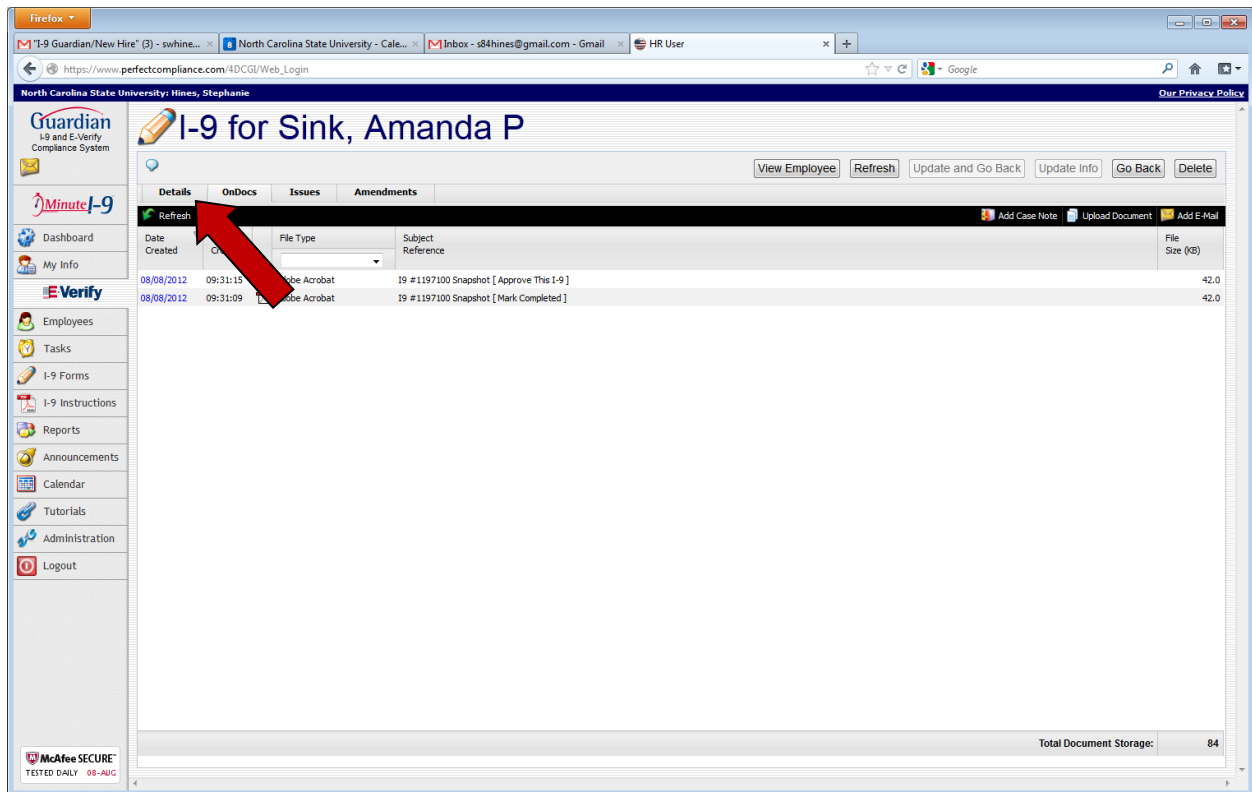


[Fig. 4]

You will then be allowed to browse your computer for the file folder containing your document by clicking the “Browse” button and choosing the document. Once you have chosen the correct document, click “Send This File”. Your document has now been added to the correct, corresponding I-9 form.

After you have uploaded the copies from your computer to the new employee’s I-9 record in the I-9 Guardian system, you should delete the copy from your computer. Once you see that the copy has been attached in the I-9 Guardian system to that person’s I-9 form, you no longer need to keep the copy of the document on your computer.

To complete the I-9 process, please click on the “Details” tab at the top left [Fig. 5], choose Mark Completed, Mark Approved, and continue with the E-Verify process.



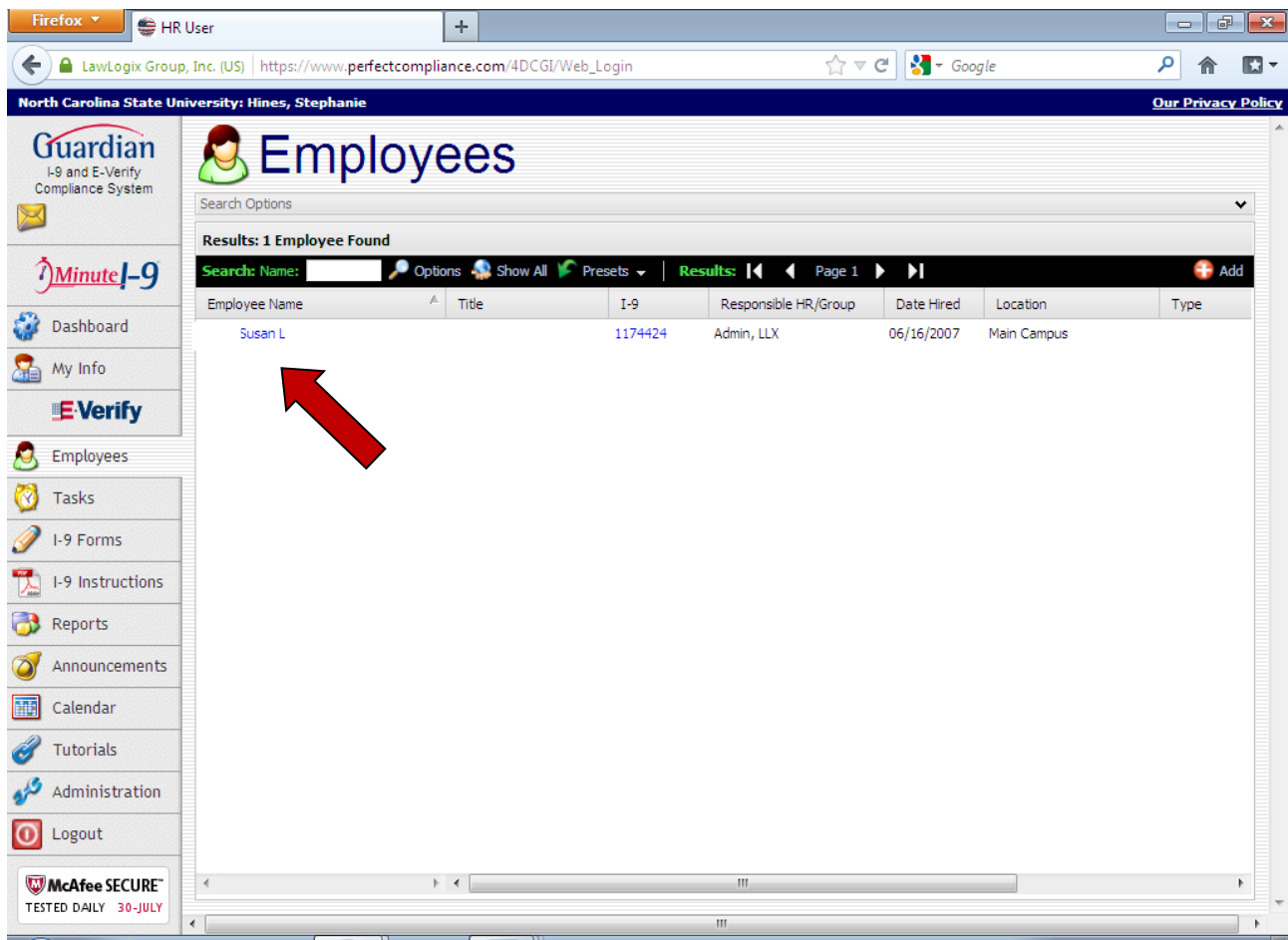
[Fig. 5]

## Attaching an I-9 AFTER it has been completed and approved

When searching for the employee's record under the "Employees" tab on your toolbar, you will need to make sure you choose "My Locations" from the HR search field, in order to see your employees. We have explained this in detail in a separate document entitled "Searching for an Employee or Employee's I-9 Form".

You may then type their last name in the search bar at the top, and click "Do Search" in the top right corner.

Click on his/her name list in blue under the "Employee Name" column. [Fig 6.]



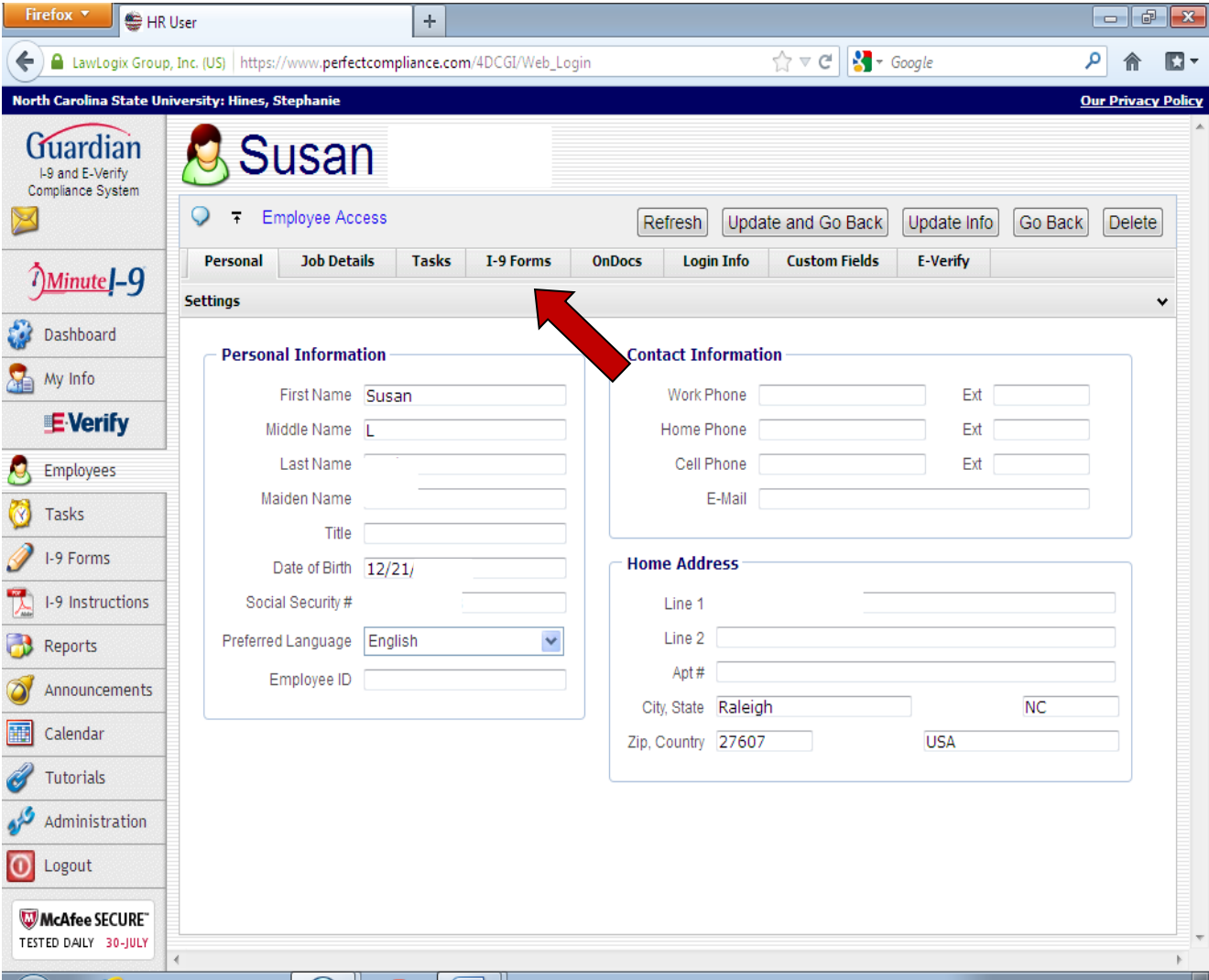
The screenshot shows a web browser window displaying the Guardian HR system. The page title is "Employees" and the user is identified as "North Carolina State University: Hines, Stephanie". The interface includes a sidebar with navigation options such as Dashboard, My Info, Verify, Employees, Tasks, I-9 Forms, I-9 Instructions, Reports, Announcements, Calendar, Tutorials, Administration, and Logout. The main content area shows a search result for "Susan L." with the following details:

Employee Name	Title	I-9	Responsible HR/Group	Date Hired	Location	Type
<a href="#">Susan L</a>		1174424	Admin, LLX	06/16/2007	Main Campus	

A red arrow points to the name "Susan L" in the "Employee Name" column, which is highlighted in blue. The browser address bar shows the URL "https://www.perfectcompliance.com/4DCGI/Web\_Login".

[Fig. 6]

From the Employee Record page, you will be able to indicate the correct and specific I-9 that need the scanned documents to be attached, by clicking on the "I-9 Forms" tab. [Fig. 7]



[Fig. 7]

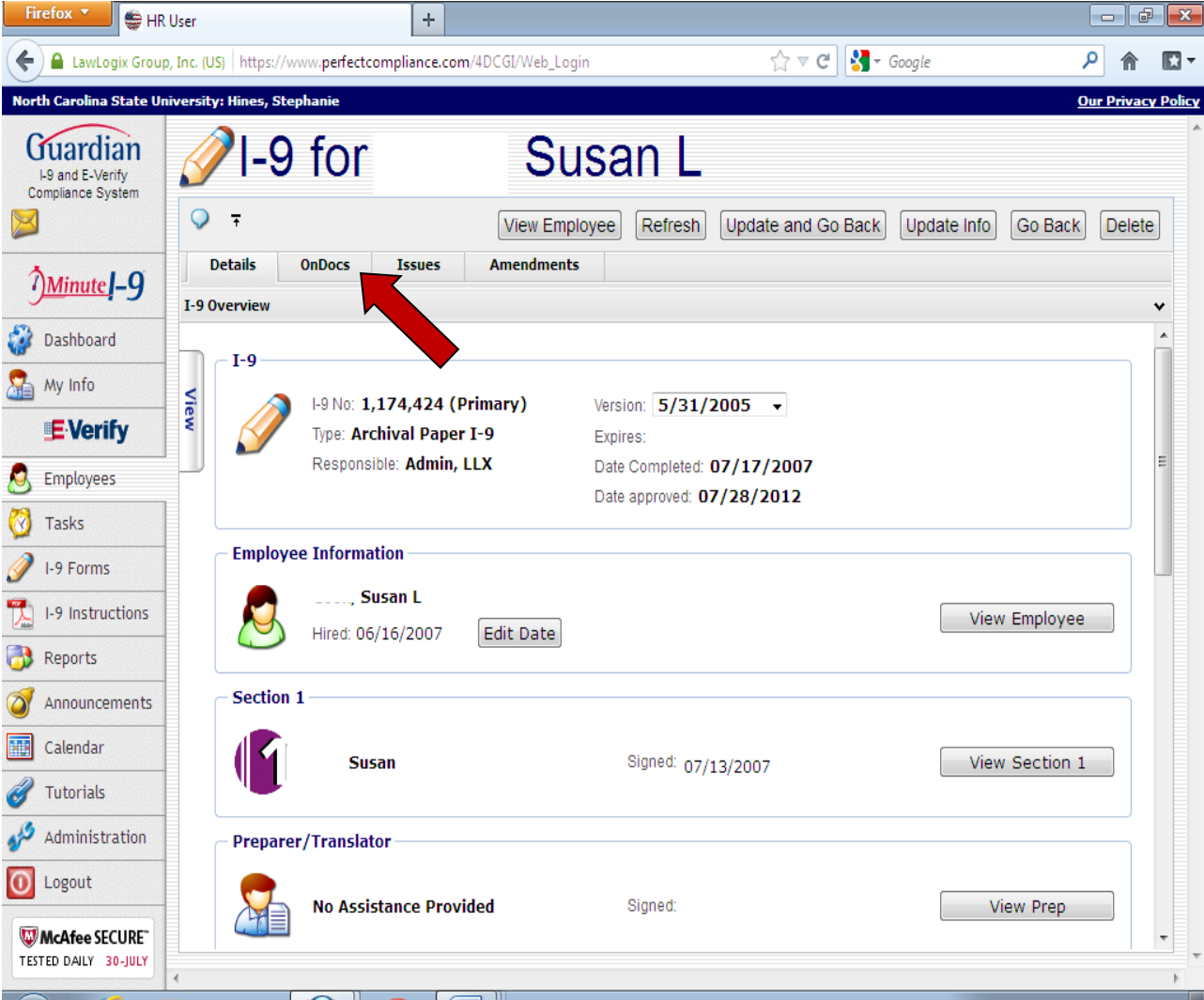
You will then choose the date, listed in blue, which is the “created” date of the I-9 you wish to attach documents to. (Eg. If you created an I-9 on 8/1/2012, you will choose the date 8/1/2012.) [Fig. 8]

I-9 Number	View I-9	[Primary] Type [*] Setup RH/RA	Date Created	Name on Form	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	Date Expir
1174424		[P] Archival Paper I-9	07/28/2012	....., Susan L	07/13/2007	07/17/2007	07/17/2007	07/28/2012	

[Fig. 8]



You will then choose the “OnDocs” tab from the I-9 record page [Fig. 9], and choose “Upload Document” from the top right. [Fig. 10]



[Fig. 9]

Firefox HR User  
LawLogix Group, Inc. (US) https://www.perfectcompliance.com/4DCGI/Web\_Login

North Carolina State University: Hines, Stephanie Our Privacy Policy

# I-9 for Susan L

View Employee Refresh Update and Go Back Update Info Go Back Delete

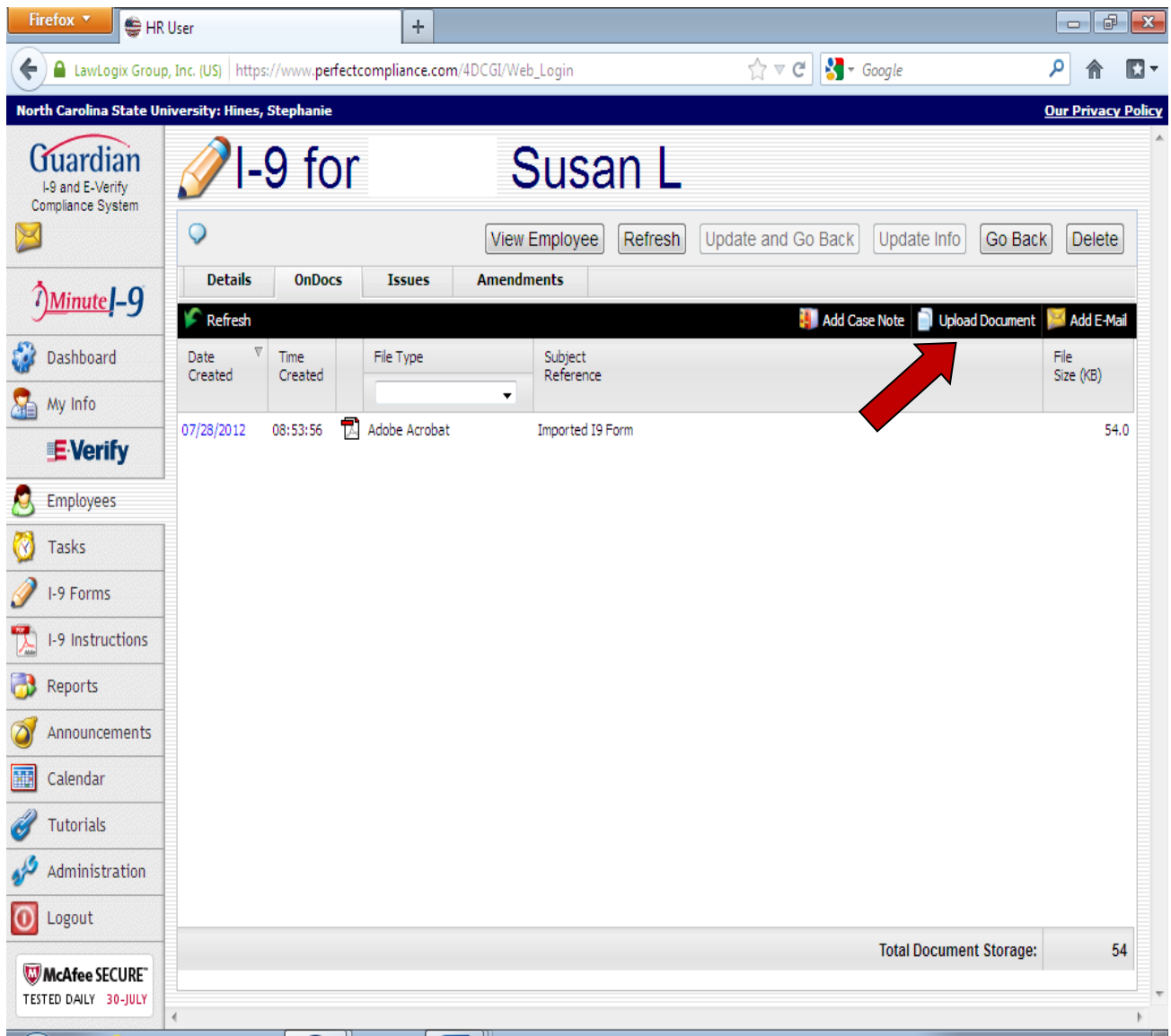
Details OnDocs Issues Amendments

Refresh Add Case Note Upload Document Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
07/28/2012	08:53:56	Adobe Acrobat	Imported 19 Form	54.0

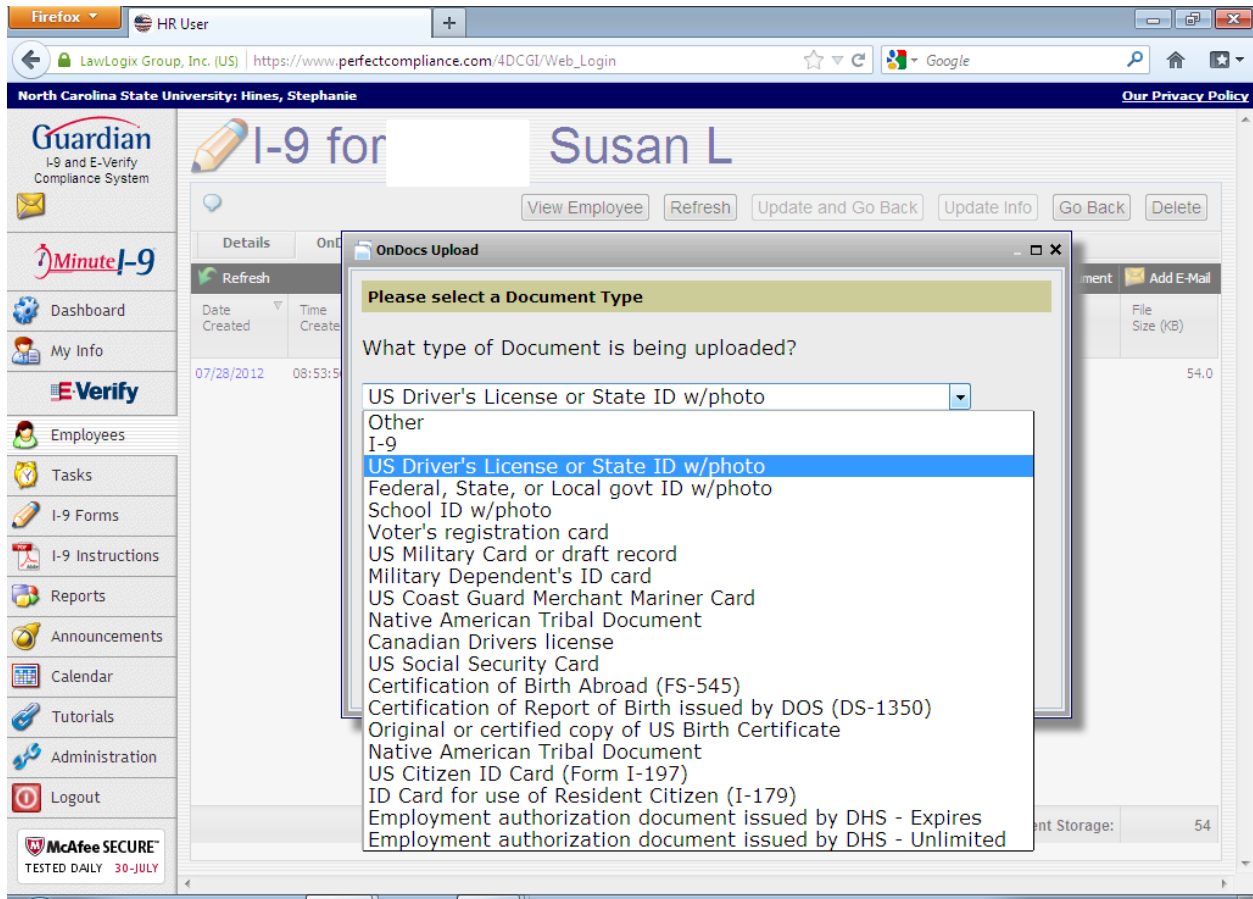
Total Document Storage: 54

McAfee SECURE TESTED DAILY 30-JULY



[Fig. 10]

A drop down box will then appear, allowing you to choose the proper document title for the document you are uploading to this I-9 form. [Fig. 11] Choose the document, and click “Continue”.



[Fig. 11]

You will then be allowed to browse your computer for the file folder containing your document by clicking the “Browse” button and choosing the document. Once you have chosen the correct document, click “Send This File”. Your document has now been added to the correct, corresponding I-9 form.

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