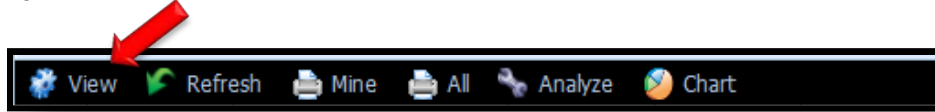


Dashboard Views

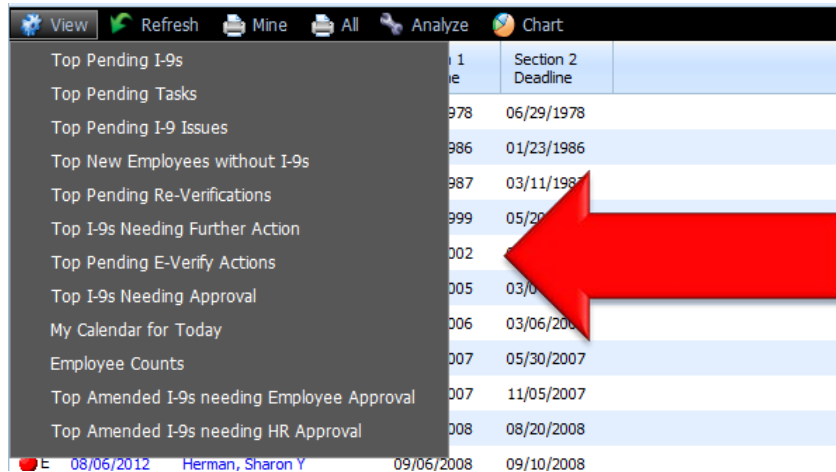
Want to know how to maximize the use of your Dashboard? This helpful guide describes the content of each view and how it can assist you in managing your I-9 Forms.

To Get Started

To change the view of your pane, simply select the gear symbol that reads “View” as shown by the red arrow.



Once you click on “View”, a box will open with all the different pane view subjects.



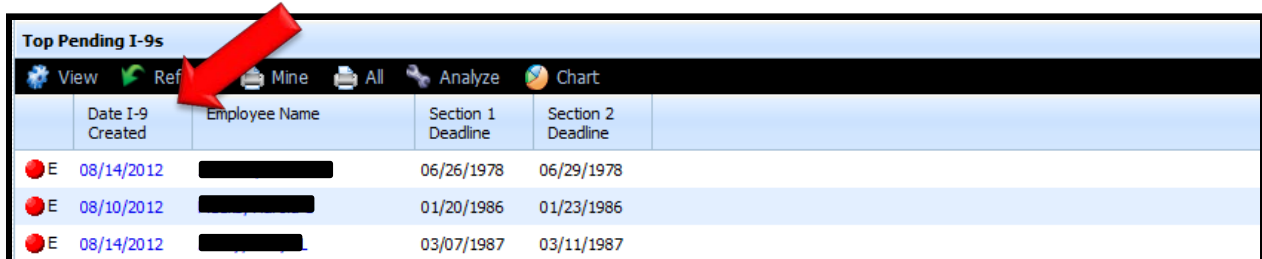
Top Pending I-9's

This view displays incomplete I-9's for these reasons:

- Section 1 is incomplete
- Section 2 is incomplete
- The I-9 has not been “Mark Completed”

Please note: On some of the I-9 forms, you will notice that the name and address boxes of Section 1 has been filled out. This information is from a nightly feed from the HR System and is then auto-populated into Section 1. This does not mean that Section 1 is complete! Section 1 is only complete once that employee has electronically signed that section.

If you click on the date under the “Date I-9 Created” column, you are able to see what sections of the I-9 Form still need completion.

A screenshot of the 'Top Pending I-9s' view. The view title is 'Top Pending I-9s'. The toolbar has buttons for 'View', 'Refresh', 'Mine', 'All', 'Analyze', and 'Chart'. A red arrow points to the 'View' button. The table below has columns for 'Date I-9 Created', 'Employee Name', 'Section 1 Deadline', and 'Section 2 Deadline'.

	Date I-9 Created	Employee Name	Section 1 Deadline	Section 2 Deadline
● E	08/14/2012	[REDACTED]	06/26/1978	06/29/1978
● E	08/10/2012	[REDACTED]	01/20/1986	01/23/1986
● E	08/14/2012	[REDACTED]	03/07/1987	03/11/1987

Example: Section 1 has not been electronically signed

This I-9 is not ready for Approval.
Section 1 has not been completed or signed by the employee.

Employee Information
[Employee Icon] [Redacted] Hired: 05/17/1999 [Edit Date] [View Employee]

Section 1
[Employee Icon] [Redacted] Signed: [Redacted] [View Section 1]

Example: Section 1 has been electronically signed by the employee; Section 2 has not been completed yet

This I-9 is not ready for Approval.
Section 2 has not been completed or signed by the company representative.

Section 1
[Employee Icon] [Redacted] Signed: [Redacted] 10/01/2012 @ 07:07:48 [View Section 1]

Example: Section 1 and Section 2 have been electronically signed and has not been "Mark Completed"

This I-9 is ready for Completion.
Before clicking the **Mark Completed** button, you should [Review the I-9](#) for mistakes.
Please carefully check the documents provided by the employee and compare the information on those documents against the completed I-9.
If there are mistakes in Section 1, go to [Section 1](#) and have the employee make the necessary revisions. The employee must electronically re-sign Section 1 of the form to validate these changes.
If there are mistakes in Section 2, go to [Section 2](#) and make the necessary revisions. You must electronically re-sign Section 1 of the form to validate these changes.
Once completed, you or your authorized company representative can approve this I-9 form.

I-9
[Pencil Icon] I-9 No: **1,202,124 (Primary)** Version: **8/26/09** [Mark Completed]
Type: **Electronic I-9** Expires:
Responsible: **All Employees** Date Completed:
Date approved:

Employee Information
[Employee Icon] [Redacted] Hired: 03/07/1987 [Edit Date] [View Employee]

Section 1
[Employee Icon] [Redacted] Signed: [Redacted] 08/14/2012 @ 06:34:08 [View Section 1]

Preparer/Translator
[Preparer Icon] **No Assistance Provided** Signed: [Redacted] [View Prep]

Section 2
[Preparer Icon] [Redacted] Hired: 03/07/1987 Signed: [Redacted] 08/14/2012 @ 06:35:45 [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.

Top Pending Tasks

This view displays the actions that need to be taken on I-9's such as:

- I-9's Needed for New Hires
- I-9's Needing Reverification (Reverification Reminder)

Top Pending Tasks				
View Refresh Chart				
	Reminder Date	Subject	Employee Name	Date Expires
	10/01/2012	I-9 Needed For New Hire: [REDACTED]	[REDACTED]	06/04/2012
	08/10/2012	I-9 Needed For New Hire: [REDACTED]	[REDACTED]	08/06/2012
	06/15/2012	Reverification Reminder	[REDACTED]	08/14/2012

Top Pending I-9 Issues

This view displays both incomplete and complete I-9's that have issues. Please disregard this pane, as Human Resources currently manages this view.

Top Pending I-9 Issues				
View Refresh Analyze				
	Date I-9 Created	Employee Name	Employee Start Date	Issue Count
E	08/01/2012	[REDACTED]	06/13/2012	7

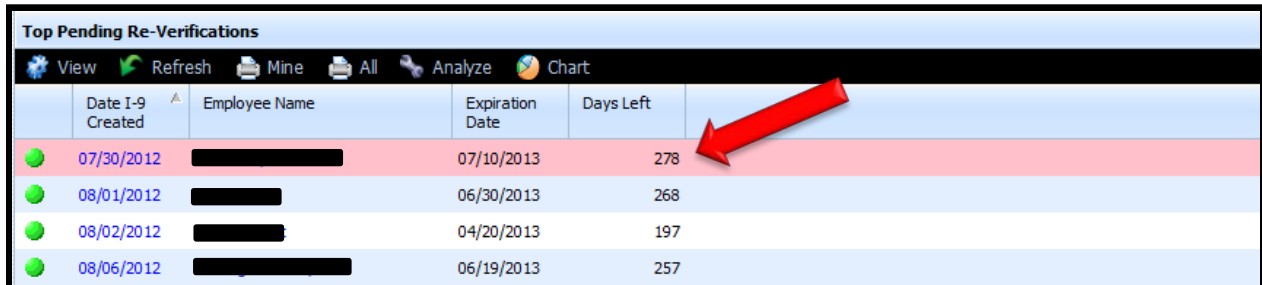
Top New Employees without I-9's

This view shows new employees that do not have an I-9 record created yet. Please look at I-9's with start dates after 8/1/2012.

Top New Employees without I-9s					
View Refresh Mine All Analyze Chart					
Employee Name	Date Created	Date Started	Days	I-9	
[REDACTED]	07/28/2012	07/01/1988	8862	Create I-9	
[REDACTED]	07/28/2012	07/01/1988	8862	Create I-9	
[REDACTED]	07/28/2012	07/01/1988	8862	Create I-9	
[REDACTED]	09/11/2012	07/01/1988	8862	Create I-9	

Top Pending Re-Verifications

This view shows I-9's that need re-verification. This is common with our foreign national employees, since their work authorization has an expiration date. New I-9's are done with unexpired documents that indicate work extended work authorization. This view also shows "Days Left" on their current work authorization. Although the I-9 Guardian system will send out several automatic e-mail reminders, International Employment will also send out e-mails as helpful explanations and reminders to complete new I-9's with your employee.

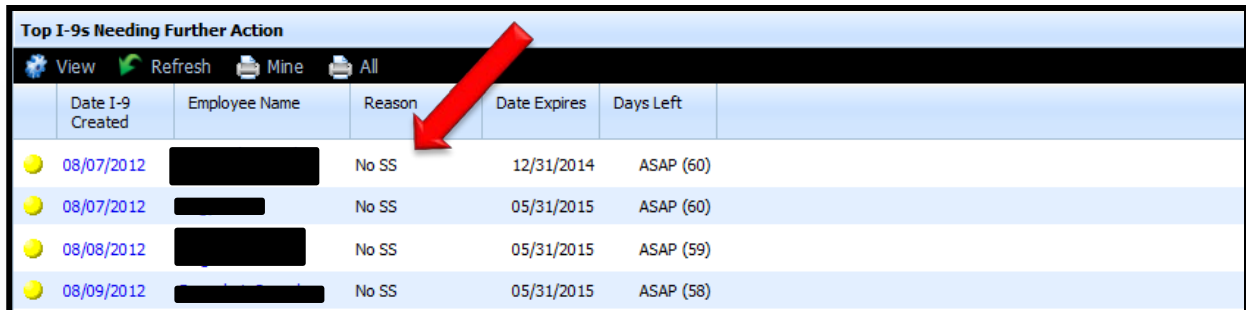


	Date I-9 Created	Employee Name	Expiration Date	Days Left
●	07/30/2012	[REDACTED]	07/10/2013	278
●	08/01/2012	[REDACTED]	06/30/2013	268
●	08/02/2012	[REDACTED]	04/20/2013	197
●	08/06/2012	[REDACTED]	06/19/2013	257

Top I-9's needing Further Action

This view shows I-9's that are completed, but have not been sent to E-Verify for the reasons below:

- Provided a receipt while they wait for the replacement original document
- It was indicated that the employee has not been issued a Social Security number, for employees who completed I-9's without Social Security numbers.



	Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
●	08/07/2012	[REDACTED]	No SS	12/31/2014	ASAP (60)
●	08/07/2012	[REDACTED]	No SS	05/31/2015	ASAP (60)
●	08/08/2012	[REDACTED]	No SS	05/31/2015	ASAP (59)
●	08/09/2012	[REDACTED]	No SS	05/31/2015	ASAP (58)

"No SS" means that the employee has not been issued a Social Security Card yet. Once you do an I-9 with an employee who does not have a SSN issued, kindly remind them to visit the SSA office and to show you his/her SSN card once he/she receives it, so that you can complete the I-9 with your employee. The "Days Left" for this scenario counts how many days have passed since an I-9 was created.

"Replacement Receipt" on the I-9 forms means that the employee has provided a receipt has a "placeholder" until he/she receives their replacement document. Frequently, this is the case for someone who has been issued a Social Security card in the past and is awaiting a replacement card.

This can be a helpful tab to check when you need to follow-up with your employees for their SSN cards, or other replacement documents.

Top Pending E-Verify Actions

Once an I-9 goes through E-Verify, this view will show you if any other steps need to be taken on an I-9, such as:

- If a case needs to be closed out – “Ready to Resolve Case (Employment Authorized)”
- If a case has been issued a SSA or DHS Tentative Nonconfirmation
- Other: Duplicate cases, E-Verify in Process, etc

Top Pending E-Verify Actions				
View Refresh Analyze Chart				
Date Started	Current Status	Employee Name	Date Initial Verification	
08/13/2012	Ready to Resolve Case (Employment Authorized)	[REDACTED]	08/13/2012	
08/13/2012	Case invalid due to incorrect data	[REDACTED]	08/13/2012	
08/14/2012	On Hold, waiting for user interaction [DHS Tentative Nonconfirmation (TNC)]	[REDACTED]	08/14/2012	

Please keep in mind that International Employment handles all DHS Tentative Nonconfirmations. If E-Verify returns this response on your employee, **do not take any further steps**. IE manages these cases and will reach out to these employees to resolve their case at the Human Resources office.

Top I-9's Needing Approval

This view shows I-9's that have been “Mark Completed” and are awaiting approval.

Top I-9s Needing Approval				
View Refresh Analyze				
	Date I-9 Created	Employee Name	Employee Start Date	Approval E-Verify Deadline
●	08/10/2012	[REDACTED]	08/09/2012	08/14/2012
●	08/15/2012	[REDACTED]	08/16/2012	08/21/2012

Please remember that an I-9 must be approved, not only completed, in order to be sent to E-Verify

My Calendar for Today

If you use the Calendar tool in the I-9 Guardian system, this view will display your appointments on your Dashboard.

Employee Counts

This view shows statistics related to how many I-9's we have in the system. Just for your own information.

Top Amended I-9s needing Employee Approval

This view shows I-9's that have been amended with Section 1 changes, however we have recently upgraded the system to allow HR users to approve Section 1 amendments.

Please note: The employee must still bring in his/her original card to you in order for you to amend his/her I-9 with his/her new SSN

Top Amended I-9s needing Employee Approval				
View Refresh Analyze				
Date I-9 Created	Employee Name	Date I-9 Approved	Days Waiting Approval	
08/09/2012	[REDACTED]	08/09/2012	21	
08/10/2012	[REDACTED]	08/10/2012	21	
08/16/2012	[REDACTED]	09/10/2012	1	
09/04/2012	[REDACTED]	09/05/2012	18	

Top Amended I-9s needing HR Approval

This view shows I-9's that have been amended and need HR approval, since it was a Section 2 amendment. If you have questions on how to approve amendment actions, please see our PDF "Creating and Approving Amendments" on our Training Materials and Resources page:

http://www.ncsu.edu/human_resources/intemployment/i9guardian_training.php

Top Amended I-9s needing HR Approval				
View Refresh Analyze				
Date I-9 Created	Employee Name	Date I-9 Approved	Days Waiting Approval	Responsible HR or Group
09/27/2012	[REDACTED]	09/27/2012	7	All Employees

Please view your Dashboard frequently, and use it as a tool to monitor and track the I-9 forms for which you are responsible. IE is also using this information to help you track issues and resolve problems, as we have access to all information in the entire system.