

Marking Tasks Completed

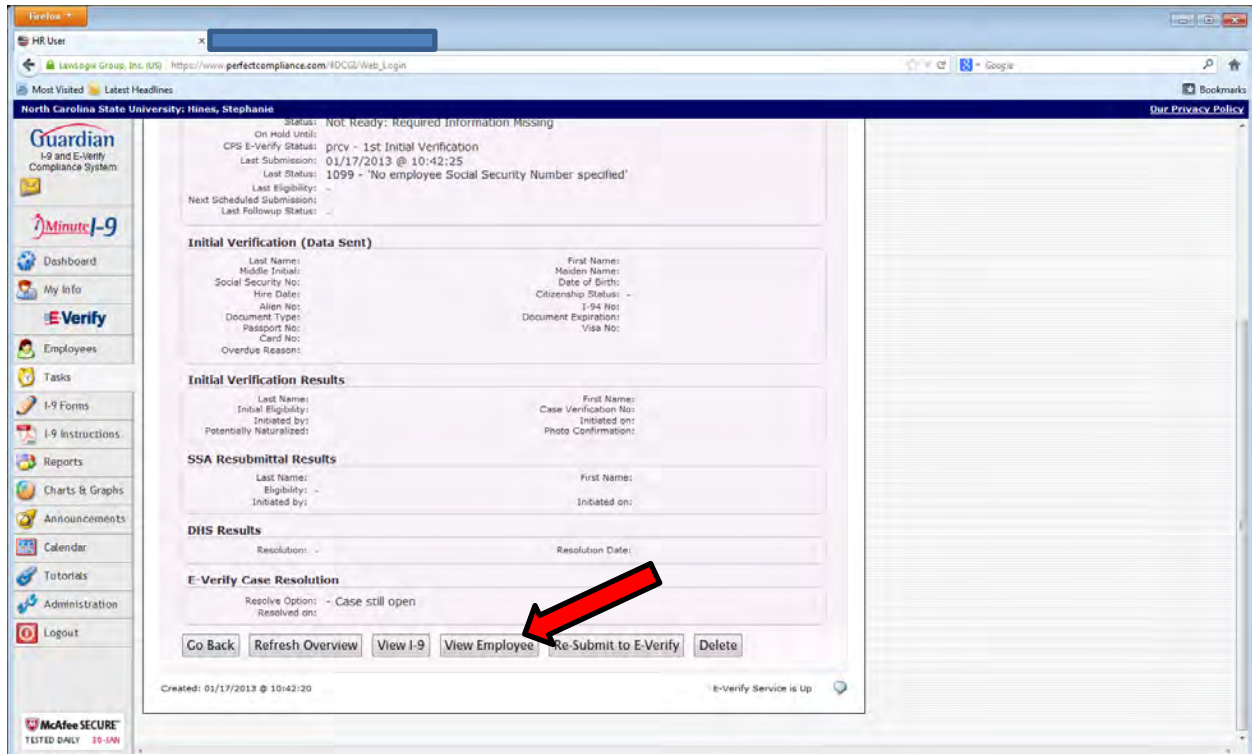
Anytime you receive an email reminder from the I-9 Guardian System, this is an indication that a “task” has been created for this employee. Tasks must be “Marked Completed” once you have completed the I-9 in the instances listed below, in order to prevent future email reminders from being sent. Examples of two main task reminders you will receive are:

- I-9 Needed for New Hire emails
- Reverification Reminder emails

Whenever you receive these emails, a task has been created in the Tasks tab belonging to the employee mentioned in the email. After you complete Section 2 with the employee, or after you complete a new I-9 for an employee who completed Section 1 before they meet with you, you must mark the task complete. To do so, please follow these steps after completing the reminder task:

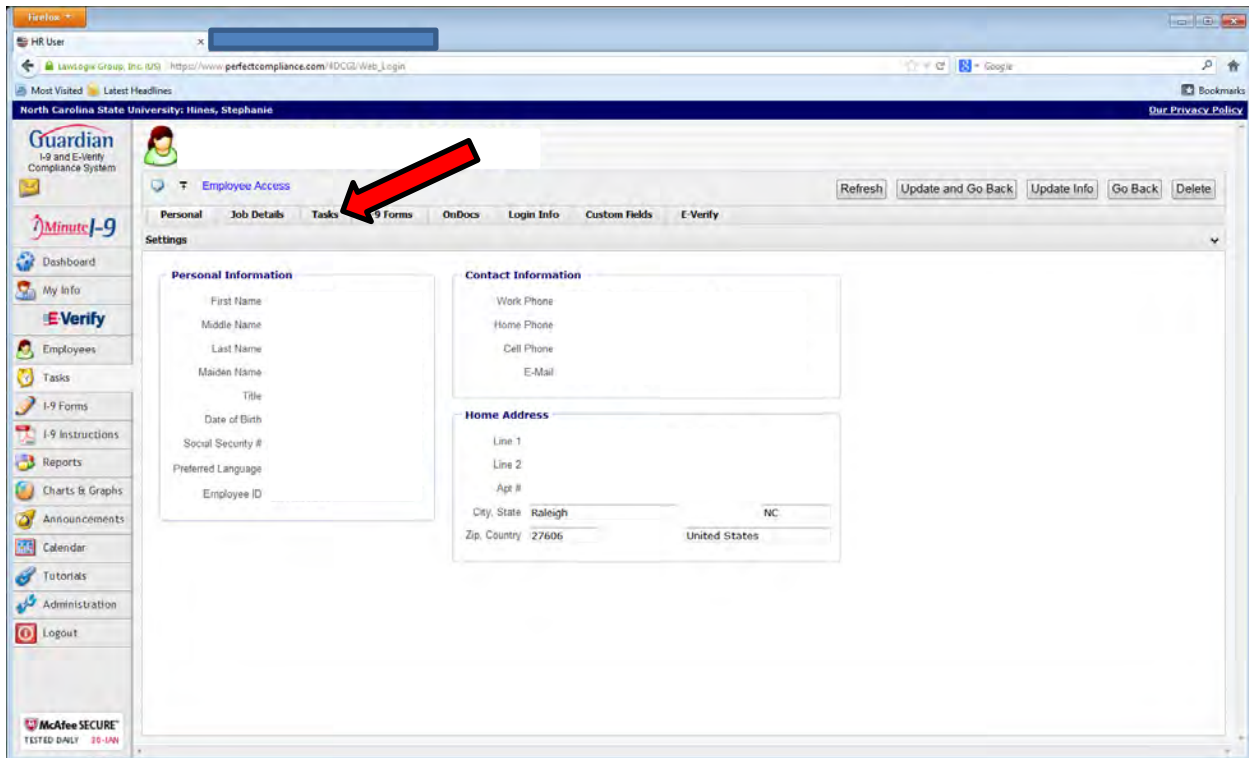
“I-9 Needed For New Hire” Email

1. If you are completing Section 2 of an I-9 for an employee who completed Section 1 before meeting with you, a task reminder has been created and will need to be marked completed. After the E-Verify process is complete, you will need to scroll to the bottom of the page and click “View Employee” [Fig. 1]



[Fig. 1]

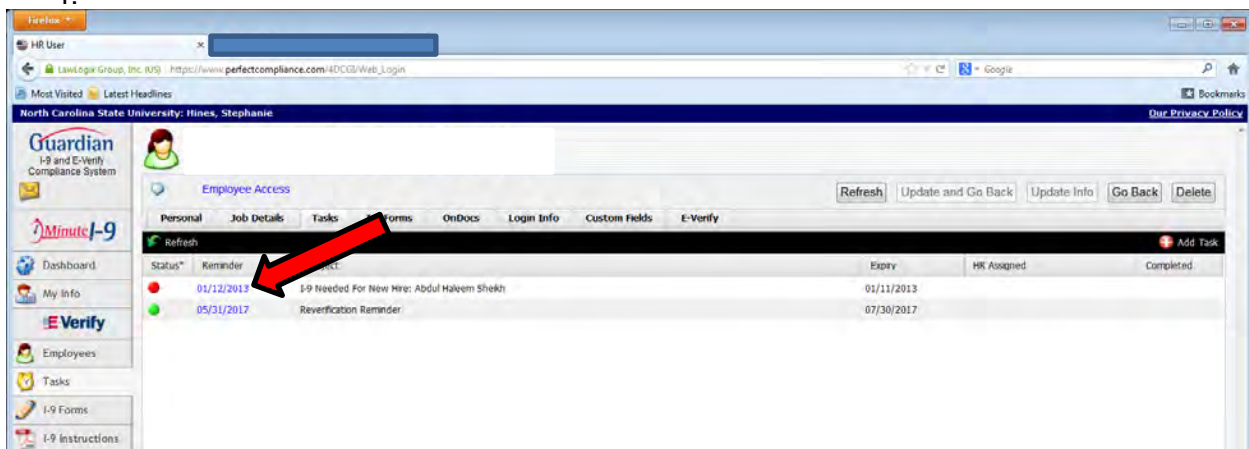
2. Once you are in the employee's record, click the Tasks tab. [Fig. 2]



[Fig. 2]

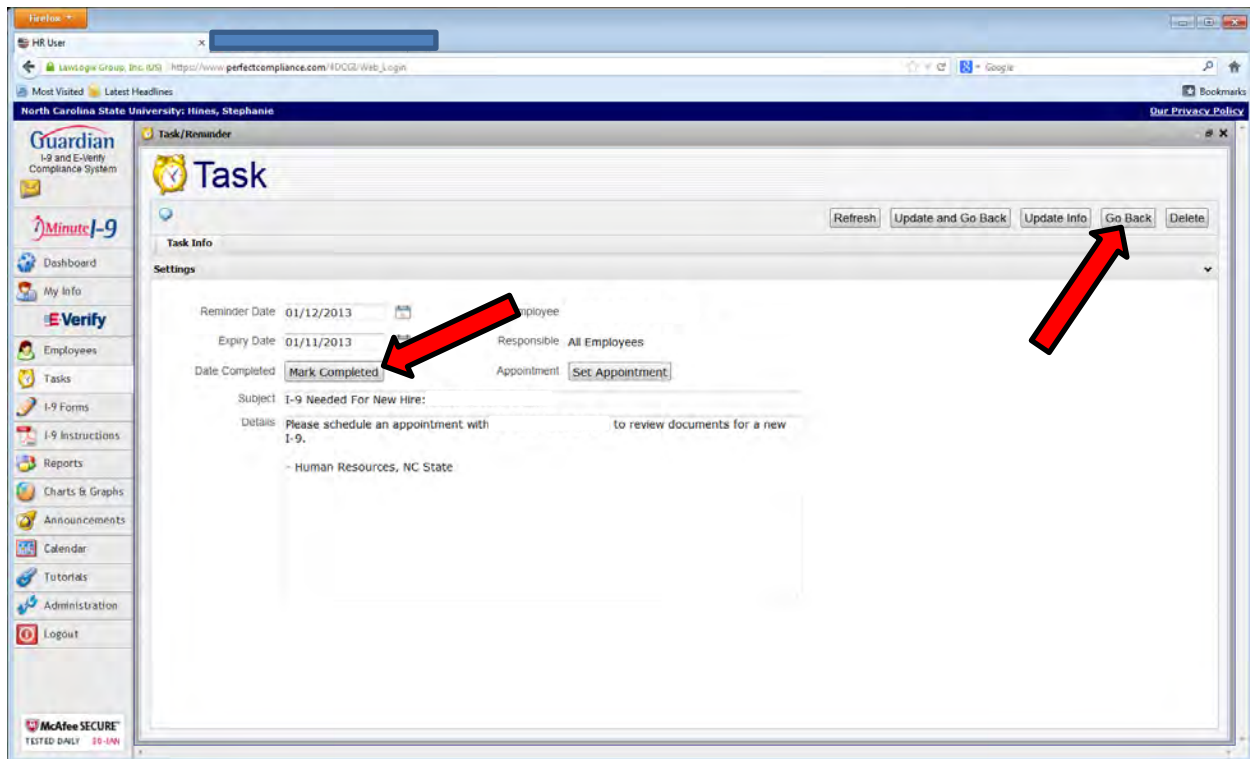
3. The Tasks tab lists all task created for this employee. Because you have completed the I-9 for a “new hire”, please locate the task with the subject “I-9 Needed For New Hire: (Employee’s Name)”. Click the date that is listed in blue. [Fig. 3]

4.



[Fig. 3]

- By clicking on the date link, the Task Info will appear. Click “Mark Completed” on the left side, and once the screen refreshes, click “Go Back” in the upper right corner. [Fig. 4]

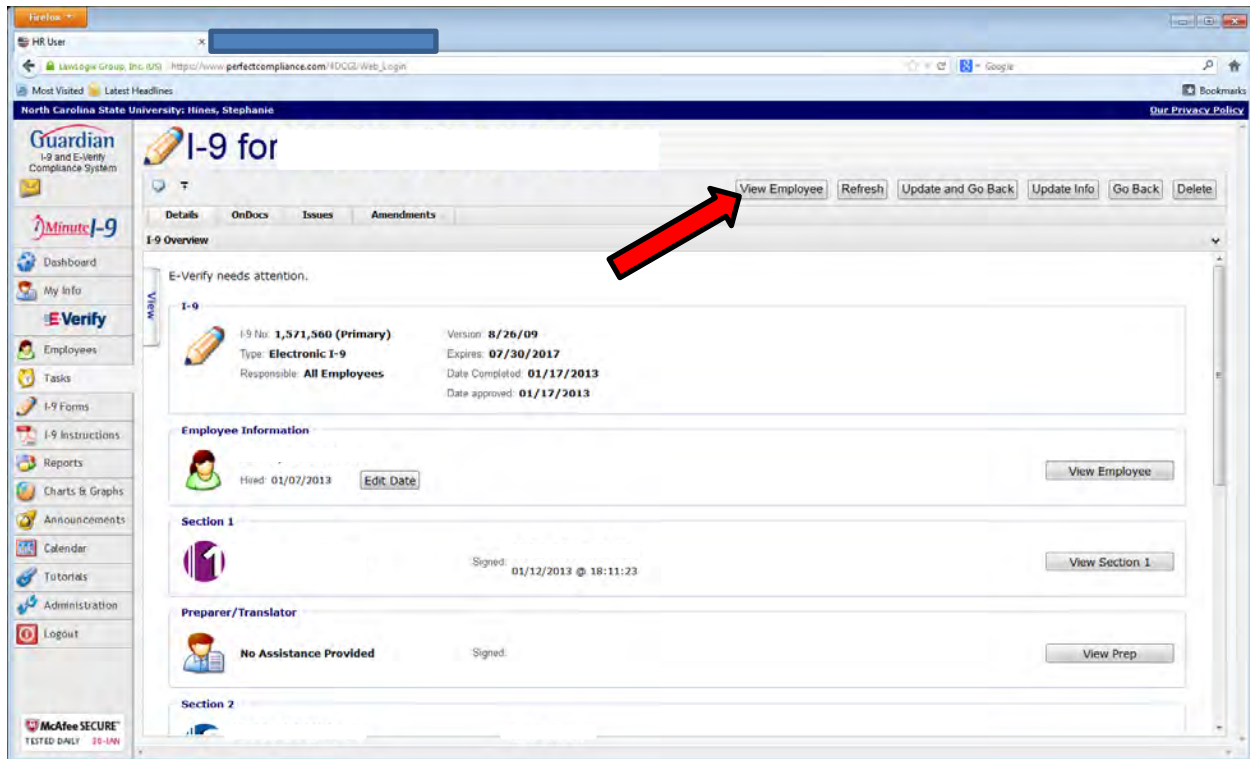


[Fig. 4]

- You have now marked the task completed for the “I-9 Needed For New Hire” email reminder.

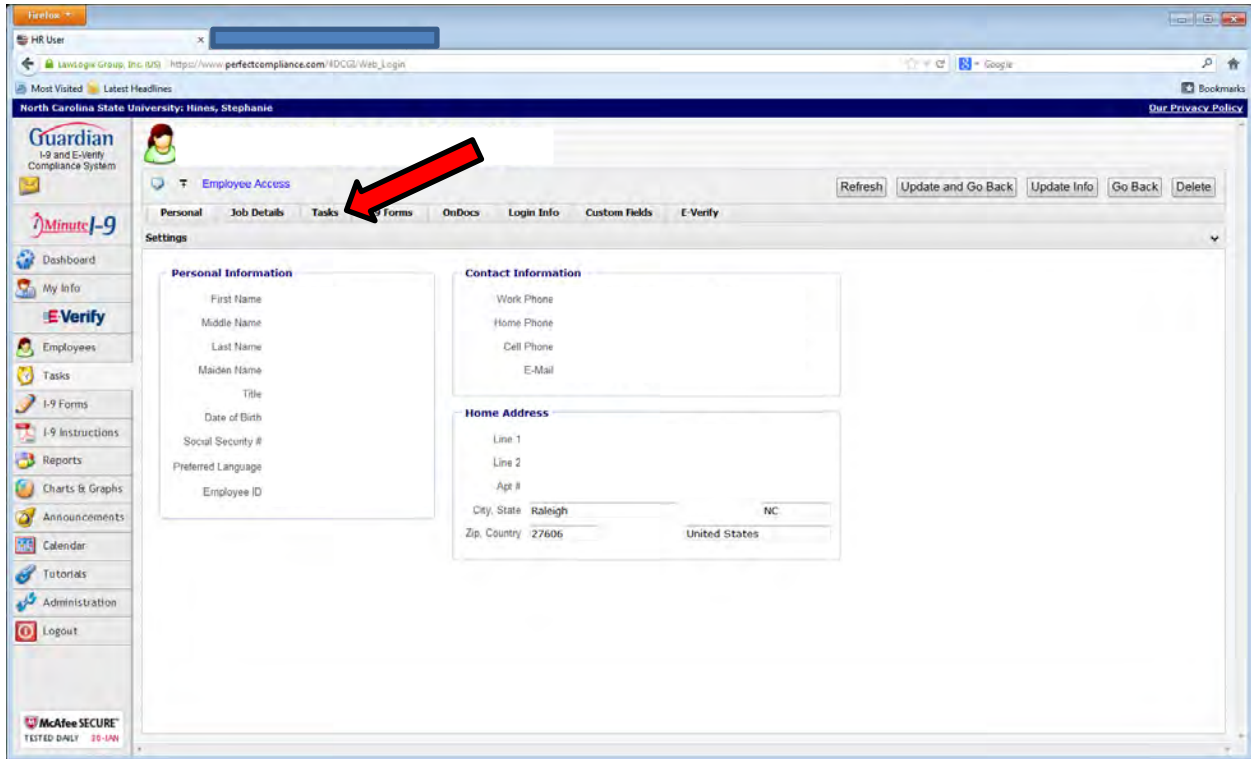
“Reverification Reminder” Email

1. If you are completing a reverification I-9, based on an email received regarding expiring work authorization, a task reminder has been created and will need to be marked completed. After you electronically sign Section 2 of the I-9 form, mark it completed, and mark it approved, you will be taken back to the I-9 Summary page [Fig. 5]. From this page, click “View Employee” at the top right corner of the page. [Fig. 5]



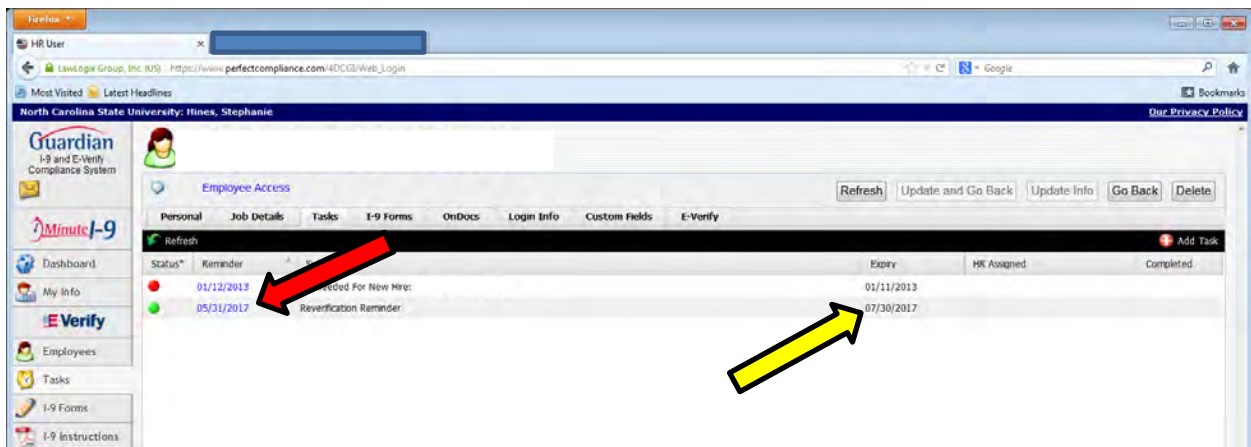
[Fig. 5]

2. Once you are in the employee's record, click the Tasks tab. [Fig. 6]



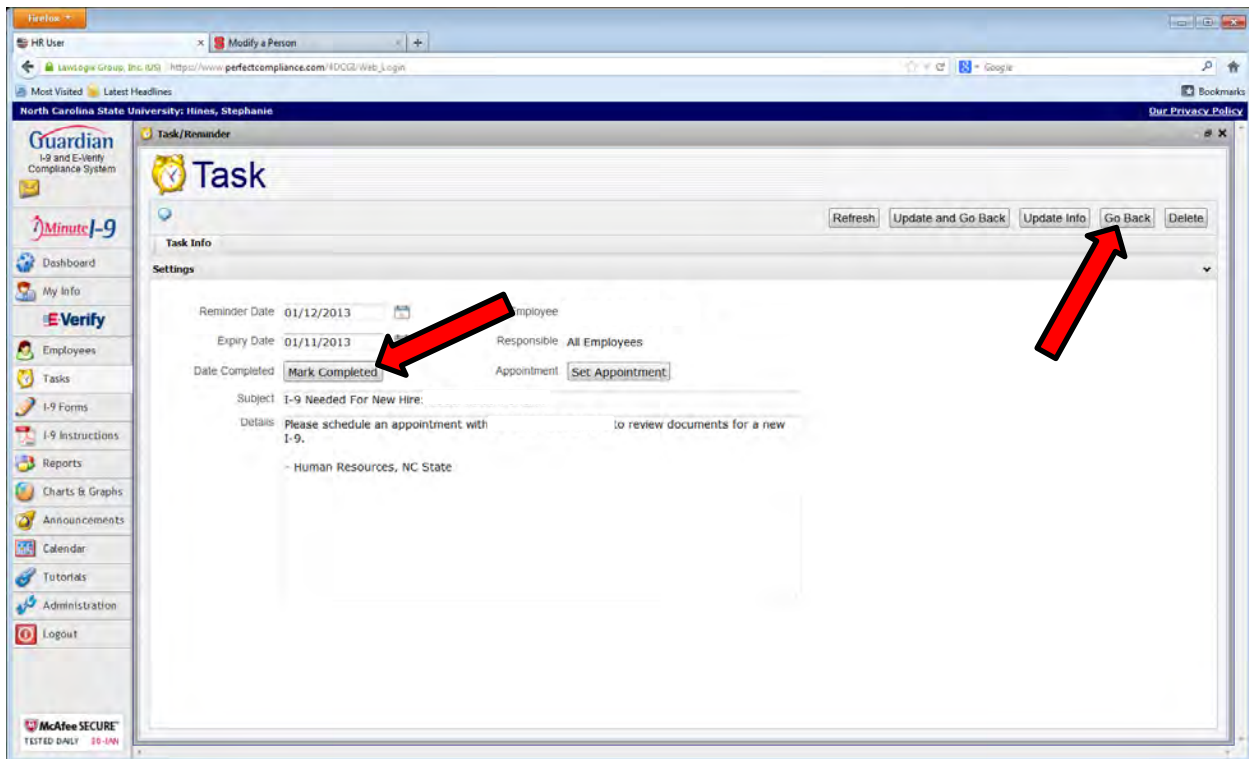
[Fig. 6]

3. The Tasks tab lists all task created for this employee. Because you have completed a reverification I-9, please locate the task with the subject "Reverification Reminder". An employee may have more than one Reverification Reminders. **(It is very important that you check the expiration date on the right side of this column, to ensure you are only marking the expiring I-9 as completed. Do NOT mark all Reverification Reminders completed.)** Click the date that is listed in blue. [Fig. 7]



[Fig. 7]

4. By clicking on the date link, the Task Info will appear. Click “Mark Completed” on the left side, and once the screen refreshes, click “Go Back” in the upper right corner. [Fig. 8]

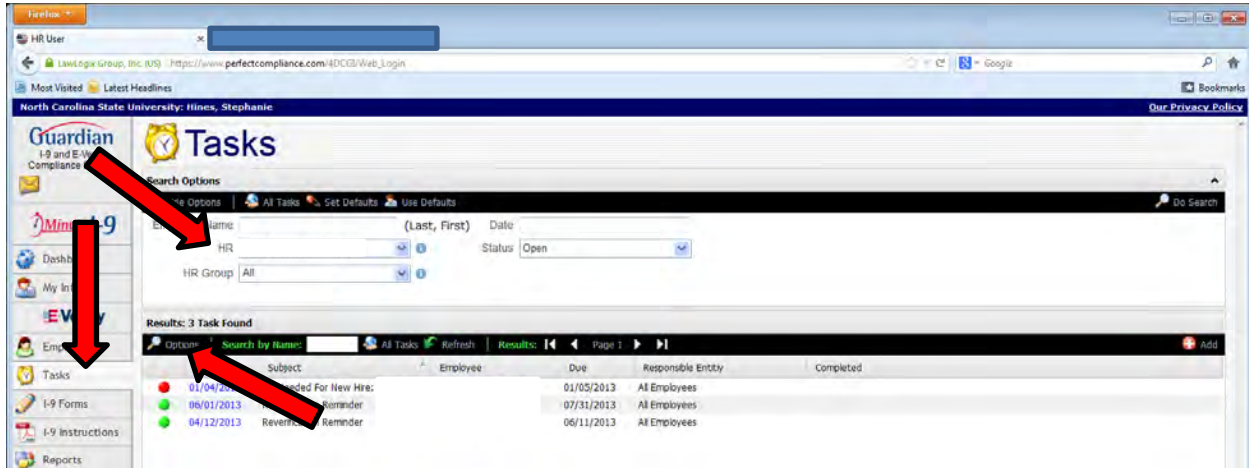


[Fig. 8]

5. You have now marked the task completed for the “Reverification Reminder” task email.

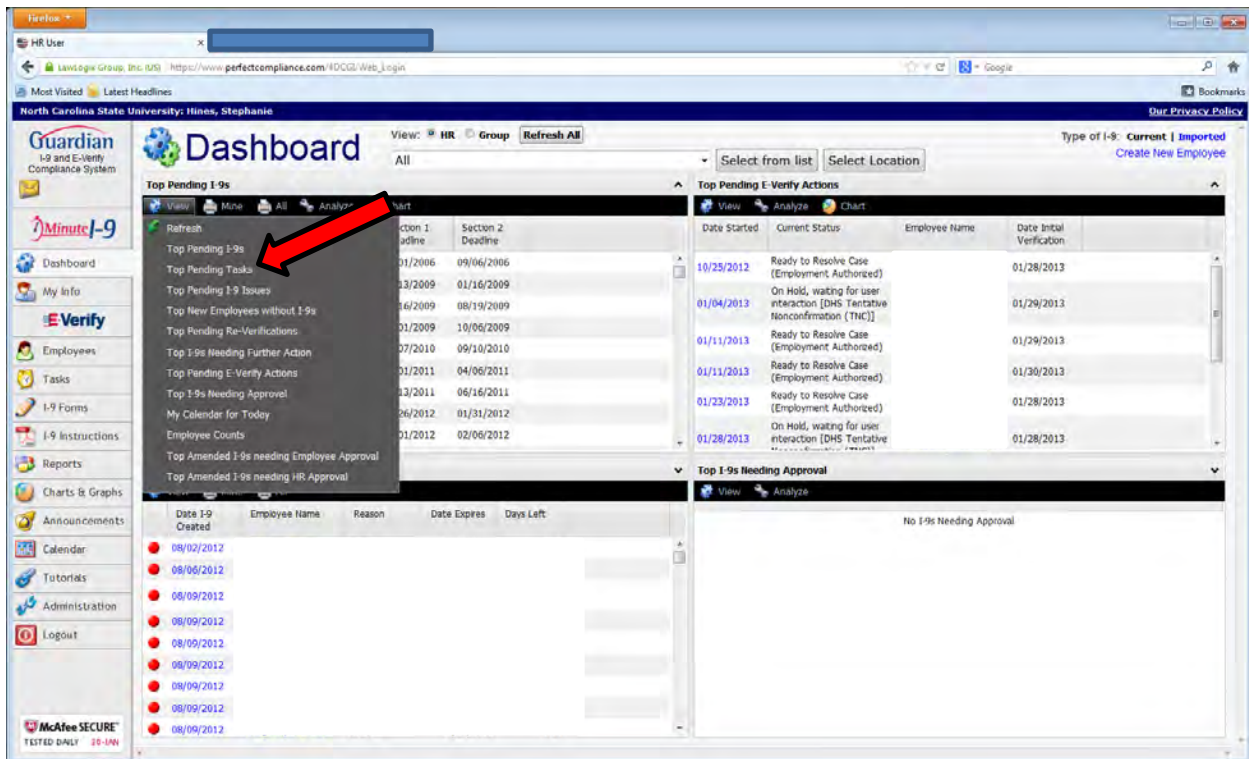
Helpful Tips:

You may check the pending task reminders for your OUC at any time. Located on the left tool bar on your Dashboard, you will find a “Tasks” button. By clicking this button you can see all pending tasks for your OUC. In order to do this, you will need to click the “Options” button on the left, and then choose the words “My Location” from the HR drop down box located at the top of the page. [Fig. 8]



[Fig. 8]

You may also choose “Top Pending Tasks” located within your panel views from your Dashboard. [Fig. 9]



[Fig. 9]