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**.
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.

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](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](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](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](https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents)

Thank You,
John Doe | john.doe@uab.edu
5. Once the email has been sent, the page will look like this:

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.

6. 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.

7. 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 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.

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.

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.
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.

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:


- 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.