

1. Add a New Hire Date

DO NOT update the employment history by changing the original hire date. The original hire date should be terminated, and a new hire date should be added. Location and Occupation Class should also be updated for the rehire. After a new hire date is added, a new I-9 can be added (see Step 2).

Note: The I-9 team goes by what is in the Oracle System when looking at new and rehires for Guardian.

Rehire Example:

Employee hire date: 08/27/2018
Terminated: 01/01/2020
Rehire: 08/28/2020

Do not change the initial hire date if there is one in the system with a corresponding I-9.

If you see an employee has a hire date and you are unsure whether they have been terminated and need a new I-9 or if they are transferring and their current I-9 is still valid please visit the [HR Records Administration Contact Us](#) page to contact an I-9 representative.

This has become a tracking issue as well as an over-documentation issue. Over-documentation is not allowed by the federal government and during an audit we could see major fines, at best.

INCORRECT

CORRECT

2. Add a New I-9

The final step for setting up a Rehire in Guardian is adding a new I-9 to the employee profile. The employee will not be able to login and complete Section 1 if an I-9 is not added.

Under the I-9 Forms tab, select Add I-9 (for a local employee or for a remote employee.)

The screenshot shows the 'Employee Access' interface. At the top, there are navigation tabs: Personal, Job Details, Tasks, **I-9 Forms** (circled in red), OnDocs, Login Info, Custom Fields, and E-Verify. Below the tabs is a 'Refresh' button. A table displays I-9 forms with columns: I-9 Number, View I-9, [Primary] Type [*] Setup RH/RA, Date Created, and Name on Form. Below the table are buttons: Refresh, Re-Evaluate Dashboards, Update and Go Back, Update Info, Go Back, and Delete. At the bottom, there are two buttons circled in red: **Add I-9** and **Add I-9 for Remote Processing**. Below these buttons is another table with columns: 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 new I-9 will appear on the employee's profile similar to below.

View I-9	[Primary] Type [*] Setup RH/RA	Date Created	Name on Form	I-9 Location	I-9 Business Unit
	[P] Electronic I-9	06/28/2021			

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