


Reverifications are handled by the I-9 team. The team may reach out to you for assistance in getting the employee into HR Records.

Reverification is usually completed when an employee's employment authorization, or in most cases, employment authorization documentation expires. When this happens, you must reverify to ensure the employee is still authorized to work.

To see when your employee's documentation expires, pull up your employee in Guardian and click on the I-9 Forms tab.

Personal	Job Details	Tasks	<b>I-9 Forms</b>	OnDocs	Login Info	Custom Fields	E-Verify
Refresh							
I-9 Number	View I-9	[Primary] Type [ * ] Setup RH/RA	Date Created	Name on Form			
11385028		[P] Electronic I-9	03/08/2021	Test, Miranda D			

Once you find the I-9, look for the Date Expires column on the far right to find the expiration date.

I-9 Location	I-9 Business Unit	I-9 Date Started	Section 1 Signed	Section 2 Signed	Date Completed	Date Approved	<b>Date Expires</b>
Huntsville Regional M	UAB Huntsville Camp	12/01/2016	11/17/2016	11/17/2016	11/17/2016	11/28/2016	02/27/2021

If your employee's documents have expired, they will receive an email from the I-9 team that they need to come in to bring in updated documents. Those documents can be: Foreign Passport, Permanent Resident Card, I94, I-20, 797, DS 2019, Employment Authorization Card, Social Security Card, etc.