Can’t Find the I-9 You Just Created?

When you need to go back into Guardian to upload documents or make a correction but can’t find the I-9....

1. Go to the I-9 Forms Module.

2. Choose Options

3. Using the drop down, change the HR Group to “My Locations.”

4. Click on Set Defaults.
This should pull up the list of employees for whom you have created I-9’s.

5. Once you find the employee you want, click on the I-9 number to the far left and make your correction or upload your docs.

Now that you’ve set up the defaults, the next time you are looking for an I-9 or an employee, all you need to do click on Use Defaults.

If this doesn’t work for you, please send me an email to norma.lozano@tamucc.edu

Thanks,

Norma

norma.lozano@tamucc.edu