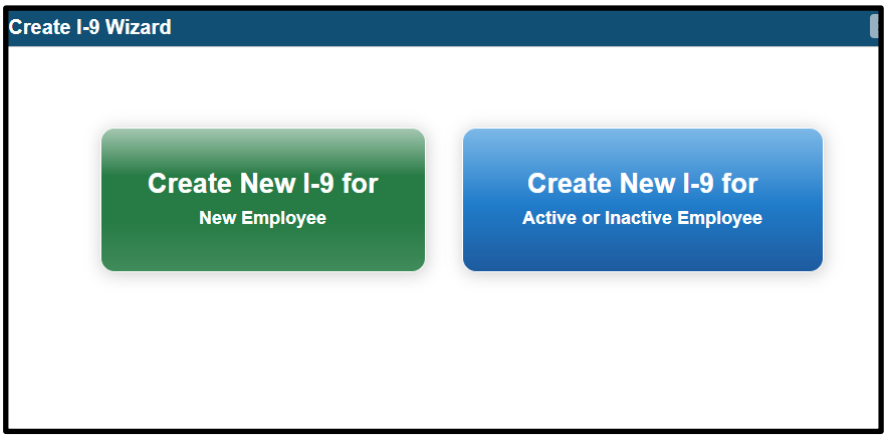
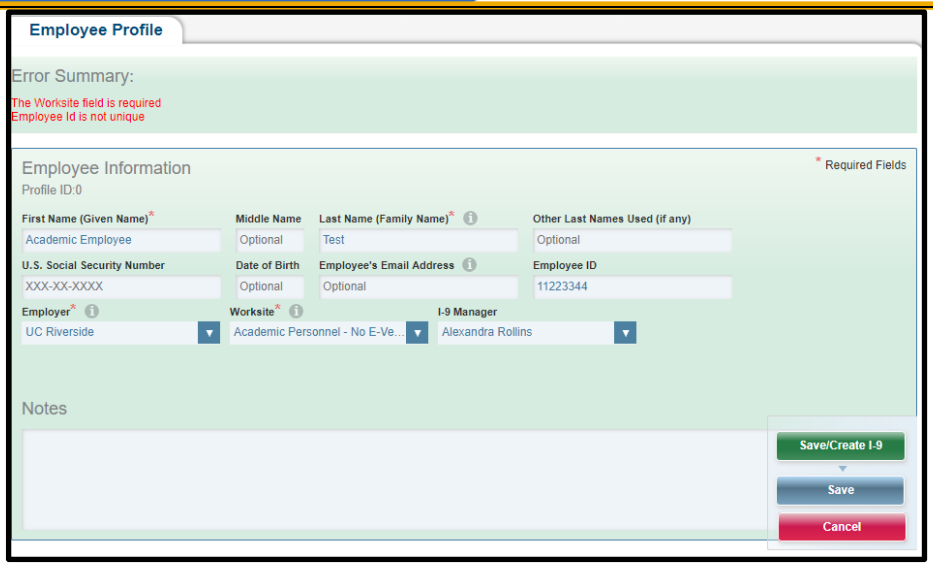
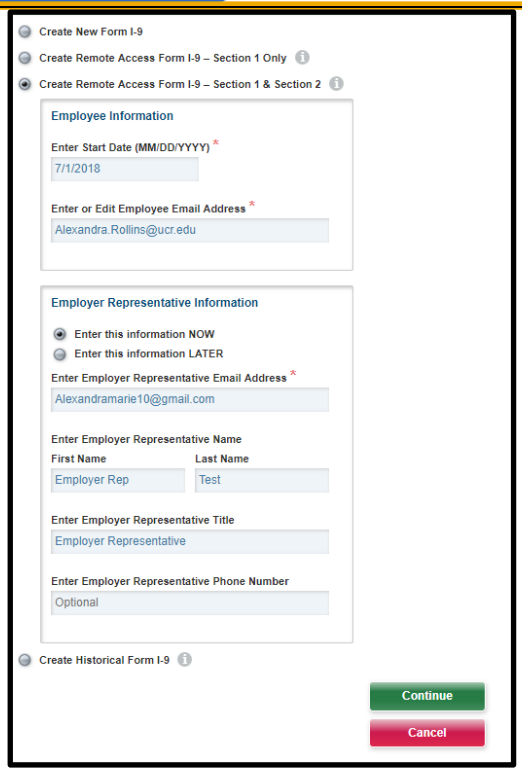
AY Appointee Retroactive Appointment Remote Hire |

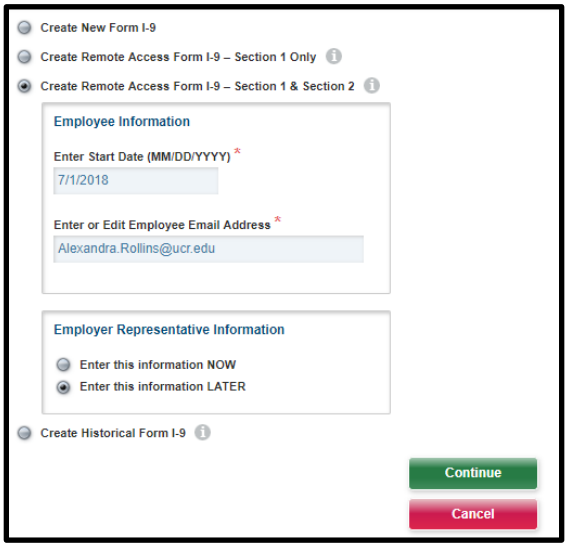
Per the UC Office of General Counsel, the Form I-9 "hire" date is triggered by PAY or WORK (whichever comes first). The 9/12 appointee has until the date that PAY or WORK is triggered to complete Section 1. The I-9 Manager in the Shared Services Center will need to create a Custom Audit Note (in the I-9 Summary Page) for AY Academic Appointees. The "hire date" in tracker does not have to match the "hire date" in UCPath. UCPath will not push the hire date to Tracker once the systems are integrated as previously mapped out. Therefore, the date in Tracker for AY Retroactive New Hires, should be equal to their first day of WORK (service) or PAY whichever comes first.

Step	Action
1.	Formal Offer is accepted by **Employee**
2.	**Department/Org** provides employee job information to appropriate Shared Service Center
3.	The **Partner** initiates Day 1 activities The **Partner** initiates hire with an approved position number in ServiceLink
4.	The **Shared Services Center** reviews and validates (TBH) template based hire (*PreHire)* *(Note: Employee ID will be generated from UCPath after the template is approved. to the Employee ID should be entered in the Tracker employee profile)*
5.	The **Shared Services Center/Department** creates New I-9 for New Employee in Tracker.  Once all the information is entered the **Shared Services Center** clicks the green Saves/Create I-9 button.

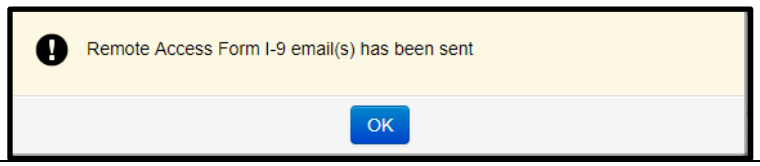
	 *Note: If the employee ID is entered in the Employee Profile when the employee record is first created, then it will be easy to search or lookup on the employee ID. It is best practice to input the employee ID information in the Employee Profile when creating the employee profile.*
6.	The **Shared Services Center** creates Remote Access Form I-9 section 1 and 2. **The Shared Service Center** enters Employee start date and Email address. **The Shared Service Center** also enters Employer Representative Information. (If you do not have this information, it can be added at a later time) *Note: The **Shared Services Center** needs to be in contact with the Employer Representative to verify if they are going to upload the documents via an iPhone or iPad in Tracker or if they are they are going to FedEx documents to the Shared Services Center.*



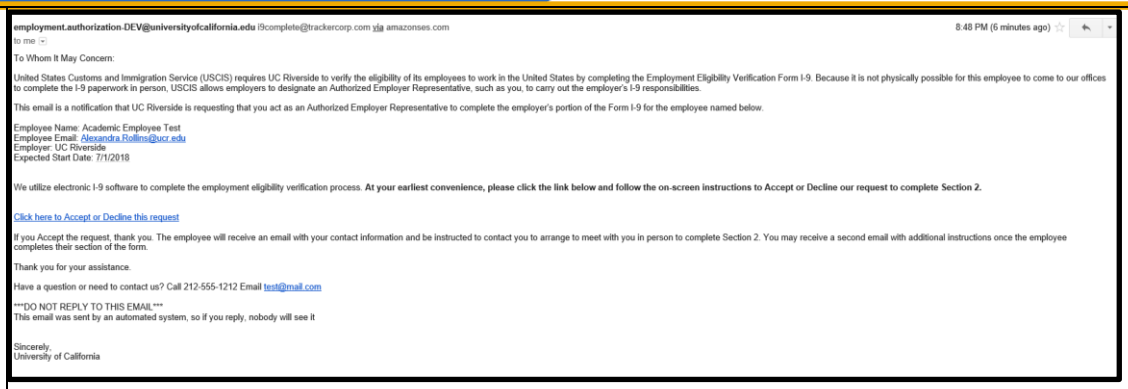
Note: If you do not have the Employer Representative Information it can be added later.



Once the **Shared Services Center** clicks continue a notification from Tracker will indicate that the Remote Access Form I-9 email(s) have been sent to both the Employee and the Employer Representative.



7.	**Employee** receives an email link to Tracker with instructions to complete section 1 and section 2 on the Form I-9. Note: Per the UC Office of General Counsel, the Form I-9 “hire” date is triggered by pay or work (whichever comes first). Examples below: 1. When an individual is appointed on July 1, has not performed any work for the University during July, and is not paid until August 1, the I-9 must be completed within three days of August 1. 2. When an individual is appointed on July 1, has not performed any work for the University during July or August and is not paid until September 1, the I-9 must be completed within three days of September 1. 3. When an individual is appointed on July 1, and performs work for the University beginning on July 1, the I-9 must be completed within three days of July 1. Dear Academic Employee Test: You have been hired by the organization listed below, and your new employer is requesting that you complete Section 1 of the Form I-9 using an electronic system to verify your eligibility to work in the United States. Department of Homeland Security regulations require that all employees (both citizens and non-citizens) complete this section no later than your first day of work. Employer Name: UC Riverside Expected Start Date: 7/1/2018 To access your section of the Form I-9 online, please visit the following secure link and follow the on-screen instructions: Form I-9 for Academic Employee Test IMPORTANT NOTE: You will not be able to return to this form after it has been electronically signed and submitted to your employer. After completing your section of the I-9 form, the next step is to present your identity and U.S. employment authorization document(s) to an authorized Employer Representative who must complete Section 2 of the I-9 form. Please note that original documents must be presented in person. Click here to view the List of Acceptable Documents The Employer Representative’s contact information will be sent to you in a separate email as soon as the information is confirmed To summarize, please take the following steps: 1. Click the Form I-9 link above and complete Section 1 2. After you receive the contact information for the Employer Representative, make arrangements to meet with Employer Representative to present your identity and U.S. employment authorization document(s) 3. Bring your ORIGINAL documents when you meet with the Employer Representative 4. Complete step 1-3 on or before your first day of work for pay
8.	Since the employee is a remote hire then an email will be generated to the **Employer Representative** from Tracker.
9.	**Employer Representative** receives email link from Tracker. In order to continue with the process, the Employer Representative must accept the request to complete section 2 of the Form I-9.



employment.authorization-DEV@universityofcalifornia.edu I9complete@trackercorp.com via amazonses.com 8:48 PM (6 minutes ago)
to me

To Whom It May Concern:

United States Customs and Immigration Service (USCIS) requires UC Riverside to verify the eligibility of its employees to work in the United States by completing the Employment Eligibility Verification Form I-9. Because it is not physically possible for this employee to come to our offices to complete the I-9 paperwork in person, USCIS allows employers to designate an Authorized Employer Representative, such as you, to carry out the employer's I-9 responsibilities.

This email is a notification that UC Riverside is requesting that you act as an Authorized Employer Representative to complete the employer's portion of the Form I-9 for the employee named below.

Employee Name: Academic Employee Test
Employee Email: Alexandra.Rollins@ucr.edu
Employer: UC Riverside
Expected Start Date: 7/1/2018

We utilize electronic I-9 software to complete the employment eligibility verification process. **At your earliest convenience, please click the link below and follow the on-screen instructions to Accept or Decline our request to complete Section 2.**

Click here to Accept or Decline this request

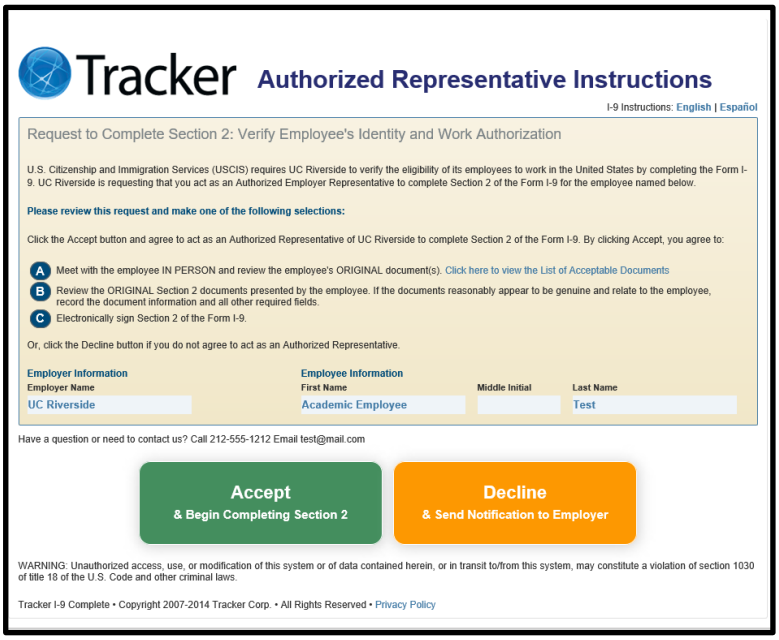
If you Accept the request, thank you. The employee will receive an email with your contact information and be instructed to contact you to arrange to meet with you in person to complete Section 2. You may receive a second email with additional instructions once the employee completes their section of the form.

Thank you for your assistance.

Have a question or need to contact us? Call 212-555-1212 Email test@mail.com

DO NOT REPLY TO THIS EMAIL
This email was sent by an automated system, so if you reply, nobody will see it

Sincerely,
University of California



Tracker **Authorized Representative Instructions**

I-9 Instructions: English | Español

Request to Complete Section 2: Verify Employee's Identity and Work Authorization

U.S. Citizenship and Immigration Services (USCIS) requires UC Riverside to verify the eligibility of its employees to work in the United States by completing the Form I-9. UC Riverside is requesting that you act as an Authorized Employer Representative to complete Section 2 of the Form I-9 for the employee named below.

Please review this request and make one of the following selections:

Click the Accept button and agree to act as an Authorized Representative of UC Riverside to complete Section 2 of the Form I-9. By clicking Accept, you agree to:

A Meet with the employee IN PERSON and review the employee's ORIGINAL document(s). Click here to view the List of Acceptable Documents
B Review the ORIGINAL Section 2 documents presented by the employee. If the documents reasonably appear to be genuine and relate to the employee, record the document information and all other required fields.
C Electronically sign Section 2 of the Form I-9.

Or, click the Decline button if you do not agree to act as an Authorized Representative.

Employer Information	Employee Information		
Employer Name	First Name	Middle Initial	Last Name
UC Riverside	Academic Employee		Test

Have a question or need to contact us? Call 212-555-1212 Email test@mail.com

Accept & Begin Completing Section 2 | Decline & Send Notification to Employer

WARNING: Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws.

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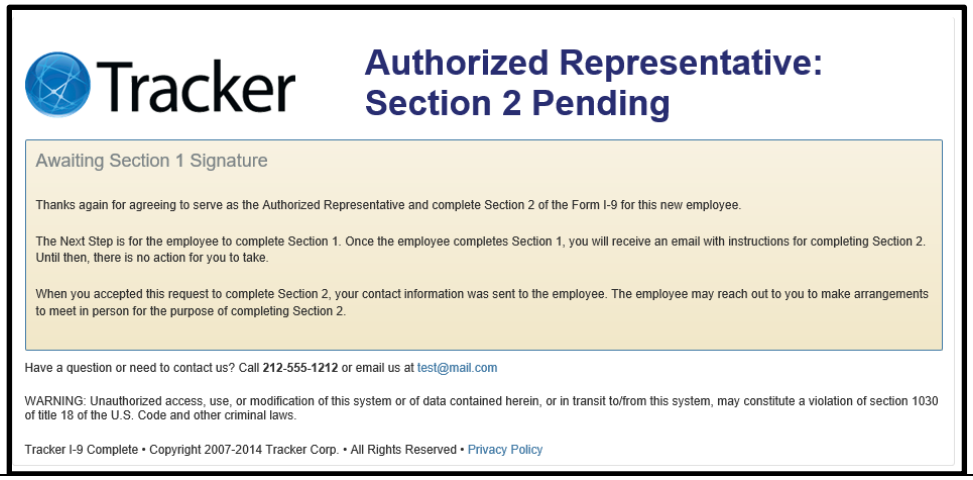
10. Once **Employer Representative** accepts the request to complete section 2 of the Form I-9 another email is generated with the instructions on how to proceed with the process. The Employer Representative may only proceed with the process once the employee completes section 1 of the Form I-9.



Tracker **Authorized Representative: Section 2 Pending**

Awaiting Section 1 Signature

Thanks again for agreeing to serve as the Authorized Representative and complete Section 2 of the Form I-9 for this new employee.

The Next Step is for the employee to complete Section 1. Once the employee completes Section 1, you will receive an email with instructions for completing Section 2. Until then, there is no action for you to take.

When you accepted this request to complete Section 2, your contact information was sent to the employee. The employee may reach out to you to make arrangements to meet in person for the purpose of completing Section 2.

Have a question or need to contact us? Call **212-555-1212** or email us at test@mail.com

WARNING: Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws.

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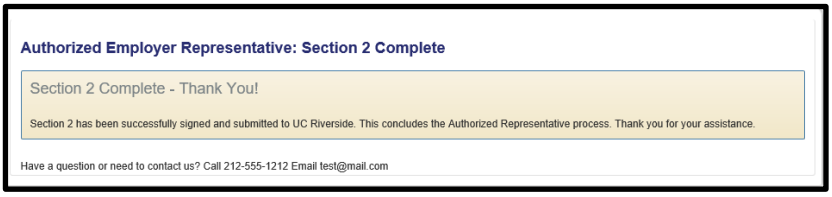
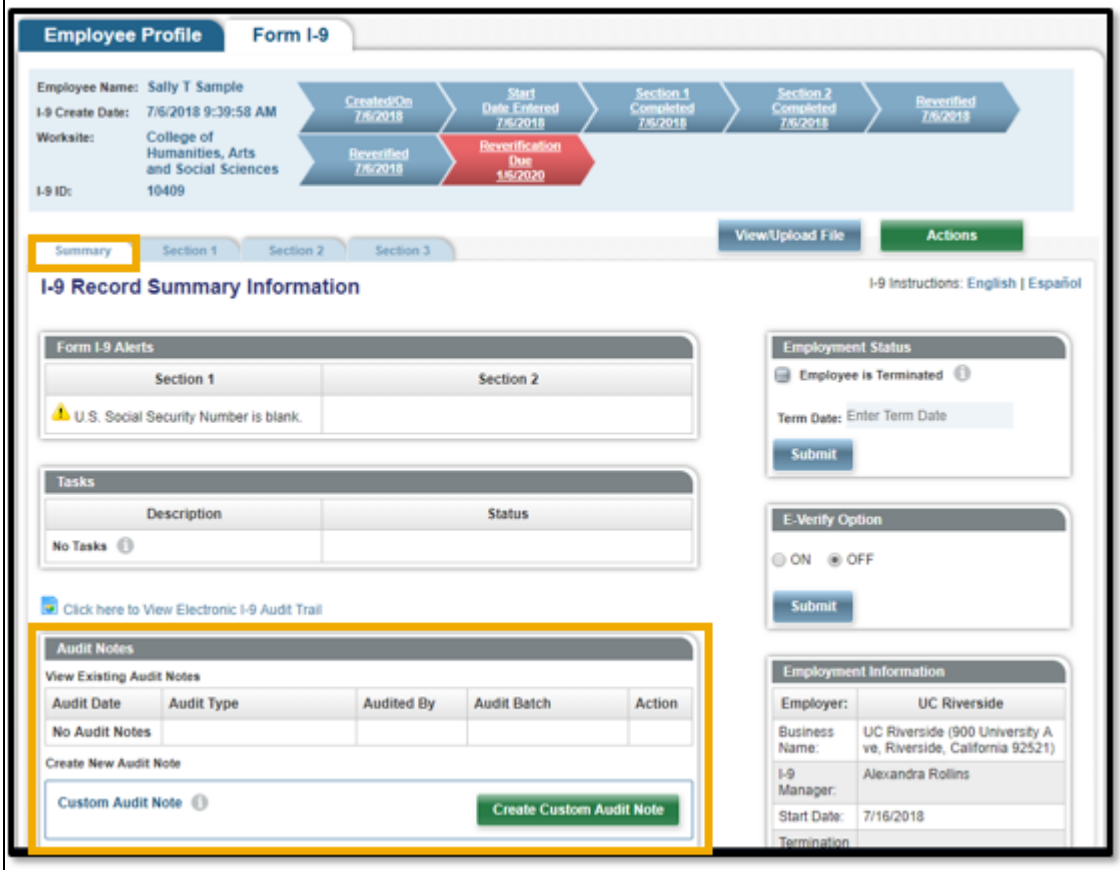
11.	**Employee** completes and electronically signs section 1 of the Form I-9. An email is generated from Tracker to the **Employee** confirming that Section 1 has been completed. Dear Academic Employee Test: The email confirms that Section 1 and Section 2 of the electronic Form I-9 has been completed. Thank you. Have a question or need to contact us? Call 212-555-1212 Email test@mail.com ***DO NOT REPLY TO THIS EMAIL*** This email was sent by an automated system, so if you reply, nobody will see it. Sincerely, University of California Once the **Employee** completes section 1 of the Form I-9 an email gets generated from Tracker with updated contact information to the Employer Representative who will complete Section 2 of the Form I-9. Tracker **Authorized Representative: Complete Section 2** Section 2 Ready for Completion Thanks again for agreeing to serve as the Authorized Representative and complete Section 2 of the Form I-9 for this new employee. The employee has completed Section 1 of the Form I-9. The Next Step is to meet with the employee in person and complete Section 2. When you accepted this request to complete Section 2, your contact information was sent to the employee. The employee may reach out to you to make arrangements to meet in person for the purpose of completing Section 2. When you are ready to begin the process of completing Section 2, click the Continue to Section 2 button Continue to Section 2 Have a question or need to contact us? Call **212-555-1212** or email us at test@mail.com WARNING: Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Tracker I-9 Complete • Copyright 2007-2014 Tracker Corp. • All Rights Reserved • Privacy Policy
12.	After the **Employee** completes Section 1, the next step is to present identity and U.S. employment authorization document(s) to Employer Representative who must complete Section 2 of the Form I-9. Employee and Employer Representative make arrangements to meet in person to review employee's identity and U.S employment authorization documents.
13.	**Employer Representative** validates documents and completes section 2 in Tracker. If Employee Representative has an iPhone or iPad, then they upload image of documents into tracker *(Note: Apple products will not cache/save the images of the documents on the device)* If **Employee Representative** does not have an iPhone or iPad, then they need to FedEx's copies of documents to Shared Services Center. *(Note: See step 6)*

Once Employee Representative completes section 2, a notification is generated from Tracker confirming section 2 is complete



14. *Note: Because the 9/12 employee has until the date that pay or work is triggered to complete Section 1. The I-9 Manager in the Shared Services Center will need to create a Custom Audit Note (in the I-9 Summary Page) these notes are useful when annotating why something was made to the record.*

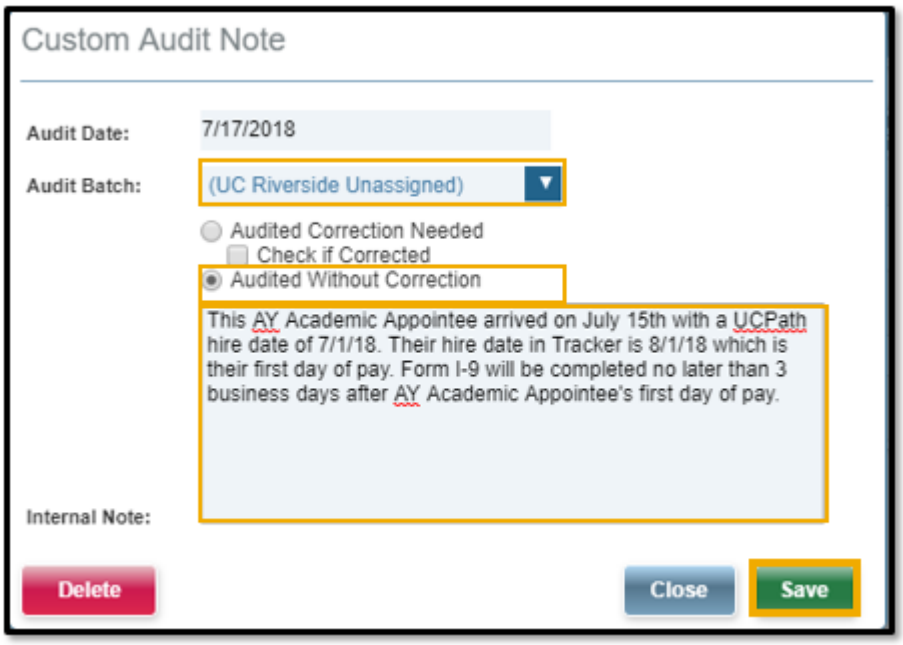
The Audit Notes feature is located on the Summary Tab of the Form I-9 Record. The Summary Tab can be reached by navigating to an Employee Profile, accessing the Form I-9 page, and then selecting the "Summary Tab" that is furthest to the left.



When creating the Audit Note complete the following steps:

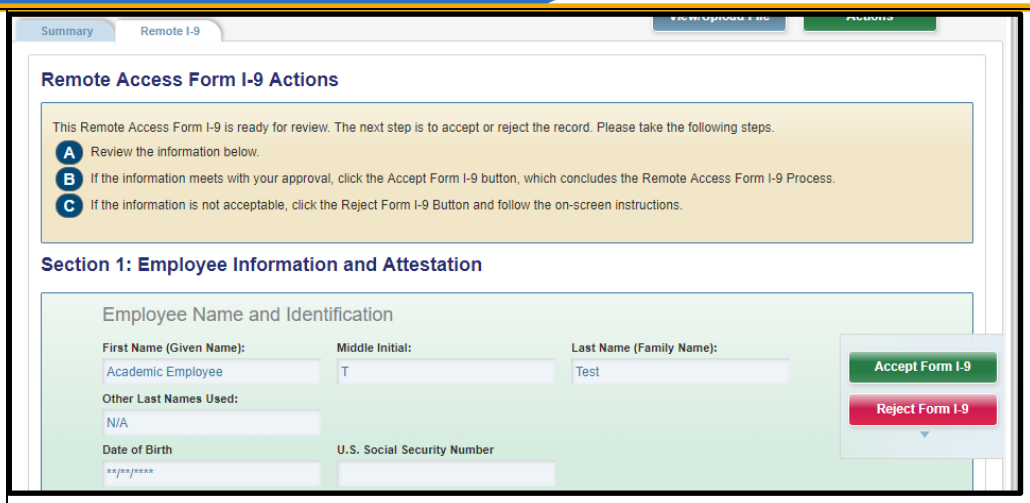
1. Select the correct Audit Batch from the dropdown list or accept the default selection.
2. Select either Audited Without Correction or Audited Correction Needed.

3. Select Audited Without Correction if no changes were made to the Form I-9.
4. Select Audited Correction Needed if changes are needed to one or more Form I-9 fields.
5. If Audited Correction Needed was selected and the corrections have been made, click the “Check if Corrected” checkbox.
6. Enter an Internal Note that describe the action taken or circumstances surrounding the audit. The notes appear on the Audit Batch report and can be used to explain why a Form I-9 had issues and the steps taken to address those issues.
7. Click the Save button.

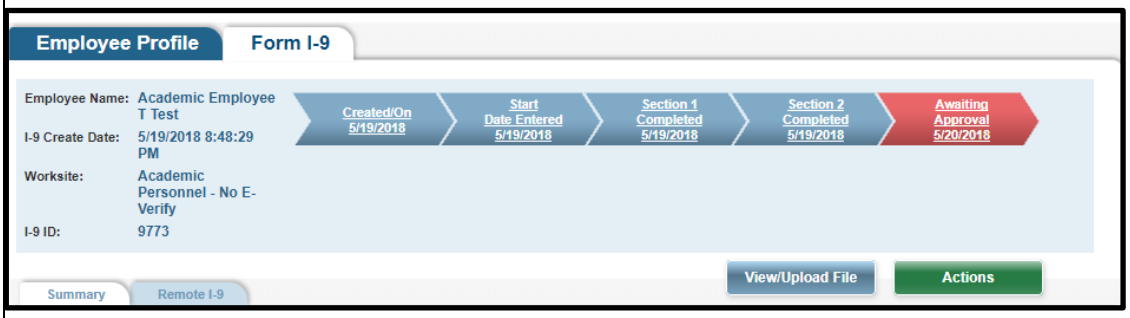


HR/AP Staff in **Shared Services Center** receives confirmation email that process has been completed. The next step is for them to accept or reject the record.

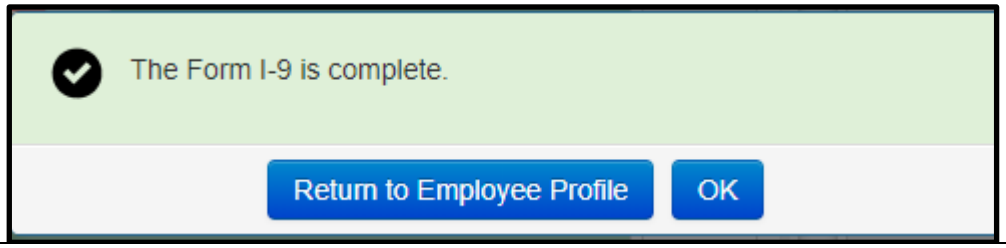
HR/AP Staff confirms appropriate documents are in tracker, or they scan the documents in tracker if the documents are being received by FedEx.



Another way for the **Shared Services Center** to see that the Form I-9 needs to be completed after inputting the custom Audit note is by clicking on Form I-9 tab and clicking on the red "Awaiting Approval Tab"



Once the process is complete the **Shared Services Center** receives a notification that the Form I-9 is complete.



15.	**Department/Org** files onboarding documents
16.	The **Partner** validates all Day 1 onboarding Tasks are complete
17.	The **Employee** is ready for work