How to Process a New H1-B in Tracker

1. Select Foreign Passport with I-94 or I-94A then click on the green “Continue with Selected Document(s) tab.
2. Select “No” when the Additional Documents Confirmation screen pops up.
3. Fill out the Employment Verification Screen. Keep in mind that all H-1B Visas will have an actual I-94 Expiration date. The Date must match what the employee put on “Date Authorized to work until” in Section 1.

Additional Documents Confirmation

You have indicated that the employee presented a Employment Authorization Document (Form I-766). Some foreign national employees may present additional documents to establish employment authorization in combination with their EAD, such as a Form I-20 or Form I-797 Receipt Notice.

Did the employee present additional documents?

Cancel  Yes
How to Process an H1-B Extension in Tracker

1. Select Foreign Passport with I-94 or I-94A then click on the green “Continue with Selected Document(s) tab.

2. Select “Yes” when the Additional Documents Confirmation screen pops up.

3. Select Nonimmigrant Extension w/Current Employer then click on the green “Continue with Selected Document(s) tab.
The Code of Federal Regulations states that H-1B visa holders who have filed for extension before their previous approvals expired are allowed to continue working for up to 240 days beyond the end date of their current approval period while their applications are pending.

The Reverification Due Date is 240 days from the date the I-94 expires which is 1/6/2020. Fill out Section C of the Employment Verifications Documents.

Enter the Extension of Status Reverification Due Date: Employees are authorized to continue to work while the petition is being processed for a period not to exceed 240 days, or until the extension petition is rejected, denied, or withdrawn.