Trainer Introduction

Alexandra Rollins
Title: OCM/Communications and Training Lead
Department: APO | UCPath
Years @ UC: 2 years
Previous Experience: 5+ years of experience in Organizational Development, Consulting, Training and Leadership Development
Housekeeping

Cell Phones

Breaks

Restrooms
Learning Topics

• Limited Implementation
• Full Tracker Implementation
• Accessing Tracker at UCR
• Overview of Tracker I-9 System
  • Tracker Roles and Permissions
  • Tracker Dashboard Overview
  • Initiating an I-9
  • Steps to create a New Form I-9 with Remote Section 1 and Section 2
  • How to scan documents with iPad for Section 2
  • Form I-9 Section 3
• Academic Considerations
  • Academic Retro hires
  • Custom Audit Notes/System Recommended Audit Notes
• Reporting
  • I-9 Record Summary List
  • Purge Reports – Only Available to Advanced Users
  • I-9 Custom Reports
• Creating a Historical I-9
• Additional Resources
• Give us your Feedback
Full Tracker Implementation
Full Tracker Implementation

In October 2018 UCR will use all the functionalities of Tracker:

• Create a New Form I-9
• Create a New Form I-9 with Remote Section 1
• Create a New Form I-9 with a Remote Section 1 and 2
• Rehire, Re-verify an employee
• Run Reports
• Create Audit Notes for Academic Appointees

Note: The department should not retain copies of the supporting documentation. If Tracker is temporarily unavailable at the time of completing the I-9 process with the employee, the employee designated to conduct the Form I-9 verification may keep copies of the supporting documents temporarily, but only until Tracker becomes available.

1. Once Tracker becomes available, a historical I-9 must be created with images of the paper Form I-9 and all supporting documentation, as well as an image of the paper I-9 should be uploaded into Tracker.
2. After the images have been uploaded into Tracker, paper documentation must be destroyed.
Accessing Tracker at UCR
**Accessing Tracker**

1. **UCRNetID**: Rollinsa
   - Password: ********

   - [Login](#)

2. **Access Tracker from your Authorized Apps tab on R 'Space**

   - [UCRNetID & Password](#)

   - [Select Authorized Apps](#)

   - [Tracker 1.0](#)

3. **Access Tracker from your Authorized Apps tab on R 'Space**

   - [Filter Authorized Apps](#)

   - [UCR Learning Center (CLMS)](#)

   - [UCPath Portal](#)

4. **Access Tracker from your Authorized Apps tab on R 'Space**

   - [UC Learning Center (CLMS)](#)

   - [UCPath Portal](#)
Accessing Tracker

Add Tracker to your Favorite Apps Section
Accessing Tracker

1. Go to the UCPath website.
2. Select the "Tracker I-9 Complete" option.
3. Log in with your University of California, Riverside credentials.
4. Select the "Tracker I-9 Complete Application".
5. Complete the I-9 Form.
6. Select your identity provider where you want to authenticate.
7. Select "Create New I-9".
   - Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.
Overview of Tracker I-9 System
# Tracker Roles and Permissions

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities and Permission level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client Admin</strong></td>
<td>Access to configure notification settings and manage worksites and users. Admins do not have I-9 Access. Dashboard view of Employer List. Local Admins should only access their Employer information.</td>
</tr>
<tr>
<td><strong>Advance User</strong> (&quot;with no E-Verify&quot; or &quot;with E-Verify&quot;)</td>
<td>Access to complete dashboard view, manage I-9s, delete I-9 after Section 2 signed, and delete employee profile, audit management, and all reporting tools. Ability to manage E-Verify when security role “with E-Verify” is selected.</td>
</tr>
<tr>
<td><strong>Intermediate User</strong> (&quot;with no E-Verify&quot; or &quot;with E-Verify&quot;)</td>
<td>Access to most dashboard view, manage I-9s, audit management, and all reporting tools. Ability to manage E-Verify when security role “with E-Verify” is selected.</td>
</tr>
<tr>
<td><strong>Basic User</strong> (&quot;with no E-Verify&quot; or &quot;with E-Verify&quot;)</td>
<td>Dashboard view of when tasks are due. Ability to manage I-9s at an intermediate user level except create Historical I-9s and Purge I-9 records. Ability to only view audit notes, audit trail, and I-9 record summary list. Ability to manage E-Verify except close batch cases when security role “with E-Verify” is selected.</td>
</tr>
</tbody>
</table>
Dashboard Overview

Form I-9 Task Due

Remote Access I-9 Records Task Due

Most Recently Visited Records Requiring Action

Organization Wide Summary

Forms I-9 with Signature Count: 10
I-9s Currently in Progress: 2
Percentage Audited: 0.00%
Average Completion Rate: 0 Days
Dashboard Overview: Tasks Due

The Dashboard highlights the number of I-9 records with next actions due with different colors representing urgency. The bars are clickable hyperlinks to review the list of records and take action.

<table>
<thead>
<tr>
<th>Color Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
</tr>
<tr>
<td>Warning</td>
</tr>
<tr>
<td>Not Yet Urgent</td>
</tr>
</tbody>
</table>
Dashboard Overview: Search

In the Search for Existing Employee window you may locate I-9 Records via a number of search criteria:

1. Last Name
2. Employee ID
3. Social Security
4. I-9 ID
5. First Name
6. Middle Initial
7. Worksite
8. Date of Birth

Click on search bar at the top right to bring up the Search for Existing Employee window
Initiating an I-9

There are two ways to initiate a new I-9 in Tracker:

1. Click on the green **Create New I-9** button

2. Hover over the Manage I-9 link and click on the **Create New Form I-9** link
You have two I-9 options to select from:

1. Green button = New I-9 for brand new employee
2. Blue Button = Create New I-9 for a person that has a record in the system (Ex. reverification or rehire)
Employee Profile

Required Fields
1. First and Last Name
2. Employer
3. Worksite
4. I-9 Manager = Processor
5. If you need assistance click on the icon for more information

The employee ID must be entered in the Employee profile when the employee record was first created, you will be able to do a search or lookup on the Employee ID. It is best practice to input the Employee ID information in the Employee Profile.

The Save/Create tab will launch Section 1 of the Form I-9. Save will save the Employee Profile. Cancel will cancel your changes.
Creating an I-9 Form

There are three ways to create a new Form I-9 record in the Tracker I-9 system.

1. Create a New Form I-9
2. Create a New Form I-9 with a Remote Section 1 (Employee Completes Section 1 Remotely)
3. Create a New Remote Form I-9 with Remote Section 1 and Section 2 (Employee completes Section 1 Remotely, and an Authorized Employer Representative Completes Section 2)
4. Click continue
Creating an I-9 Form

1. Create New Form I-9
   - Enter Start Date (MM/DD/YYYY)
     - Optional
   - Create Remote Access Form I-9 – Section 1 Only
   - Create Remote Access Form I-9 – Section 1 & Section 2
   - Create Historical Form I-9

2. Create New Form I-9
   - Enter Start Date (MM/DD/YYYY)
     - Optional
   - Enter or Edit Employee Email Address
     - Required
   - Create Remote Access Form I-9 – Section 1 Only
   - Create Remote Access Form I-9 – Section 1 & Section 2
   - Create Historical Form I-9

3. Create New Form I-9
   - Employee Information
     - Enter Start Date (MM/DD/YYYY)
   - Enter or Edit Employee Email Address
     - Required
   - Employer Representative Information
     - Enter Employer Representative Name
     - Enter Employer Representative Title
     - Enter Employer Representative Phone Number
     - Required
     - Optional

4. Continue
   - Cancel
The Tracker I-9 Solution Window will timeout after 20 minutes of inactivity
DEMO - Form I-9
With Remote
Section 1 and 2
Remote I-9 Form Section 1 and 2

1. Enter the Employee’s Start Date
2. Enter Employee’s Email Address
3. Click Enter this information NOW
4. Enter Employer Representative Name
5. Click Continue
6. You will receive a notification stating Remote Access Form I-9 emails(s) have been sent
To access employee section of the Form I-9 online, Employee must click on the link provided in the email and follow the on-screen instructions.
Remote Section 1: Employee Instructions

Form I-9 Section 1: Employee Information and Attestation

Read This Before Filling Out Section 1 of the Form

Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

Instructions are available electronically by clicking on English or Español link in the upper right corner of this form.

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Please refer to the Help buttons of the form or click the i-9 Instructions link for more information.

A. Enter your name, date of birth, and Social Security Number (if applicable).
B. Enter your street address and city, state, postal code, telephone number and email address.
C. Enter your employment status and, if applicable, authorization expiration date and document information.
D. Sign the form using the electronic signature process.

Red asterisks * denote a required field: ALL fields are required or must be declared N/A. The SSN field is optional if your employer does not participate in E-Verify.

ANTI-DISCRIMINATION NOTICE
It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

For more information, call the Immigrant and Employee Rights Section (IER) at the Department of Justice’s Civil Rights Division at 1-800-255-7083 (employees), 1-800-255-8185 (employers) or 1-800-237-2515 (TTY), or visit https://www.justice.gov/crt/immigrant-and-employee-rights-section.
Remote Section 1: Employee Part A and B

Employee Name and Identification

- **First Name (Given Name):** Required
- **Middle Initial:** Required or N/A
- **Last Name (Family Name):** Required
- **Other Last Names Used:** Required or N/A
- **U.S. Social Security Number:** Optional
- **Date of Birth:** Required

Employee Address and Contact Information

- **Address (Street Number and Name):** Required
- **Apt. Number:** Required or N/A
- **City or Town:** Required
- **State:** Required
- **Zip Code:** Required
- **Employee’s Telephone Number:** Required or N/A
- **Employee’s Email Address:** Required or N/A

---

UCRIVERSIDE
FOM|UCPath Training
Remote Section 1: Employee Part C

Employee Employment Status – This field is required in order to save the I-9 record. Employee must select one of the 4 options below:
Remote Section 1: Employee Part C

Employee Employment Status – This field is required in order to save the I-9 record. Employee must select one of the 4 options below:

- A lawful permanent resident – Requires a nine digit A-Number/USCIS Number

If you are a lawful permanent resident, please provide your Alien Registration Number/USCIS Number.
Remote Section 1: Employee Part C

Employee Employment Status*

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) *

- 1. A citizen of the United States

- 2. A noncitizen national of the United States (see instructions)

- 3. A lawful permanent resident

If you are a lawful permanent resident, please provide your Alien Registration Number/USCIS Number.

Alien Registration Number/USCIS Number: * 1234567

Alien Registration Number
Employee Employment Status – This field is required in order to save the I-9 record. Employee must select one of the 4 options below:

- An alien authorized to work – Requires either a nine digit A-Number/USCIS Number or an eleven digit Admission Number.
Remote Section 1: Employee Part C

4. An alien authorized to work

If you are an alien authorized to work, please provide the following additional information.

1. Date authorized to work until

   - Some aliens may check the N/A Checkbox. Hover over the for instructions.

   - 01/08/2019

   - N/A (Not Applicable)

2. Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
   An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

   - Alien Registration Number/USCIS Number: 123456789

   - Form I-94 Admission Number: 

   - Foreign Passport Number: 

   - Issuing Country: <None>
Remote Section 1: Employee Part D

1. Employee must enter Legal name as electronic signature
2. Employee must confirm the questions
3. Employee must select the “I Agree” box
4. If applicable complete the Prepare/Translator certificate
5. Click Sign Form I-9 Electronically
Remote Section 1 by Employee: Complete

The I-9 Manager (Processor) will also see that Section 1 is now complete.
Remote Section 2: Employee Email Notification

Dear Sally Sample:

This is a follow up email regarding the completion of your Form I-9 with UC Riverside. This message contains new or updated contact information for the authorized Employer Representative who will complete Section 2 of the Form I-9.

If you haven’t already, please complete your section of the I-9 form. You should have already received instructions for completing Section 1. 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 Sally Sample

After you complete Section 1, 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

Below is the Employer Representative’s contact information:
Email: deegealexi@email.com
Name: Eric Right

As a reminder, please take the following steps:
1. Complete Section 1 (if you have not done so already)
2. Contact the Employer Representative and make arrangements to meet in person with the document(s)
3. Bring your ORIGINAL documents when you meet with the Employer Representative
4. Complete steps 1-3 on or before your first day of work for pay

Thank you for your assistance.

Have a question or need to contact us? Call 213-555-1212 Email test@email.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
Remote Form I-9: Employer Representative

Email 1 Request to Complete Section 2

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: Sally Sample
Employee Email: Alexandra.Rollins@ucr.edu
Employer: UC Riverside
Expected Start Date: 7/18/2018

Sincerely,
University of California
Remote Form I-9–Employer Representative

Email 1 Request for Processing

This email is a notification that the below named employee has completed Section 1 of the Form I-9 using our electronic I-9 system.

Employee Name: Sally Sample
Employee Email: Alexandra.Rollins@ucr.edu
Employer: UC Riverside
Expected Start Date: 7/16/2018

To access Section 2 of the Form I-9 online, please visit the following secure link and follow the on-screen instructions:

Form I-9 for Sally Sample
Employer Representative Process

Once complete, the Employer Representative will need to upload an image of the acceptable document(s) presented by the employee into Tracker via an Apple device (e.g., Mac, iPad or iPhone). If an Apple device is not available, the agent must send a copy of the documents via FedEx to the designated Hiring Department/SSC.
Remote: Section 2

Form I-9 Section 2: Employer Review and Verification

Read This Before Filling Out Section 2 of the Form

Employees must complete Section 2 by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, Section 2 must be completed at the time employment begins. If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of an acceptable document(s).

A. Review and record the document title(s), issuing authority(ies), document number(s), and expiration date(s) if any.
B. Sign the form using the electronic signature process.

Employment Verification Documents
(The employee must present one document from List A or one document from List B and List C.

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s).

Authorized Employer Representative Electronic Verification

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States.
Remote – Section 2

Employment Verification Documents *

(The Employee must present one document from List A OR one document from List B and List C).

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s).

- **Document Type**
  - **List A**: Select
  - **List B**: Select
  - **List C**: Select
Remote: Section 2

Select a Document from List A - OR - one from both List B and C

**List A (Documents: Both Identity & Employment Eligibility)**
- Employment Authorization Document (I-768)
- Foreign Passport with I-514 or I-131A
- Marshall Islands Passport with Form I-514 or I-131A
- Micronesia Passport with I-514 or I-131A
- Refugee: Form I-514A or I-131A with refugee stamp (for RE class of admission)
- U.S. Passport

**List B (Documents: Identity)**
- Driver’s License issued by state/territory
- ID card issued by state/territory
- U.S. Military ID card
- Military-dependent ID card
- Canadian Driver’s License

**Under 18 without the Above**
- Individual under age 18
- Clinic record (under age 18)
- Day-care record (under age 18)
- Foster record (under age 18)

**List C (Documents: Employment Authorization)**
- Social Security Account Number Card (Unrestricted)
- DHS Employment Authorization Document
- Native American tribal document

- Birth Certificate (U.S.)
- Certificate of Birth Abroad (Form FS-545)
- Certificate of Report of Birth (DS-1571)
- Consular Report of Birth Abroad (FS-248)
- Resident Alien ID Card (Form I-551)
- U.S. Citizen ID Card (I-1571)

Description: The Employment Authorization Document (EAD) is issued to Foreign Nationals who are granted permission to be employed in the U.S. for a specific period of time. Enter the document number exactly as it appears on the document. The I-768 document number typically begins with 3 letters followed by 10 digits (e.g., WA00000000012). See the sample images. Must be unexpired.

Continue with Selected Document(s) or Cancel.
Remote Section 2: F-1 Example

**List A (Documents Both Identity & Employment Eligibility)**
- Employment Authorization Document (I-766)
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-571)
- Foreign Passport with Temporary I-519 Stamp
- Temporary I-519 Filing Notice
- U.S. Passport

**List B (Documents Identity)**
- Driver's License issued by state/territory
- Birth certificate (Foreign)
- U.S. Passport
- Military service record
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license

**List C (Documents Employment Authorization)**
- Social Security account number card (unrestricted)
- Employment authorization document
- Birth certificate (U.S.)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Alien Registration Receipt Card (Form I-571)

**Description**
Must contain a Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the foreign national’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Must be unexpired.

**Continue with Selected Document(s) Cancel**
Remote Section 2: F-1 Example

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?

- NO
- Yes

Select an Additional Document

- None
- F-1/M-1 Employee (Form I-20)
- J-1 Employee (DS-2019)
- H-1B Portability (AC-21)
- I-2A Portability
- Nonimmigrant Extension w/ Current Employer

Continue with Selected Document(s)  Cancel
Remote Section 2: F-1 Example

The Form I-94 or Form I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20, Certificate of Eligibility for Nonimmigrant Students, endorsed with employment authorization by the designated school official for off-campus employment or curricular practical training. Select this option if the employee presents a Form I-20, then: • Enter the Form I-20 number (Student and Exchange Visitor Number – SEVIS Number) • Enter the program and date from the Form I-20 as the expiry date.
Remote Section 2: F-1 Example

The I-20 Expiration Date must match what the employee put on “Date Authorized to work until” in Section 1.

D/S is used for student and exchange visitors (F-1, J-1). H-1B Visas will have an actual I-94 Expiration date.

I-20 Expiration Date must match what the employee put on “Date Authorized to work until” in Section 1.
Remote Section 2: H-1B Example

**List A (Documents Both Identity & Employment Eligibility)**
- Employment Authorization Document (I-766)
- Foreign Passport with I-94 or I-94A
- Alien Registration Receipt Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Temporary I-94 or I-94A

**List B (Documents Identity)**
- Driver’s License issued by state/territory
- Identity Card issued by government agency
- U.S. Military card
- U.S. Military draft record
- Passport or Identity Card
- Canadian Driver’s License
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Temporary I-94 or I-94A
- Foreign Passport with a Photograph
- Foreign Passport with Temporary I-94 Stamp
- Temporary I-94 stamped in a Machine-Readable Visitor Visa (MRV)

**List C (Documents Employment Authorization)**
- Social Security Account Number Card (Unrestricted)
- TALEN Employment Authorization Document
- Native American tribal document
- Birth certificate (U.S.)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (DS-1358)
- Consular Report of Birth Abroad (PS-240)
- Resident Alien Card (Form I-131)
- U.S. Citizen ID Card (I-959)

**Description**
- Must contain a Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the foreign national’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Must be unexpired.
Remote Section 2: H-1B Example

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?

[ ] NO  [ ] Yes

Cancel
Remote Section 2: H-1B Example

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.
Remote Form I-9: Employer Representative

1. Enter your legal name and title:
   - First Name: Eric
   - Last Name: Right
   - Title or Position: Employer Representative

2. Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection the completion of this Form.
   - I Agree

3. Click "Sign Form I-9 Electronically" to complete the electronic signature.

Sign Form I-9 Electronically
Remote Form I-9: Employer Representative

Once you select “I agree” you will receive the following notifications.

**IMPORTANT:** You are signing Section 2 of the Form I-9. You must verify your submission before signing electronically. You will not be able to return to this form after it has been electronically signed. Click Yes if you are ready to continue with completing the electronic signature.

---

**Authorized Employer Representative: Section 2 Complete**

Section 2 Complete - Thank You!

Section 2 has been successfully signed and submitted to UC Riverside. This concludes the Authorized Representative process. Thank you for your assistance.
Remote Form I-9: Processor

The I-9 Manager (Processor) will also see that Section 2 has now bee completed.
Remote Form I-9: Processor Review

Employment Information

- Employer: UC Riverside
- Worksite: College of Humanities, Arts and Social Sciences
- Business Name: UC Riverside (900 University Ave, Riverside, California 9252)
- Start Date: 7/16/2018
- Employee hired for three days or less

Employer Representative Information

- First Name: Eric
- Last Name: Right
- Title: Employer Representative

Accept Form I-9
Remote Form I-9: Processor Review

Provide an Electronic Signature

1. Enter your legal name as your electronic signature: Sally T Sample

Employer Electronic Verification

1. Enter your legal name and title: Eric Right - Employer Representative
Remote Form I-9: Processor Review

The Form I-9 is complete.

Return to Employee Profile

OK
Remote Form I-9: Processor Review
Remote Form I-9: Processor Review

Audit History

<table>
<thead>
<tr>
<th>Section</th>
<th>Date</th>
<th>Audit History Event</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7/6/2018 11:27:00 AM</td>
<td>Remote Employer Representative Signed Section 2</td>
<td>Eric Right</td>
</tr>
<tr>
<td>1</td>
<td>7/6/2018 11:01:28 AM</td>
<td>Remote Hire Signed Section 1</td>
<td>Sally T Sample</td>
</tr>
</tbody>
</table>
Remote Form I-9: Employee Email Confirmation

Dear Sally Sample:

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
iPad Scanning for Section 2
iPAD Scanning

1. Ensure that Section 2 has been completed
   • You must complete Section 2 in Tracker (On your desktop computer or iPad) prior to capturing the images of the presented documentation.

2. Log in to Tracker on the iPad
   • Log into your iPad
   • Tap on the Safari app icon
   • Add a new tab by tapping on the “+” on the top right of the browser window
   • Make sure that any old tabs are closed by tapping on the left corner of the of tab(s).
iPAD Scanning

- Locate the Employee’s Form I-9 Record
- Search for your employee by entering identifiers on the Search
- Select your employee’s profile by tapping on it on the Search Results field (the selected record will be highlighted in orange once you tap on it).
iPAD Scanning

- Tap on the blue Review/Edit Selected I-9 button to get to the employees I-9 record.
iPAD Scanning

- One way to record the document data onto the form is by tapping on the blue “View/Upload File” button in the Employee Summary Section.
iPAD Scanning

- Another way to scan documents in, is to tap on the “View/Upload File” button from Section 2.
iPAD Scanning

- Select “Add files” and select “Take Photo or Video” to access the iPad camera.

Note: Be sure to take the photo from the browser and not outside from the application to make sure it is secure and it doesn’t store it on the camera role on the device. Apple products will not cache/save images of the documents on the device but it will store images on non-apples devices.
iPAD Scanning

- Take the photo and select either “Start” or “Upload All” to load the image.
iPAD Scanning

- Once it’s complete, this is what it will look like below and you can close the window or pop-up to return to the application or Section 2
iPAD Scanning

- Confirm that the image in attached on the Form I-9 Section 2 and select “Save/Validate”
Form I-9 Section 3
Section 3: Form I-9

Section 3 Possible Actions
- Add Section 3 – New Name
- Add Section 3 – Rehire Employee
- Add Section 3 – Reverification
The Section 3 tab is accessible from the Form I-9 tab only after both Section 1 and Section 2 have been signed. Once the Form I-9 has been completed, Section 3 information can be added to the I-9 record by clicking the Create New Section 3 bar at the bottom of the Section 3 tab.
Section 3: Add New Name

Adding Section 3 information to an I-9 Record can be used to record changes to an employee's name. Updating the name will NOT update the entire I-9 Record, and all previously signed Form I-9 items are preserved for comparison.

To record an employee's new name:
1. Click the **Create New Section 3** bar.
2. Enter the new version of the employees name in the **Last Name, First Name**, and **Middle Initial** (if applicable) **Name Fields**
3. Finally, review the certification statement in the **Employer Electronic Verification** section and sign using the electronic or paper signature. Click the **Sign Form I-9 Electronically** button to complete the process.
Section 3: Add New Name

Enter the new version in the Last Name, First Name, and Middle Initial (If applicable) Name fields under step A.
Section 3: Add New Name

Once you enter the new version under step A. Review the certification statement in the Employer Electronic Verification Section (Step E), check the I Agree box and sign. Click the Sign Form I-9 Electronically button to complete the process.
Section 3: Employer Electronic Verification

Review the certification statement in the Employer Electronic Verification Section (Step E), check the I Agree box and sign. Click the Sign Form I-9 Electronically button to complete the process.
Section 3: Rehire

One reason for adding Section 3 information to an I-9 Record is to rehire an employee within three years of the date the initial Form I-9 was originally completed.

To rehire an employee:

1. Click the Create New Section 3 bar.
2. Enter the Date of Rehire
3. Fill out the Employment Verification Documents section
4. Finally, review the certification statement in the Employer Electronic Verification section and sign using the electronic or paper signature. Click the Sign Form I-9 Electronically button to complete the process.

*Note: The New Name fields can be used to update the employee’s name at the same time if applicable.
Section 3: Rehire

Use the employee’s original Form I-9 to document the rehire of an employee who has previously completed a Form I-9 and is rehired, if the employee is:

1. Rehired within three (3) years of the initial date of hire; and
2. Still eligible to work on the same basis as when the original Form I-9 was completed
3. If no Tracker record exists, complete an historical I-9 using the original paper I-9 and complete section three (3).
4. If unable to locate the original I-9, complete an I-9 in Tracker.
Section 3: Employer Electronic Verification

Review the certification statement in the Employer Electronic Verification Section (Step E), check the I Agree box and sign. Click the Sign Form I-9 Electronically button to complete the process.
Section 3: Reverification

The most critical reason for adding Section 3 information to an I-9 Record is to reverify employment eligibility when work authorization documents are about to expire. An employee must provide new or updated proof of employment eligibility on or before their current employment eligibility document expires.

To Reverify an employee:

1. Click the **Create New Section 3** bar.
2. Under the **Employment Verification Documents** click on the Document Type drop-down menu and select a document from List A or C
   
   **Note:** List B documents never require reverification
3. Fill out the **Employment Verification Documents** section
4. Finally, review the certification statement in the **Employer Electronic Verification** section and sign using the electronic or paper signature. Click the **Sign Form I-9 Electronically** button to complete the process.
Section 3: Reverification

1. Under Employment Verification Documents click on the Document Type Drop Down menu and select a document from List A or C.
Section 3: Employer Electronic Verification

Review the certification statement in the Employer Electronic Verification Section (Step E), check the I Agree box and sign. Click the Sign Form I-9 Electronically button to complete the process.
Section 3: Reverification: J-1 Example

<table>
<thead>
<tr>
<th>Description</th>
<th>Samples and Doc. # Locator</th>
<th>E-Verify Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must contain a Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the foreign national's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Must be unexpired.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Reverification: J-1 Example

Additional Documents Confirmation

You have indicated that the employee presented a Foreign Passport with a Form I-94 or I-94A. Some foreign national employees may present additional documents to establish employment authorization in combination with their Foreign Passport and Form I-94, such as a Form I-20, Form DS-2019, or Form I-797 Receipt Notice.

Did the employee present additional documents?

[ ] NO  [ ] Yes  [ ] Cancel

Select an Additional Document

Select J-1 Employee (DS-2019) and continue with selected document(s).
Section 3: Reverification: J-1 Example

### Employment Verification Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Foreign Passport with I-94 or I-123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>NICARAGUA</td>
</tr>
<tr>
<td>Passport Document #</td>
<td>123456</td>
</tr>
<tr>
<td>Expires</td>
<td>1/6/2026</td>
</tr>
<tr>
<td>I-94 Issuing Authority</td>
<td>USCIS</td>
</tr>
<tr>
<td>I-94 Document #</td>
<td>123456678910</td>
</tr>
<tr>
<td>I-94 Expires</td>
<td>DIS</td>
</tr>
<tr>
<td>Additional Documents</td>
<td>J-1 Employee (DS-2019)</td>
</tr>
<tr>
<td>DS-2019 Issuing Authority</td>
<td>U.S. Department of State</td>
</tr>
<tr>
<td>DS-2019 Document #</td>
<td>N123456678910</td>
</tr>
<tr>
<td>DS-2019 Expires</td>
<td>1/6/2021</td>
</tr>
</tbody>
</table>

New Employee Reverification Due Date

[Image of the form with highlighted due date]
Section 3: Reverification Signature

Review the certification statement in the Employer Electronic Verification Section (Step E), check the I Agree box and sign. Click the Sign Form I-9 Electronically button to complete the process.
Section 3: Reverification Due

Reverification data now appears on the Employees' Form I-9

Create New Section 3

Alexandra Rollins - Reverified 3/7/2019
Section 3: Reverification F-1 Example

List A (Documents Both Identity & Employment Eligibility)
- Employment Authorization Document (I-766)
- Foreign Passport with I-94 or I-94A
- Departure Record with Form I-94 or I-94A
- Alien Registration Receipt Card (Form I-551)
- Temporary I-94 with a Photograph (no passport)
- Temporary I-94 Printed Notification on a Machine Readable Immigrant Visa (MRIV)
- U.S. Passport
- Passport Card
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Foreign Passport with Temporary I-94 or I-94A
- Alien Registration Receipt Card (Form I-551)
- Temporary I-94 Printed Notification on a Machine Readable Immigrant Visa (MRIV)

List B (Documents Identity)
- Driver’s License issued by state/territory
- ID card issued by a government agency
- ID card issued by a government agency
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s License
- Under 18 without the Above
- Birth Certificate
- Clinic record (under age 18)
- School record (under age 18)

List C (Documents Employment Authorization)
- Social Security Account Number Card
- EIN Employment Authorization Document
- Native American tribal document
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)
- Certification of Birth Abroad (Form FS-540)

Sample Description:
Must contain a Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the foreign national’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Must be unexpired.

Continue with Selected Document(s)  Cancel
Section 3: Reverification F-1 Example

Additional Documents Confirmation

You have indicated that the employee presented a Foreign Passport with a Form I-94 or I-94A. Some foreign national employees may present additional documents to establish employment authorization in combination with their Foreign Passport and Form I-94, such as a Form I-20, Form DS-2019, or Form I-797 Receipt Notice.

Did the employee present additional documents?

- No
- Yes

Cancel
Section 3: Reverification F-1 Example

### Employment Verification Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Foreign Passport with I-04 or I-...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>NICARAGUA</td>
</tr>
<tr>
<td>Passport Document #</td>
<td>123456</td>
</tr>
<tr>
<td>Expires</td>
<td>1/8/2025</td>
</tr>
<tr>
<td>I-94 Issuing Authority</td>
<td>USCIS</td>
</tr>
<tr>
<td>I-94 Document #</td>
<td>12345678910</td>
</tr>
<tr>
<td>I-94 Expires</td>
<td>D/S</td>
</tr>
<tr>
<td>Additional Documents</td>
<td>F-1/M-1 Employee (Form I-20)</td>
</tr>
<tr>
<td>I-20 Issuing Authority</td>
<td>U.S. Immigration and Customs</td>
</tr>
<tr>
<td>I-20 Document #</td>
<td>N12345678910</td>
</tr>
<tr>
<td>I-20 Expires</td>
<td>01/06/2020</td>
</tr>
</tbody>
</table>

**New Employee Reverification Due Date**
Section 3: Reverification Signature

Review the certification statement in the Employer Electronic Verification Section (Step E), check the I Agree box and sign. Click the Sign Form I-9 Electronically button to complete the process.
Section 3: Reverification Due

Reverification data now appears on the Employees' Form I-9
Section 3: H-1B Extension Example

Must contain a Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the foreign national’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Must be unexpired.
Section 3: H-1B Extension Example

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?

---

Select an Additional Document

- None
- F-1/M-1 Employee (Form I-20)
- J-1 Employee (DS-2019)
- H-1B Portability (AC-21)
- H-2A Portability
- Nonimmigrant Extension w/ Current Employer

Continue with Selected Document(s) | Cancel

Certain Nonimmigrant categories* may receive extensions of stay with the same employer if the employer files a Form I-129 petition with USCIS on their behalf before the nonimmigrant’s current immigration status expires. These employees are authorized to continue to work while the petition is being processed for a period not to exceed 240 days, or until USCIS denies your petition, whichever comes first. Retain the following documents with the employee’s Form I-9: • A copy of the new Form I-129. • Proof of payment for filing a new Form I-129, and • Evidence that you mailed the new Form I-129 to USCIS. After submitting Form I-129 to USCIS, you will receive Form I-797(C) from USCIS acknowledging that your petition is pending, which you should retain with the employee’s Form I-9. *Categories include E-1, E-2, H-2B, H-3, L-1, O-1, O-2, P-1, P-2, P-3, Q-1, R-1 and TN (per 8 CFR 274a.12 (b) (20)).
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.
Section 3: Delete

A Section 3 item can be removed from the I-9 Record at any time if it was added by mistake or needs to be removed and re-completed. Click the **Delete** button on any Reverified section listed on the Section 3 tab to permanently remove it. You will be prompted to confirm the operation which cannot be undone. To preserve the Form I-9 Signing History and change report, deleting a Section 3 will update the history to reflect the removal of the signed Section 3.
Section 3: Delete

A Section 3 item can be removed from the I-9 Record at any time if it was added by mistake or if the information was not accurate and needs to be re-entered.
Section 3: Delete

1. You are deleting a Section 3 from this I-9 record and recording changes to the Form I-9 Signing History. Click Yes to continue.

2. The selected Section 3 will be deleted from this I-9 record. Click Yes to confirm, otherwise click No.

3. Audit History

<table>
<thead>
<tr>
<th>Section</th>
<th>Date</th>
<th>Audit History Event</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3/7/2019 11:49:25 AM</td>
<td>Section 3 Deleted</td>
<td>Alexandra Rollins</td>
</tr>
<tr>
<td>3</td>
<td>3/7/2019 10:52:03 AM</td>
<td>Section 3 Added</td>
<td>Alexandra Rollins</td>
</tr>
<tr>
<td>3</td>
<td>3/7/2019 10:32:22 AM</td>
<td>Section 3 Added</td>
<td>Alexandra Rollins</td>
</tr>
<tr>
<td>2</td>
<td>7/23/2018 3:35:31 PM</td>
<td>Section 2 Amended and Signed</td>
<td>Alexandra Rollins</td>
</tr>
<tr>
<td>2</td>
<td>7/23/2018 2:58:30 PM</td>
<td>Signed Section 2</td>
<td>Alexandra Rollins</td>
</tr>
</tbody>
</table>
| 1       | 7/23/2018 2:55:09 PM | Signed Section 1                  | Greg A Test
Logout For Safety

The production environment will time users out if there is no activity. As a best practice always make sure you are logged out.
Academic Considerations
AY Academic Retrohires

- 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.
## AY Academic Retrohires: Example 1

<table>
<thead>
<tr>
<th>Available for Onboarding</th>
<th>August 10</th>
<th>July 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment start date</td>
<td>July 1</td>
<td>July 1</td>
</tr>
<tr>
<td>First day of work (service)</td>
<td>Sept 26</td>
<td>Sept 26</td>
</tr>
<tr>
<td>First pay date</td>
<td><strong>Sept. 1</strong></td>
<td><strong>August 1</strong></td>
</tr>
<tr>
<td>Hire Date for I-9/Tracker</td>
<td>Sept. 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Hire Date for UCPath</td>
<td>July 1</td>
<td>July 1</td>
</tr>
</tbody>
</table>

Example of when it is triggered by work or service:

Example of when it is triggered by pay:
<table>
<thead>
<tr>
<th>Available for Onboarding</th>
<th>Sept. 26</th>
<th>Sept. 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment start date</td>
<td>July 1</td>
<td>July 1</td>
</tr>
<tr>
<td>First day of work (service)</td>
<td>Sept. 26</td>
<td>Sept. 26</td>
</tr>
<tr>
<td>First pay date</td>
<td>November 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Hire Date for I-9/Tracker</td>
<td>Sept. 26</td>
<td>Sept. 26</td>
</tr>
<tr>
<td>Hire Date for UCPath</td>
<td>July 1</td>
<td>July 1</td>
</tr>
</tbody>
</table>
Custom Audit Note
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.
A Custom Audit Note can be created at any time for any I-9 record by clicking on the Create Custom Audit Note button. There are no limits to the number of Custom Audit Notes that can be added to an I-9 Record. These notes are useful when annotating why something was made to the record.
Creating a Custom Audit Note in Tracker

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.
Creating a Custom Audit Note in Tracker

Once an Audit Note is saved, it will appear in the existing Audit Note table. If you would like to see the Audit Note click the View link.
System
Recommended
Audit Note
In addition to Custom Audit Notes, the Tracker I-9 system will recommend an Audit Note when specific compliance issues exist (Example, late signatures). These recommendations will appear in the System Recommended Audit Note section of the Audit Notes feature that appears on the Summary Tab.

“No Recommendations” will appear if the system does not detect a compliance issue.

The system will prompt you to create a System Recommended note when a compliance issue exists.
An internal audit revealed that one or more sections of this I-9 record were not completed within compliance deadlines. This audit note acknowledges the oversight. Our company policy is to complete Section 1 no later than the employee’s first day of work for pay; Section 2 must be completed within three business days of the date employment begins (unless the employee is hired for three days or less, in which case Section 2 must be completed on the employee’s first day of work for pay).
Reports
Reports
To see the different reports that can be generated, hover over the Reports tab:
1. I-9 Record Summary List View
2. Purge Report (Only Advanced Users will be able to use this function)
3. I-9 Custom Reports
We will not be using the Security Group function.

You can limit your results by choosing one or more of the radio button options listed on the left hand side of the page and entering a corresponding date or range of date.

You can also filter your results by selecting one or more values from the Next Action Needed, Employer Worksite, I-9 Manager and/or I-9 Record Type dropdown lists.
I-9 Summary List
View Demo
Reports: I-9 Summary List View

- Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.

**Employee I-9 Records**

- Start Date: NA, Yes, No, or Date Range
- Due Date: NA, Yes, No, or Date Range
- Section 1: NA, Yes, No, or Date Range
- Section 2: NA, Yes, No, or Date Range
- Reverify: NA, Yes, No, or Date Range
- E-Verify Case: NA, Yes, No, or Date Range
- Terminated: NA, Yes, No, or Date Range

**Next Action Needed**

- Reverification Due
- Complete Section 1
- Complete Section 2
- Receipt Reverification Due
- Complete E-Verify

**Worksites**

- College of Humanities, Arts, and Social Sciences - No E-Verify
- College of Natural and Agricultural Sciences - E-Verify
- College of Natural and Agricultural Sciences - No E-Verify

**I-9 Record Type**

- Remote Access I-9
- Historical I-9
- I-9 Complete
Reports: I-9 Summary List View

The report displays the employee name as a hyperlink that when clicked, opens the I-9 record.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Start Date</td>
<td>Employer</td>
<td>Worksite</td>
<td>Complete Section 1</td>
<td>Complete Section 2</td>
<td>E-Verify Case Date</td>
<td>Reverify Due Date</td>
<td>Term Date</td>
<td>Next Action</td>
</tr>
<tr>
<td>SAMPLE, Sally</td>
<td>07/16/2018</td>
<td>UC Riverside</td>
<td>College of Humanities, Arts</td>
<td>07/06/2018</td>
<td>07/06/2018</td>
<td>01/06/2020</td>
<td>Reverification Due</td>
<td>01/06/2020</td>
<td></td>
</tr>
</tbody>
</table>
Tracker offers the Purge Report to help you quickly find I-9 Records that can be purged and permanently deleted. I-9 Records become eligible for purging three years after the Start Date or one year after the Termination Date, whichever is later. All I-9 Records that are eligible for purging and are accessible to your security role are displayed in this report.
### Reports: I-9 Custom Reports

#### Create New I-9

#### Form I-9 Task Due

<table>
<thead>
<tr>
<th>Task</th>
<th>Section 1</th>
<th>Section 2</th>
<th>E-Verify</th>
<th>Reverification</th>
<th>Receipt Reverification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section 1 Due</strong></td>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Section 2 Due</strong></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>E-Verify / Pending</strong></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reverification Due</strong></td>
<td>1</td>
<td>0</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Receipt Reverification Due</strong></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reports: I-9 Custom Reports

Choose Worksite and I-9 Information
1. Choose Worksite
Reports: I-9 Custom Reports

Choose I-9 Information
2. Filter by (Date Range) this option allows you to view only I-9 Records created within a specific date range or with a start date between a range of dates. Enter a From and To date. You can leave one of the date fields blank if you want to specify an open ended range.
Reports: I-9 Custom Reports

Citizen Status and Next Action
3 and 4. Select one or more from the list or all.
5. The custom report can include I-9 Records based on the calculated Next Action. Check one or more items from the list of leave the default of all next action values.
Reports: I-9 Custom Reports

6. The next step is to choose which Form I-9 fields to output on your custom report. The box on the left is a list of all the available fields; the box on the right is the list of fields that will appear on the custom report. The most common fields are already pre-selected.

7. After selecting report field options, click Run Report to generate report and display results.
Reports: I-9 Custom Reports

Saving and Exporting
You can save any Custom Report by clicking the **Save Report** button, entering a **Save Report As** name, a **Description** and clicking **Continue**.
Reports: I-9 Custom Reports

Saving and Exporting
A previously saved custom report can be opened at any time. Simply select Custom I-9 Reports from the Reports dropdown. Scroll all the way down then choose the saved report from the select Report dropdown and click Run Report.
## Reports – I-9 Custom Reports

To export the results of the report, click Export List to Excel so you can view it on Microsoft Excel.

<table>
<thead>
<tr>
<th>Employee Profile Worksite</th>
<th>Employee Name</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Personnel - E-Verify</td>
<td>GOODBYE, HI</td>
<td>2018-05-21</td>
</tr>
<tr>
<td>Academic Personnel - No E-Verify</td>
<td>TEST, Academic Employee</td>
<td>2018-07-01</td>
</tr>
<tr>
<td>Academic Personnel - No E-Verify</td>
<td>RIGHT, Susie</td>
<td>2018-04-06</td>
</tr>
<tr>
<td>Academic Personnel - No E-Verify</td>
<td>SMITH, Peggy</td>
<td>2018-04-13</td>
</tr>
<tr>
<td>Academic Personnel - No E-Verify</td>
<td>JONES, Susie</td>
<td>2018-04-13</td>
</tr>
<tr>
<td>Athletics - E-Verify</td>
<td>RIVERSIDE, Jane</td>
<td>2018-04-11</td>
</tr>
<tr>
<td>Bourne College of Engineering - E-Verify</td>
<td>EMPLOYEE, Academic</td>
<td>2018-07-01</td>
</tr>
<tr>
<td>Bourne College of Engineering - No E-Verify</td>
<td>SMITH, Sam</td>
<td>2018-04-06</td>
</tr>
<tr>
<td>Bourne College of Engineering - No E-Verify</td>
<td>TEST ONE, Rebecca</td>
<td>2018-04-06</td>
</tr>
<tr>
<td>Bourne College of Engineering - No E-Verify</td>
<td>KIMES, Kelvin R</td>
<td>2018-01-30</td>
</tr>
<tr>
<td>Bourne College of Engineering - No E-Verify</td>
<td>SMITH, Beth</td>
<td>2018-01-16</td>
</tr>
<tr>
<td>Bourne College of Engineering - No E-Verify</td>
<td>LIM, HANNAH</td>
<td>2018-01-16</td>
</tr>
</tbody>
</table>

**Saving and Exporting**

To export the results of the report, click Export List to Excel so you can view it on Microsoft Excel.
Reports: I-9 Custom Shared Reports

Within the Custom Shared Report page, a new feature has been added, which allows Users to share their saved custom reports with other Users. Users with permission to access the Custom Reports page by selecting the “I-9 Custom Reports” option under the Reports menu dropdown. All Users with access to the I-9 Custom Report page will be able to take advantage of the new shared reports feature.
Reports: I-9 Custom Shared Reports

When Users select the Save Report button on the Custom Report Results page, the Report Type option will now appear as well, giving the User the option to save it as either type.

Now, you can run and manage your saved reports.
Historical I-9
Creating a Historical I-9

The Tracker Dashboard

Click on Create New I-9

Create New I-9 for New Employee

Create New I-9 for Active or Inactive Employee
Creating a Historical I-9

On the Employee Profile tab do the following: Enter the information from the paper Form I-9 for Section 1 AND Section 2, including signatures as recorded on the paper form I-9
1. First Name
2. Last Name
3. Worksite
4. Click on Save/Create I-9
5. Click on create Historical I-9 form
6. Click Continue
Creating a Historical I-9

Once you click on create Historical I-9 form
7. Enter the Section 2 Signature Date
8. Click Continue
9. Confirm Form I-9 Revision
Section 1: Historical I-9

Data from the paper I-9 needs to match what is entered electronically.

Section 1 of the Historical I-9 form will auto populate as you enter the information on the right.
Section 2: Historical I-9 Responsibilities

Employee Responsibilities

• Employees must present unexpired original documentation that shows the employer their identity and employment authorization
  • One document from List A; or
  • One document from List B in combination with one document from List C

Employer Responsibilities

• Ensure that any document your employee presents is original and on the Lists of Acceptable Documents
• Enter the document title, issuing authority, number(s) and expiration date (if any) from the original document(s) your employee presented.

- List A contains documents that show both identity and employment authorization
- List B documents only show identity
- List C documents only show employment authorization only
Section 2: Historical I-9

Completing Section 2: Employer Review and Attestation
- Save/Create Historical Record
- Click Yes/No
- Create Historical Form

Note: Record Creation Attestation requires you to check the box “I agree” to acknowledge that you are creating a Form I-9 based on the information as it appears on the original paper Form I-9. Click on the green button “Create Historical Form” to create the electronic Form I-9.
Resources
Additional Links and Resources

- Tracker I-9 Complete Manual
- The Most Current Form I-9 Version 07/17/17
- UCNET FORM I-9
- USCIS
- Handbook For Employers
- List of Acceptable Documents
- Training Materials
Policy Overview
The Form I-9

Purpose
• The form is used for all U.S. employers to verify the identity and employment authorization individuals hired for employment in the U.S.

Immigration Reform and Control Act (IRCA):
• Forbids employers from knowingly hiring individuals who do not have work authorization in the United States.
• Individuals who may legally work in the United States are:
  • Citizens of the United States
  • Noncitizen nationals of the United States
  • Lawful Permanent Residents
  • Aliens authorized to work
Who needs a Form I-9?

The Form I-9 is only required for employees who perform labor or services in return for actual or anticipated wages or other remuneration.

Example: Volunteers, and individuals who provide services but receive no compensation are not required to be I-9d. This has been confirmed by OGC and with USCIS experts.

You are not Required to complete form I-9 for:

- Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986
- Independent contractors for whom you do not set workhours, or provide tools to do the job
- Employees working outside the United States
The I-9 High Level Process

- Employee accepts offer for employment
- Employee completes Section 1 of the form no later than first day of work or pay
- Employee gives documents and from to Employer
- Employer completes Section 2 of the form no later than 3rd business day employee starts work for pay

If Employee’s work authorization expires, then a reverification using section 3 must be completed no later than the day the original documents expire.
I-9 Completion Timeline Example

- No later than 3 business days after employee’s first day of work or pay:
- Required Steps:
  - The employee must present work authorization documentation to employer
  - The employer must complete, sign, and date Section 2

### Monday-Thursday Example

Monday is employees first day
- Section 1 due date = **Monday**
- Section 2 due date = **Thursday**

- UCR is required to terminate the employee if the employee does not provide documentation by the required deadline
Additional Courses

• I-9 Policy Training
Your Feedback Please

http://ucriverside.az1.qualtrics.com/jfe/form/SV_2aUiijs53hBxYtT
Thank You