

Tracker I-9 Complete: *Introduction and Training*

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Agenda

- **Introduction to I-9 Tracker**
- **Overview of User Roles**
- **Logging In**
- **Dashboard Overview**
- **Creating I-9 for New Hire**
 - Complete Section 1 in-person or remotely
 - Complete Section 2 in-person or remotely
- **E-mail Notifications and How to Respond to Them**
- **E-Verify Process**
- **Reporting Options**

I-9 Tracker Complete: Introduction

I-9 Tracker Complete is a new tool being adopted by UCSF to create and track I-9 forms. We will be able to:

- Process all I-9s digitally, removing the need to fill out and scan paper forms.
- Allow the user to fill out Section 1 of the form before they arrive for their first day.
- Allow a third party to validate documents remotely for Section 2.
- Track compliance of I-9 forms over time:
 - Timeliness
 - Renewals
 - E-verify
- Have a single dashboard that shows all pending I-9 actions at a glance.
- View and customize reporting on upcoming I-9 actions.

Overview of User Roles

There are three primary types of I-9 Tracker users:

Basic:

Grants access to only the most common I-9 functions
Has all functionality necessary to complete a valid I-9

Intermediate:

Access to all the functions of Basic user
Ability to create historical I-9s from valid paper copies
Ability to access audit notes and functions

Most users are Intermediate Users

Advanced:

Access to all functions of Intermediate user
Ability to delete valid, signed I-9s
Ability to purge I-9 records after retention expires

Most managers and supervisors are Advanced Users

Overview of User Roles

	Advance User	Intermediate User	Basic User
Access to complete dashboard view	X		
Access to dashboard – Audit Risk Exposure	X	X	
Access to dashboard when Form I-9 Task Due, Remote Access Records, Global Message	X	X	X
Manage I-9s	X	X	X
Delete I-9 before Being Signed	X	X	X
Delete I-9 after Section 2 signed	X		
Delete Preparer/Translator Portion of Section 1	X	X	
Paper Signature Option Available	X	X	
Delete employee profile	X		
ONLY view audit notes, audit trail, and I-9 record summary list			X
Audit management	X	X	
Access to all reporting tools	X	X	
Ability to manage E-Verify when security role “with E-Verify” is selected	X	X	X
Ability to Purge I-9 records	X		
Ability to create historical I-9s	X	X	
Ability to close batch E-Verify cases	X	X	
Ability to delete Section 3 Entries	X	X	

Overview of User Roles

The highest user level is the **Administrator** level:

I-9 Administrator:

Has NO access to basic I-9 functions

Has access to see data from all UCSF worksites

Has the ability to create, modify, or delete user accounts

Has the ability to reset passwords for I-9 Tracker users

Has the ability to create, modify, or delete UCSF worksites

The current I-9 Administrators are:

Esther Carmona – *UCSF Campus HR Shared Services*

Laura Pruden – *UCSF Health HR*

Larry Gee – *Central Payroll, Administrator for all other users*

Overview of User Roles

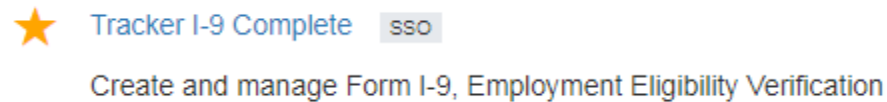
UCSF is split into several **worksites** in I-9 Tracker:

- UCSF Campus HR
- UCSF Health HR
- UCSF Fresno
- Residents and Fellows Coordinators
- Work Study
- E-verify

You will have access to all I-9s in your respective worksite. You will **not** receive email notifications for all I-9s in your worksite.

Logging In

The link to access **Tracker I-9 Complete** can be found in your **MyAccess** application list:



Clicking this link will log you directly into tracker. Your identity is validated using your **MyAccess** logon.

If you try to go directly to the Tracker website, you will be prompted to log into **MyAccess** first.

Dashboard Overview

After logging in, you will be taken to the **Tracker I-9** home page:

UNIVERSITY OF CALIFORNIA TEST SITE

Jane Bronson | Logout

powered by Tracker

Dashboard | Manage I-9 | Manage E-Verify | Reports | Audit Management | Help

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.

Form I-9 Task Due

Summary | Section 1 | Section 2 | E-Verify | Reverification | Receipt Reverification

				Total
Section 1 Due	0	0	0	0
Section 2 Due	0	1	0	1
E-Verify / Pending	1	0	0	1
Reverification Due	0	0	1	1
Receipt Reverification Due	0	0	0	0
Missing Start Date in Section 2	0	0	0	0

Remote Access I-9 Records Task Due

Summary | Section 1 Due | Section 2 Due | Enter Employer Rep Info | Awaiting Approval

			Total
Section 1 Due	0	0	0

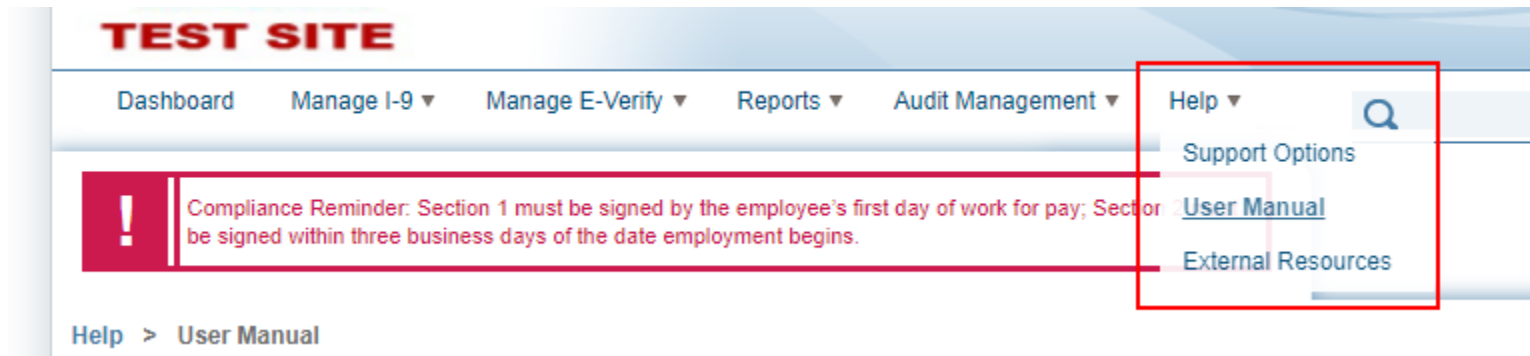
Latest I-9 / E-Verify News

Search by subject

- USCIS Releases E-Verify Quick Reference Guide For Airport Operators
Brian Fancher, Aug 22
- Arizona, Maryland and Wyoming Join the E-Verify RIDE Program
Brian Fancher, July 31
- Revised Form I-9 to Be Published July 17
Brian Fancher, July 17
- Revised Form I-9 Now Available
Brian Fancher, July 12
- Will E-Verify be Mandated by US Congressional Action?
Brian Fancher, April 10
- Employers Should Review Form I-9 for Social Security Number Glitch
Brian Fancher, April 7
- North Carolina: The E-Verify Times, They Are A-Changin'
Brian Fancher, March 31
- USCIS Will Accept Only New Forms Starting Feb. 21, 2017
Brian Fancher, Feb 15

Dashboard Overview

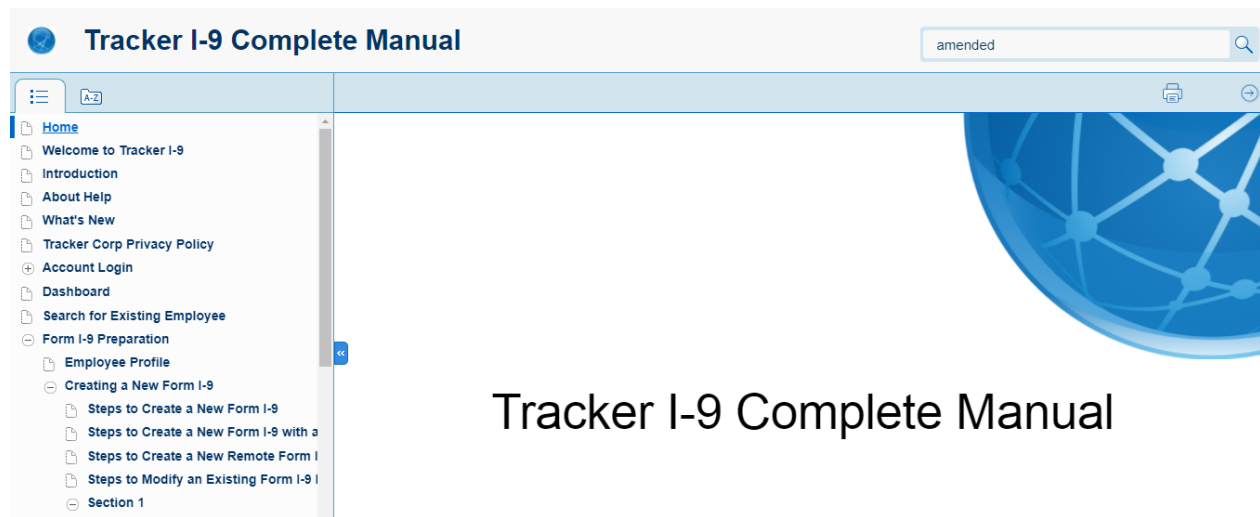
Before we continue, please take note of the **Help** link at the top of the webpage, and the link to the **User Manual**.



This training is not meant to cover every function of I-9 Tracker. If you need help with any task not covered today, the **User Manual** is an excellent resource.

Dashboard Overview

The **User Manual** has a search bar at the top right. If you are ever unsure how to complete a specific task, this search bar should be your first stop.



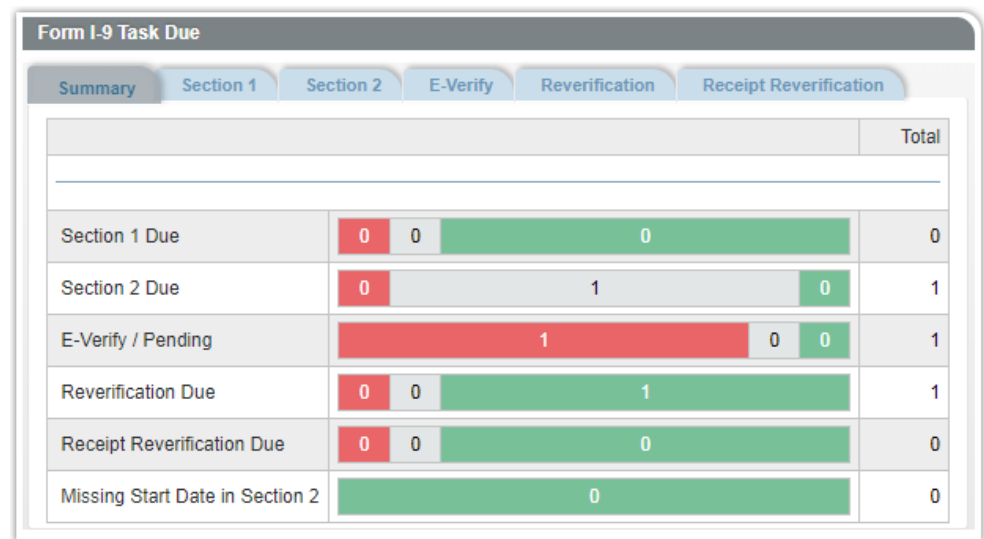
Example: If we weren't sure how to create an amended Section 1, we could go to the User Manual and search for **Amend Section 1**.

Dashboard Overview

Let's go back to the Dashboard using the link at the top.

The **Form I-9 Task Due** section contains a summary of all pending I-9 tasks for your particular worksite.

- **Green** items are new items that were just recently created.
- **Gray** items are in progress and on-time.
- **Red** items are due immediately or past due.



The screenshot shows a dashboard titled "Form I-9 Task Due" with tabs for Summary, Section 1, Section 2, E-Verify, Reverification, and Receipt Reverification. The Summary tab is active, displaying a table with progress bars for each task category. The table has columns for task categories, counts for different statuses (Red, Gray, Green), and a Total column.

	Red	Gray	Green	Total
Section 1 Due	0	0	0	0
Section 2 Due	0	1	0	1
E-Verify / Pending	1	0	0	1
Reverification Due	0	0	1	1
Receipt Reverification Due	0	0	0	0
Missing Start Date in Section 2	0	0	0	0

Dashboard Overview

Clicking on any numbered box in the dashboard will bring you to the **Record Summary** page, which will show all records that are included in the summary total:

Employee I-9 Records

Start Date: NA Yes No Date Range _____ to _____

Due Date: NA Yes No Date Range _____ to 03/28/2018

Section 1: NA Yes No Date Range _____ to _____

Section 2: NA Yes No Date Range _____ to _____

Reverify: NA Yes No Date Range _____ to _____

E-Verify Case: NA Yes No Date Range _____ to _____

Terminated: NA Yes No Date Range _____ to _____

Next Action Needed
Complete E-Verify

Employer
UC San Francisco

Security Group
<All>

Worksite
<All>

I-9 Manager
<All>

I-9 Record Type
<All>

Employee I-9 Records (1) [Export to Excel](#)

Full Name	Start Date	Employer	Worksite	Section 1 Completed	Section 2 Completed	E-Verify Case Date	Reverify Due Date	Term Date	Next Ac
RIVER, Elsa	03/05/2018	UC San Francisco	UCSF Health	02/28/2018	02/28/2018	02/28/2018			Duplica Action F

Your worksite may contain many records, but you can use this page to filter the results even further if you need to.

Dashboard Overview

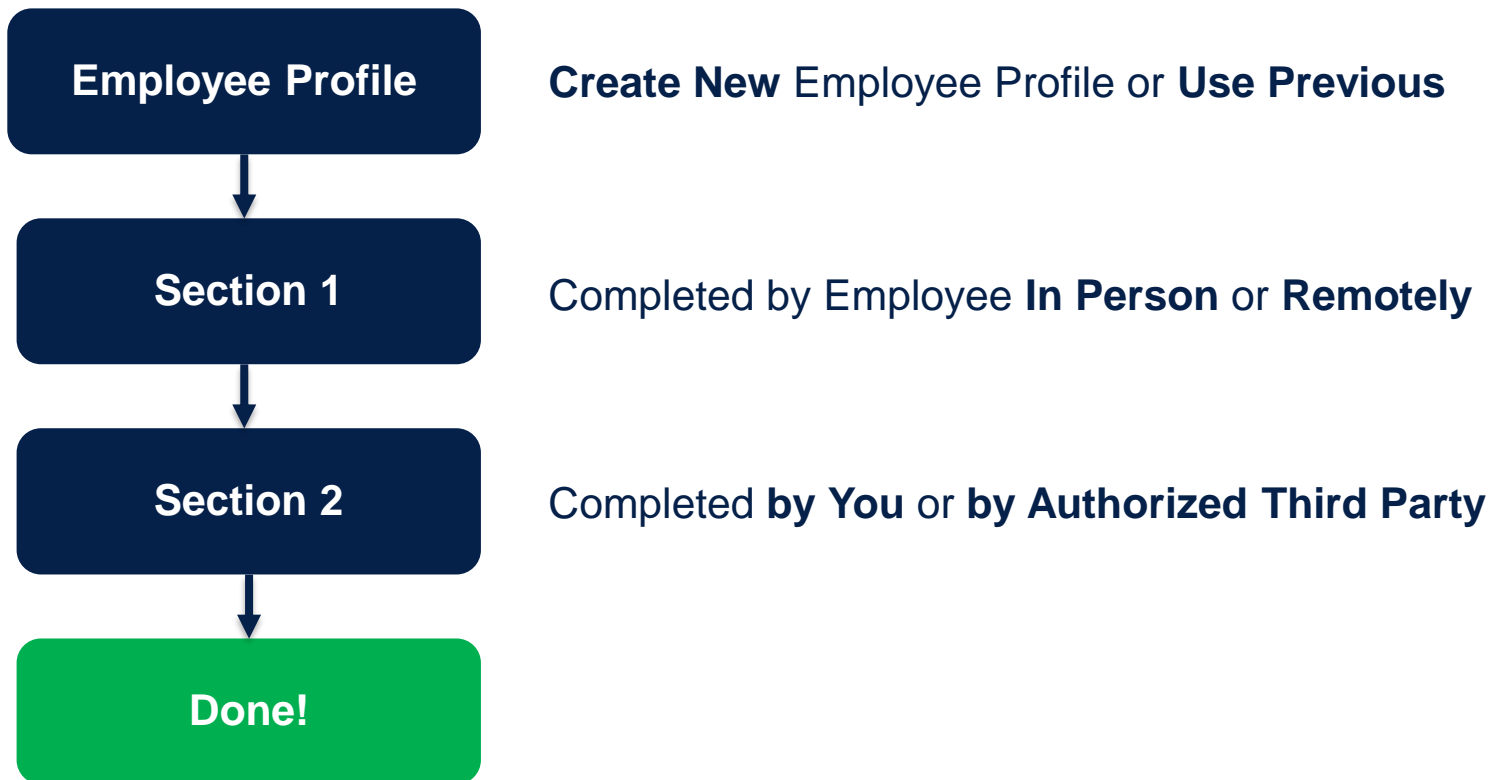
There is also a **Remote Access I-9 Records Task Due** section. This section is a subsection of the full tasks due section at the top, but it only shows tasks that are being completed remotely.

			Total
Section 1 Due	0	0	0
Section 2 Due	0	0	0
Enter Employer Rep Info	0	0	0
Awaiting Approval	0	0	0

We will cover remote tasks shortly.

Creating an I-9 for a New Hire

Every I-9 in Tracker has the same basic components:



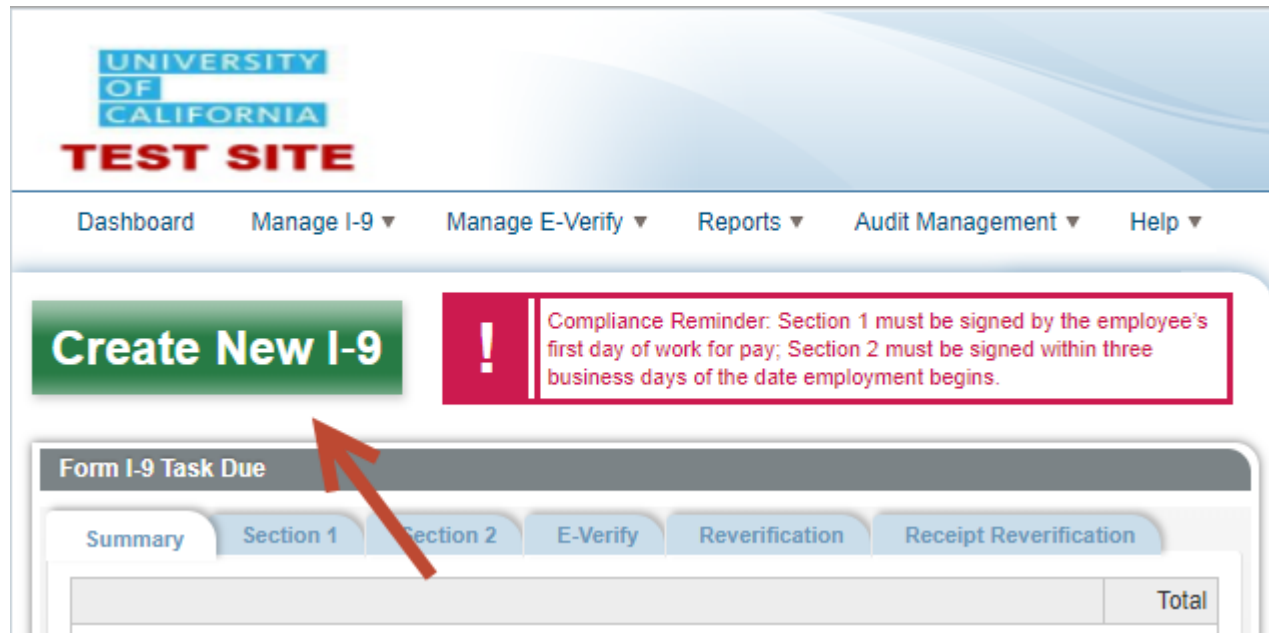
Creating an I-9 for a New Hire

We will now cover how to create a valid I-9 for a new employee using the most common method:

- Before the employee's first day, you will log in to I-9 Tracker and **create a new employee profile**.
- After creating the profile, you will have the ability to send a single-use link to the employee's email address so they can fill out **Section 1** remotely. This is completed before their first day.
- When the employee comes for their first day, they will sit with an onboarding staff to validate identification in-person for **Section 2**.

Creating an I-9 for a New Hire

To begin processing the new hire, we can go to the I-9 Tracker homepage and click on **Create New I-9** at the top:



Creating an I-9 for a New Hire

Select the button for **New Employee** on the left:



Creating an I-9 for a New Hire

This section is used to create an **Employee Profile**. Only the fields with a **red asterisk** are mandatory.

The screenshot displays the 'Employee Profile' form. The 'Employee Information' section includes the following fields:

- First Name (Given Name)***: Required (text input)
- Middle Name**: Optional (text input)
- Last Name (Family Name)***: Required (text input)
- Other Last Names Used (if any)**: Optional (text input)
- U.S. Social Security Number**: XXX-XX-XXXX (text input)
- Date of Birth**: Optional (text input)
- Employee's Email Address**: Optional (text input)
- Employee ID**: Optional (text input)
- Employer***: UC San Francisco (dropdown menu)
- Worksite***: Required (dropdown menu)
- I-9 Manager**: Jane Bronson (dropdown menu)

Below the form is a 'Notes' section with a large text area. On the right side, there are three buttons: 'Save/Create I-9' (green), 'Save' (blue), and 'Cancel' (red).

Creating an I-9 for a New Hire

For this demo, we will go ahead and enter some dummy information into the employee profile. Here I will use my own email address, so we can see what this will look like from the employee's perspective as well:

The screenshot shows the 'Employee Profile' form with the following fields and values:

Employee Information				* Required Fields
Profile ID:0				
First Name (Given Name)*	Middle Name	Last Name (Family Name)*	Other Last Names Used (if any)	
Testcase	Optional	One	Optional	
U.S. Social Security Number	Date of Birth	Employee's Email Address	Employee ID	
XXX-XX-XXXX	Optional	jane.bronson@gmail.com	Optional	
Employer*	Worksite*	I-9 Manager		
UC San Francisco	UCSF Campus	Jane Bronson		

When you are the one creating the profile, you will default to the **I-9 Manager**. You will be the one receiving email updates on this particular I-9 from start to finish.

Creating an I-9 for a New Hire

The system will check certain fields to see if the employee already exists in the system.

If you try to create an employee profile and Tracker finds another profile that matches on certain fields such as

- Same SSN
- Same personal e-mail address
- Same first name, last name, and DOB
- Same Employee ID

then the system will alert you that the employee may already exist in the system.

If you get this alert, you can cancel creating the profile and use the profile that already exists, or you can continue creating the new profile.

Creating an I-9 for a New Hire

After the information is entered and accurate, click on **Save/Create I-9**.

This will bring up a new window where you will have the option to:

- **Create New I-9** if the employee is there in person and can complete on the computer
- **Create Remote Access Form I-9 – Section 1 Only** if you would like to send a link to the employee for them to finish remotely
- **Create Remote Access Form I-9 – Section 1 and Section 2** if the employee will complete section 1 remotely and if you will be using an authorized third-party to validate section 2 (less common).

The screenshot shows a software dialog box titled "Create New Form I-9". It contains a text input field for "Enter Start Date (MM/DD/YYYY)" with the word "Optional" as a placeholder. Below the input field are three radio button options: "Create Remote Access Form I-9 – Section 1 Only", "Create Remote Access Form I-9 – Section 1 & Section 2", and "Create Historical Form I-9". At the bottom right of the dialog are two buttons: a green "Continue" button and a red "Cancel" button.

Creating an I-9 for a New Hire

Select the second option, **“Create Remote Access Form I-9 – Section 1 Only”**

Enter the employee’s start date, and validate their email address which is populated from the one entered into the employee’s profile.

Then hit **Continue**.

The screenshot shows a web interface for creating an I-9 form. It features four radio button options:

- Create New Form I-9
- Create Remote Access Form I-9 – Section 1 Only i
- Create Remote Access Form I-9 – Section 1 & Section 2 i
- Create Historical Form I-9 i

The selected option is expanded to show two input fields:

- Enter Start Date (MM/DD/YYYY) ***
04/03/2018
- Enter or Edit Employee Email Address ***
jane.bronson@gmail.com

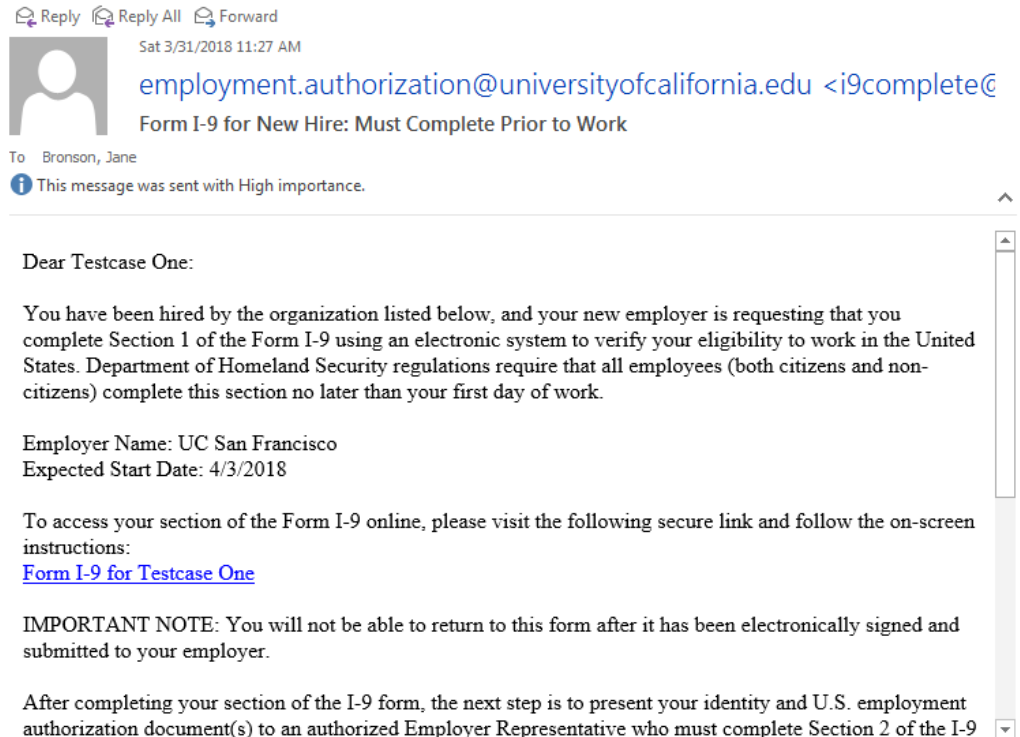
At the bottom right of the form, there are two buttons: a green **Continue** button and a red **Cancel** button.

Creating an I-9 for a New Hire

An email will then be sent to the employee to allow them to complete **Section 1** at their convenience.

Since you entered our own email address, we will be able to see what this email looks like, shown to the right.

The employee will click on the [link](#) in the email to finish completing **Section 1**.



Creating an I-9 for a New Hire

This is the page that the employee will use to complete **Section 1**:

The screenshot shows the top of the I-9 form page. At the top left is the University of California logo. Below it is the text 'TEST SITE' in red. To the right of the logo is the text 'Form I-9 Section 1: Employee Information and Attestation'. Further right is a link for 'I-9 Instructions: English | Español'. The main content area is a yellow box with the heading 'Read This Before Filling Out Section 1 of the Form'. It contains several paragraphs of instructions and a list of four steps (A, B, C, D) for completing the form. To the right of this box is a white box with the heading 'ANTI-DISCRIMINATION NOTICE' and text explaining that it is illegal to discriminate against work-authorized individuals.

UNIVERSITY OF CALIFORNIA

TEST SITE

Form I-9 Section 1: Employee Information and Attestation

I-9 Instructions: English | Español

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 in the Department of Justice's Civil Rights Division at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TTY), or visit <https://www.justice.gov/crt/immigrant-and-employee-rights-section>.

Please take a moment to read the instructions.

Creating an I-9 for a New Hire

First, they will enter their name, SSN, and Date of Birth. Note that SSN is not a required field.

A Employee Name and Identification

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

They will also provide their address and contact information:

B Employee Address and Contact Information

Address (Street Number and Name):* <i>i</i>	Apt. Number:* <i>i</i>		
Required	Required or N/A		
City or Town:* <i>i</i>	State:* <i>i</i>	Zip Code:* <i>i</i>	
Required	<None>	Required	
Employee's Telephone Number:* <i>i</i>	Employee's Email Address:* <i>i</i>		
Required or N/A	Required or N/A		
(###-###-####)			

Creating an I-9 for a New Hire

They will also need to make a statement about their employment status:

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 **i**
- 2. A noncitizen national of the United States (see instructions) **i**
- 3. A lawful permanent resident **i**
- 4. An alien authorized to work **i**

Creating an I-9 for a New Hire

Lastly, they will provide an electronic signature:

D Provide an Electronic Signature

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

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.

Employee Name (First, Middle Initial, and Last) *

1 Enter your legal name as your electronic signature:

2 Please enter and confirm the answer to the signature question listed below:
What is your second favorite movie?
Answer * Confirm Answer *

3 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 with the completion of this Form.
 I Agree * [i](#)

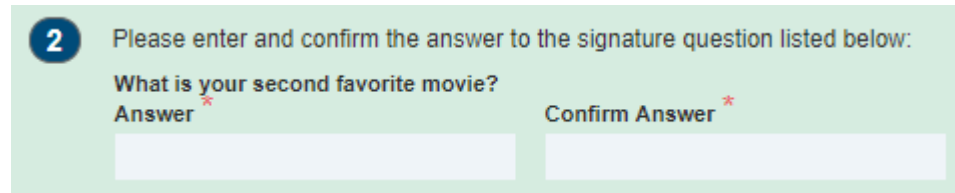
4 Preparer and/or Translator Certification (select one): * [i](#)
 I did not use a preparer or translator [i](#)
 A preparer(s) and/or translator(s) assisted the employee in completing Section 1 [i](#)

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

Sign Form I-9 Electronically

Creating an I-9 for a New Hire

This last section asks the employee to create a security answer to use as a type of password:



2 Please enter and confirm the answer to the signature question listed below:

What is your second favorite movie?

Answer * Confirm Answer *

The link to complete **Section 1** is single-use, meaning as soon as they certify the information and sign, the link becomes unusable.

If they need to make an amendment to **Section 1**, they would need to remember the answer to their security question.

Creating an I-9 for a New Hire

This section also allows the user to state whether or not a translator or preparer helped them complete section 1:

4

Preparer and/or Translator Certification (select one): *

I did not use a preparer or translator

A preparer(s) and/or translator(s) assisted the employee in completing Section 1

However, it should be noted that this entire page can be translated to Spanish if needed. The link to do so is found at the very top of the page:

ation and Attestation

I-9 Instructions: [English](#) | [Español](#)

1 of the Form

orm. The instructions must be available, either in paper
employers are liable for errors in the completion of this

in English or Español link in the upper right corner of

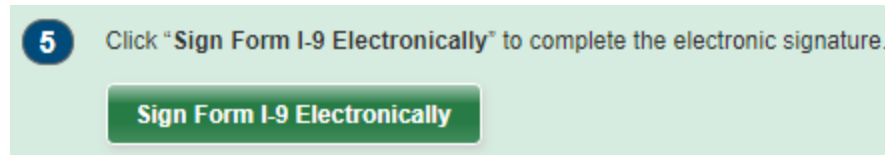
ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against
work-authorized individuals. Employers
CANNOT specify which document(s) an
employee may present to establish

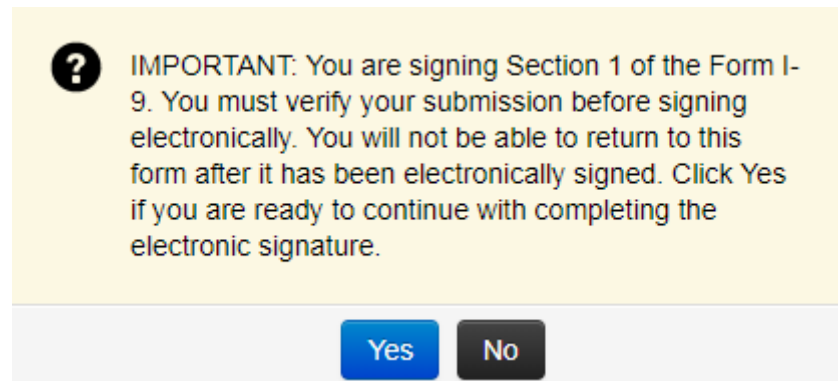


Creating an I-9 for a New Hire

After the information is entered, the employee will hit the button to **Sign Form I-9 Electronically** at the bottom.



The site will warn the user that this process is single-use and that they will not be able to return to this page after signing:



Creating an I-9 for a New Hire

Some fields are optional, but the system still requires a value of N/A to be entered. If the employee leaves them blank, they will receive a final warning asking if these values should indeed remain blank.

Empty Fields Alert

The following Section 1 fields are empty:

- Middle Initial
- Other Last Names Used
- Employee's Telephone Number

ALL fields are required. Enter "N/A" for fields that do not apply to you. The SSN field is optional if your employer does not participate in E-Verify.

Click **Continue** to enter N/A for the listed fields. Click **Cancel** to remain on the Section 1 screen and make changes.

Continue
and enter "N/A" for all empty fields

Cancel
and edit Section 1

If the employee wants to leave the listed fields as N/A, they can select the green button to continue.

Creating an I-9 for a New Hire

Section 1 is now complete! The employee can print a receipt for their records.

Form I-9 Section 1 Complete - Next Steps

- 1 You may choose to print a Form I-9 receipt by clicking the button below.
- 2 The next step is to present documents that establish your identity and U.S. employment authorization. Your employer or your employer's authorized representative will ask to review these documents no later than your third day of work. Please come prepared.

[Click here to view the List of Acceptable Documents](#)

- 3 This is the Section 1 Confirmation Message.

Please note that this page will expire three days after Section 1 is signed.

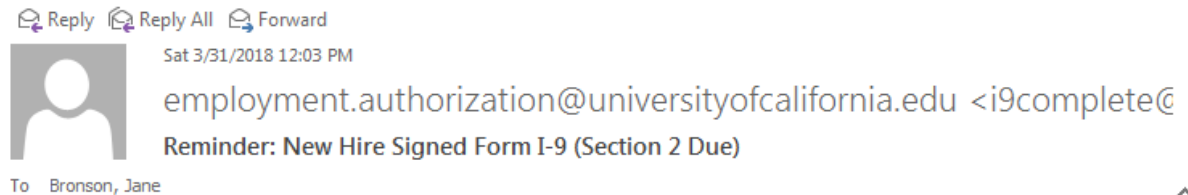
[Print Form I-9 Receipt](#)



Their next step will be to complete **Section 2** with HR during orientation.

Creating an I-9 for a New Hire

As the I-9 Manager for this particular employee, you will also receive an email letting you know that the employee has completed **Section 1**.



This is an automated reminder email from the Tracker I-9 system. A new hire has completed Section 1 of their Form I-9 and signed electronically. The next step is to request work authorization documentation from the employee to complete and sign Section 2. Regulations require Section 2 of the Form I-9 be completed within three days of the date employment begins with few exceptions. Here are the details:

Employee Name: Testcase One
Start Date: 4/3/2018
Click [here](#) to access the system login page.

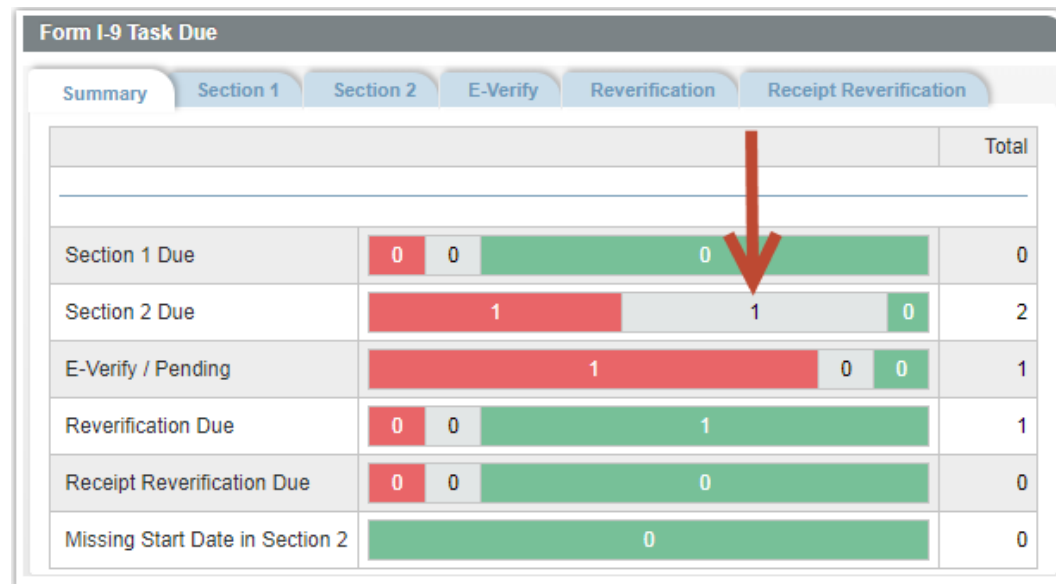
****THIS REMINDER REQUIRES YOUR IMMEDIATE ATTENTION TO REMAIN COMPLIANT****

University of California

Email Powered by Tracker I-9

Creating an I-9 for a New Hire

Let's go back to the I-9 Tracker homepage. If we look at the main dashboard, we can see that a new record has been added to the **"Section 2 Due"** section:



Creating an I-9 for a New Hire

Clicking on that section will bring up a report view. From here, we can validate that **Section 1** was completed for our test case:

Employee I-9 Records

Start Date: NA Yes No Date Range _____ to _____

Due Date: NA Yes No Date Range 03/31/2018 to 04/07/2018

Section 1: NA Yes No Date Range _____ to _____

Section 2: NA Yes No Date Range _____ to _____

Reverify: NA Yes No Date Range _____ to _____

E-Verify Case: NA Yes No Date Range _____ to _____

Terminated: NA Yes No Date Range _____ to _____

Next Action Needed: Complete Section 2 ▼

Employer: UC San Francisco ▼

Security Group: <All> ▼

Worksite: <All> ▼

I-9 Manager: <All> ▼

I-9 Record Type: <All> ▼

Clear Filter Apply Filter

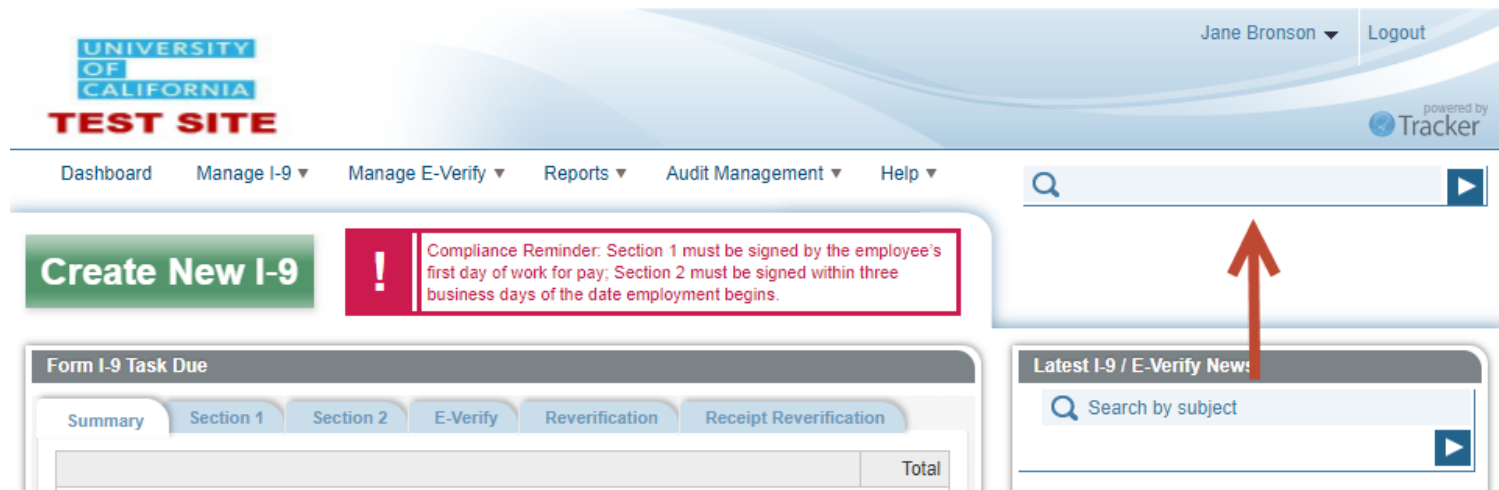
Employee I-9 Records (1) Export to Excel

Full Name	Start Date	Employer	Worksite	Section 1 Completed	Section 2 Completed	E-Verify Case Date	Reverify Due Date	Term Date	Next Action
ONE, Testcase	04/03/2018	UC San Francisco	UCSF Campus	03/31/2018					Complete

Creating an I-9 for a New Hire

Now we will pretend it is the employee's first day and they have attended orientation. At some point, they will meet with someone in HR to validate identification and complete **Section 2**.

Let's search for the employee in I-9 Tracker so that we can complete their I-9. To start, click on the search bar at the upper right of the homepage:



The screenshot displays the I-9 Tracker homepage. At the top left is the University of California logo and the text "TEST SITE". The top right shows the user name "Jane Bronson" and a "Logout" link. Below the header is a navigation menu with "Dashboard", "Manage I-9", "Manage E-Verify", "Reports", "Audit Management", and "Help". A search bar is located in the upper right corner. A red arrow points to this search bar. Below the navigation menu is a "Create New I-9" button and a red-bordered box containing a compliance reminder: "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." Below this is a "Form I-9 Task Due" section with tabs for "Summary", "Section 1", "Section 2", "E-Verify", "Reverification", and "Receipt Reverification". On the right side, there is a "Latest I-9 / E-Verify New" section with a search bar labeled "Search by subject".

Creating an I-9 for a New Hire

This will bring up a window where you can search for the employee's profile using several different fields. We will try searching for the **Last Name** we used for our test case:

Search for Existing Employee [Close]

Search Filter ⓘ

Employee Profile

Last Name: ONE [Dropdown: One] Middle Initial: Optional First Name: Optional Employee ID: [Input]

Date of Birth: XXX-XX-XXXX [Optional] [Dropdown]

Form I-9

I-9 ID: [Input]

E-Verify Case ID: [Input]

Contains ⓘ Return All Results ⓘ

Search

Creating an I-9 for a New Hire

The results of the search will be displayed at the bottom:

Search Results

Click below to navigate to the employee profile or Form I-9 record.

[Create New Profile](#)

Employee Profile

Form I-9

Last Name	First Name	Employer	Worksite Name	Employee Profile ID	I-9 ID	Next Action	Form I9 Created On	
One	Testcase	UC San Francisco	UCSF Campus	12959	8841	Complete Section 2	03/31/2018 11:27:25 AM	▲

Click on the employee's name to bring up their I-9 currently in progress.

Creating an I-9 for a New Hire

From the employee profile, you can see the **I-9 Record Summary** at the bottom:

Form I-9 Record Summary [Review/Edit Selected I-9](#)


Testcase One - Created 3/31/2018 11:27:25 AM Next Action: Complete Section 2 Due: 04/06/2018 Remote Access I-9 ▲

Created/On 3/31/2018 Start Date Entered 3/31/2018 Section 1 Completed 3/31/2018 Complete Section 2 4/6/2018

Notes

Save/Create I-9
Save
Cancel

The chevrons indicate the progress of the various steps needed to complete an I-9. The red chevron lets us know that **Section 2** is incomplete and requires action.

Click on the red chevron  to continue to the next step.

Creating an I-9 for a New Hire

We are now sitting with the employee and requesting their identification for validation.

The screenshot displays the I-9 Tracker interface. At the top, there are tabs for 'Summary', 'Section 1', and 'Section 2', with 'Section 2' being the active tab. To the right of the tabs are buttons for 'View/Upload File' and 'Actions'. Below the tabs, the title 'Form I-9 Section 2: Employer Review and Verification' is displayed, along with a link for 'I-9 Instructions: English | Español'. The main content area is titled 'Read This Before Filling Out Section 2 of the Form' and contains the following text: 'Employers 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)'. To the right of this text is a callout box stating: 'The red asterisk * denotes a required field. A response must be provided wherever indicated to successfully complete Section 2 of the Form.' Below the text are three numbered steps: 'A Review and record the document title(s), issuing authority(ies), document number(s), and expiration date(s) if any.', 'B Enter the employee's first day of employment, confirm the business name and address, and then save and validate.', and 'C Review Sections 1 and 2 and then use the Paper or Electronic process to sign and verify.'

Summary Section 1 Section 2 View/Upload File Actions

Form I-9 Section 2: Employer Review and Verification

I-9 Instructions: [English](#) | [Español](#)

Read This Before Filling Out Section 2 of the Form

Employers 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).

The red asterisk * denotes a required field. A response must be provided wherever indicated to successfully complete Section 2 of the Form.

- A** Review and record the document title(s), issuing authority(ies), document number(s), and expiration date(s) if any.
- B** Enter the employee's first day of employment, confirm the business name and address, and then save and validate.
- C** Review Sections 1 and 2 and then use the Paper or Electronic process to sign and verify.

Creating an I-9 for a New Hire

As with paper forms, the employee can either provide a single document from **List A**, or one document from both **List B** and **List C**.

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

List A (Documents Both Identity & Employment Eligibility)

- U.S. Passport
- U.S. Passport Card
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-551)
- Foreign Passport with Temporary I-551 Stamp
- I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)
- Temporary I-551 Printed Notation on a Machine-Readable Immigrant Visa (MRIV)
- Employment Authorization Document (I-766)
- Foreign Passport with I-94 or I-94A
- Marshall Island Passport with Form I-94 or I-94A
- Micronesia Passport with I-94 or I-94A
- Receipt: Form I-94/I-94A with refugee stamp (or RE class of admission)

List B (Documents Identity)

- Driver's License issued by state/territory
- ID card issued by state/territory
- U.S. Military card
- U.S. Military draft record
- Military dependent's ID card
- Canadian Driver's License
- ID card issued by a government agency
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter's Registration Card
- Native American tribal document

Under 18 without the Above

- Individual under age 18
- Clinic record (under age 18)
- Day-care record (under age 18)
- Doctor record (under age 18)
- Hospital record (under age 18)
- Nursery School record (under age 18)
- School record (under age 18)
- School report card (under age 18)

List C (Documents Employment Authorization)

- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth (DS-1350)
- Consular Report of Birth Abroad (FS - 240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-179)
- U.S. Citizen ID Card (I-197)
- Native American tribal document

U.S. Passport

1

Description Samples and Doc. # Locator E-Verify Info

The U.S. Passport is issued by the U.S. Department of State to U.S. citizens and nationals. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. Must be unexpired.

Continue with Selected Document(s) Cancel

Creating an I-9 for a New Hire

The most common IDs are Driver's License and Social Security Card. Try selecting both of these documents and then hitting the green Continue button.

List B (Documents Identity)

- Driver's License issued by state/territory
- ID card issued by state/territory
- U.S. Military card
- U.S. Military draft record
- Military dependent's ID card
- Canadian Driver's License
- ID card issued by a government agency
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter's Registration Card
- Native American tribal document

Under 18 without the Above

- Individual under age 18
- Clinic record (under age 18)
- Day-care record (under age 18)
- Doctor record (under age 18)
- Hospital record (under age 18)
- Nursery School record (under age 18)
- School record (under age 18)
- School report card (under age 18)

List C (Documents Employment Authorization)

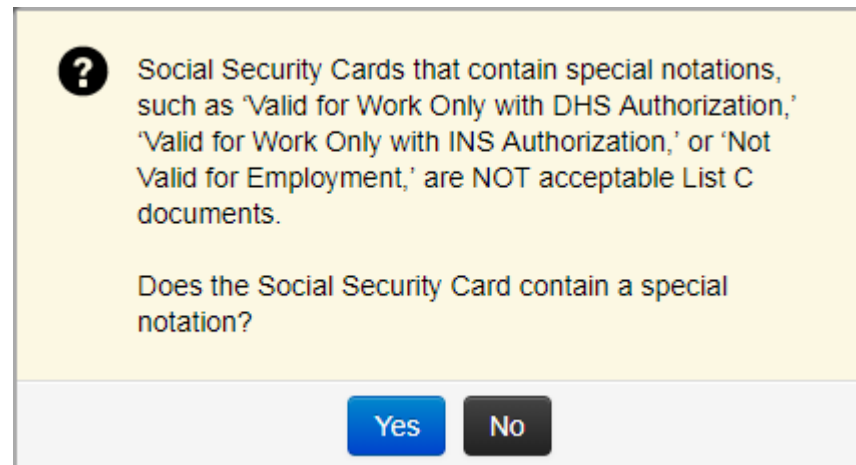
- Social Security Account Number Card (Unrestricted)
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth (DS-1350)
- Consular Report of Birth Abroad (FS - 240)
- DHS Employment Authorization Document
- Resident Citizen ID Card (Form I-179)
- U.S. Citizen ID Card (I-197)
- Native American tribal document

Description Samples and Doc. # Locator E-Verify Info

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services). Social Security Cards that contain special notations, such as 'Valid for Work Only with DHS Authorization' or 'Not Valid for Employment,' are NOT acceptable List C documents. Metal or plastic reproductions of Social Security Cards are not acceptable.

Creating an I-9 for a New Hire

I-9 Tracker will display prompts specific to the forms of ID you are providing. Since we chose Social Security Card, the system knows that there may be special notations on this ID, and it will ask you if their card has them:



? Social Security Cards that contain special notations, such as 'Valid for Work Only with DHS Authorization,' 'Valid for Work Only with INS Authorization,' or 'Not Valid for Employment,' are NOT acceptable List C documents.












Does the Social Security Card contain a special notation?

Yes No

For today's demo, we will select **No** to continue.

Creating an I-9 for a New Hire

Here is where we enter information from the documents provided to complete **Section 2:**

List B		List C	
Document Type:	Driver's License issued by state/territory * 	Document Type:	Social Security Account Number Card * 
	<input type="button" value="Reselect from list"/>		<input type="button" value="Reselect from list"/>
Issuing Authority:	California  * 	Issuing Authority:	Social Security Administration  * 
Document #:	D7001212 * 	Document #:	123-45-6789 * 
Expires:	06/12/2019 * 	Expires:	<input type="text"/>
Attachment	<input type="text"/> <input type="button" value="View/Upload File"/>	Attachment	<input type="text"/> <input type="button" value="View/Upload File"/>
<input type="checkbox"/> Employee presented an acceptable receipt in lieu of an original document in List B 		<input type="checkbox"/> Employee presented an acceptable receipt in lieu of an original document in List C 	


Creating an I-9 for a New Hire

I-9 Tracker has the ability to scan and upload copies of the documents provided for **Section 2**.

Attachment	<div data-bbox="724 561 1304 629" style="background-color: #e0e0e0; height: 48px; width: 100%;"></div> <div data-bbox="724 644 1072 726" style="background-color: #4CAF50; color: white; padding: 5px; text-align: center; width: 100%;">View/Upload File</div>
------------	--


UCSF will **NOT** be using this functionality. You will validate the IDs in person and sign **Section 2** without scanning copies of the IDs.

Creating an I-9 for a New Hire

After you have validated the employee's documents and entered the required information, hit the  button to continue. The system will quickly validate the information.

You will then need to electronically sign **Section 2**, certifying that you have examined the documents presented by the employee and that the documents appear to be genuine and valid to the best of your knowledge.

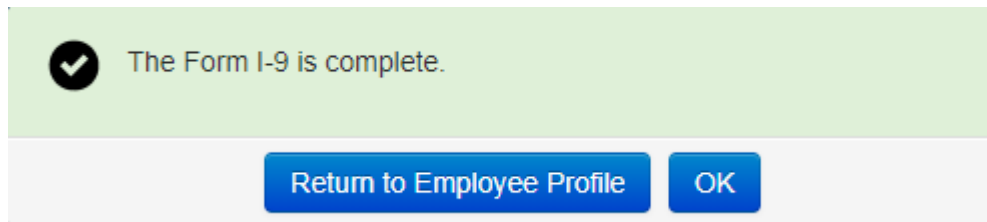
- 1 Enter your legal name and title:

First Name*	Last Name*	Title or Position*
<input type="text" value="Jane"/>	<input type="text" value="Bronson"/>	<input type="text" value="I-9 Manager"/>
- 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.


Select checkbox next to "I Agree" and select the green button to sign the form and continue.

Creating an I-9 for a New Hire

Congratulations! You have completed your first valid I-9 from start to finish.



The record is now securely stored in the database and can be easily referenced in the future. Additionally, the system will track the I-9 form over time and let you know when a re-validation might be due in the future.

Creating an I-9 for a New Hire

If an employee is unable to complete **Section 1** remotely, you may need to have them complete this section in-person. This should be completed by their first day.

If you need to complete an I-9 this way, you will start the process the same way as before by selecting **Create New I-9** at the top of the home page:

The screenshot shows the I-9 Tracker web application interface. At the top, there is a header with the text "OF CALIFORNIA TEST SITE". Below the header is a navigation menu with the following items: "Dashboard", "Manage I-9", "Manage E-Verify", "Reports", "Audit Management", and "Help". The main content area features a prominent green button labeled "Create New I-9". To the right of this button is a red-bordered box containing a compliance reminder: "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." Below the reminder is a section titled "Form I-9 Task Due" which contains a table with tabs for "Summary", "Section 1", "Section 2", "E-Verify", "Reverification", and "Receipt Reverification". The table has a "Total" column on the right.

Creating an I-9 for a New Hire

The same as before, we will select the green button on the left to start creating a new I-9 for another employee:



Creating an I-9 for a New Hire

Here we will be creating a new Employee Profile. We will make up some different information from before and create a new test case:

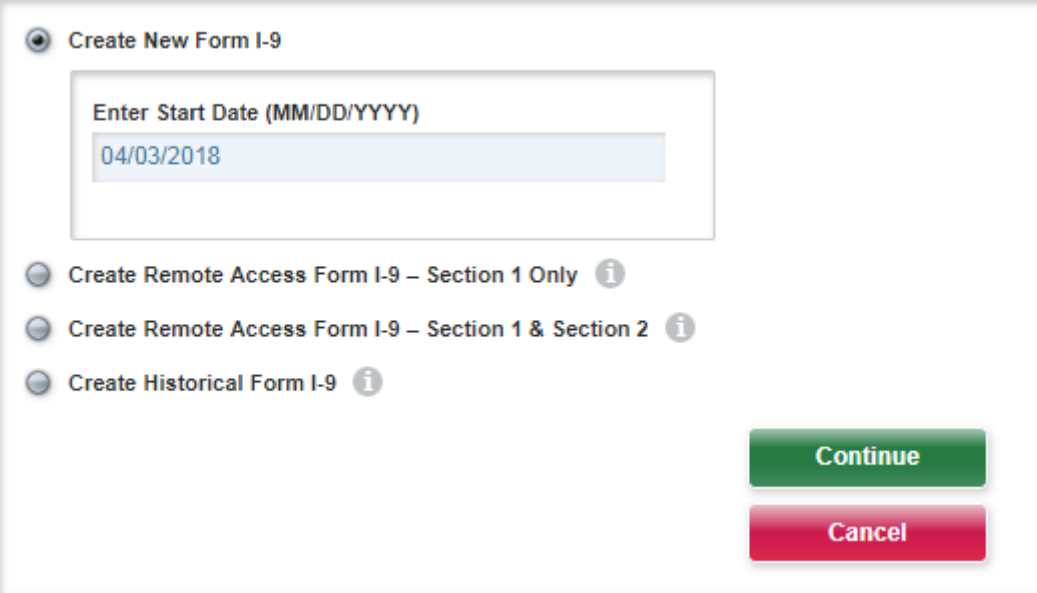
The screenshot shows the 'Employee Profile' form in the I-9 Tracker system. The form is titled 'Employee Profile' and contains the following fields:

- Employee Information** (Profile ID: 0)
- First Name (Given Name)***: Testcase
- Middle Name**: Optional
- Last Name (Family Name)***: Two
- Other Last Names Used (if any)**: Optional
- U.S. Social Security Number**: XXX-XX-XXXX
- Date of Birth**: Optional
- Employee's Email Address**: jane.bronson@ucsf.edu
- Employee ID**: Optional
- Employer***: UC San Francisco
- Worksite***: UCSF Campus
- I-9 Manager**: Jane Bronson

There is a 'Notes' section at the bottom left and a 'Save/Create I-9' button at the bottom right. A legend indicates that fields with an asterisk (*) are required.

Creating an I-9 for a New Hire

This time when we select **Save/Create I-9**, we'll be selecting the first option to **Create New Form I-9**. This option will assume that all sections will be completed in person. You will only need to enter their **Start Date** to continue.



The screenshot shows a web interface for creating an I-9 form. The first option, "Create New Form I-9", is selected with a radio button. Below it is a text input field labeled "Enter Start Date (MM/DD/YYYY)" containing the date "04/03/2018". Three other options are listed below: "Create Remote Access Form I-9 – Section 1 Only", "Create Remote Access Form I-9 – Section 1 & Section 2", and "Create Historical Form I-9". At the bottom right, there are two buttons: a green "Continue" button and a red "Cancel" button.

Creating an I-9 for a New Hire

Quick note: If you used the same email address for your second test case, or you used some other similar information like name or SSN, the system will detect that you may have a duplicate record. You will want to validate whether or not the employee already exists in the database before continuing.

For now, we will just **Create New Profile** to continue.

Duplicate Employee Record

Warning: Possible Duplicate Employee Record Found

Please review the search results below for a possible duplicate record. To proceed with a found record, select the employee from the Search Results and click View/Edit Selected Record. If two or more records belong to the same employee, select the records and click Merge Selected Records to combine them together. Taking any of the above actions will cancel the new employee record created on the previous screen. To disregard the Duplicate Warning and continue with the new employee record, click "Create New Profile." Or click Cancel to exit the Create I-9 process.

Search Results

Highlight a record to select.

[View/Edit Selected Record](#) [Merge Selected Records](#) [Create New Profile](#) [Cancel](#)

First Name	Last Name	Age	Employer	Work Site Name	Duplicate Warning
Ronald	McDonald		UC San Francisco	UCSF Campus	Email match
Testcase	One		UC San Francisco	UCSF Campus	Email match

Creating an I-9 for a New Hire

The system will take you to the page where **Section 1** is completed. Note that this information **MUST** be completed by the employee, so if this were an actual I-9, you would ask the employee to sit at the computer and read the instructions and complete **Section 1**.

The screenshot shows the USCIS Form I-9 Section 1: Employee Information and Attestation page. The page title is "USCIS Form I-9 Section 1: Employee Information and Attestation". The page is for "Employment Eligibility Verification" by the "Department of Homeland Security" and "U.S. Citizenship and Immigration Services". There are links for "I-9 Instructions: English | Español".

Section 1

USCIS Form I-9
Section 1: Employee Information and Attestation

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

I-9 Instructions: [English](#) | [Español](#)

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 in the Department of Justice's Civil Rights Division at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TTY), or visit <https://www.justice.gov/crt/immigrant-and-employee-rights-section>.

Save/Validate

As a reminder, these instructions can be converted to Spanish using the link at the top.

Creating an I-9 for a New Hire

This page is exactly the same as the page that the employee would use if they received the remote-access link.

They will complete three sections stating their Name and Identification, their Address and Contact Information, and a statement of Employment Status.

After the information is entered, they will hit **Save/Validate** to continue.

A Employee Name and Identification

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

B Employee Address and Contact Information *i*

Address (Street Number and Name):* <i>i</i> Required	Apt. Number:* <i>i</i> Required or N/A		
City or Town:* <i>i</i> Required	State:* <i>i</i> <None>	Zip Code:* <i>i</i> Required	
Employee's Telephone Number:* <i>i</i> Required or N/A (###-###-####)	Employee's Email Address:* <i>i</i> Required or N/A		

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 this form.

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

- 1. A citizen of the United States *i*
- 2. A noncitizen national of the United States (see instructions) *i*
- 3. A lawful permanent resident *i*
- 4. An alien authorized to work *i*

Save/Validate

Creating an I-9 for a New Hire

They will then electronically sign **Section 1**. This is the same electronic signature they would use if they were completing a remote-access Section 1.

The employee will complete this section and then select **Sign Form I-9** to continue.

D Provide an Electronic Signature

IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM
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.

1 Enter your legal name as your electronic signature: Employee Name (First, Middle Initial, and Last) *

2 Please enter and confirm the answer to the signature question listed below:
What is your second favorite movie?
Answer * Confirm Answer *

3 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 with the completion of this Form.
 I Agree *

4 Preparer and/or Translator Certification (select one):*
 I did not use a preparer or translator
 A preparer(s) and/or translator(s) assisted the employee in completing Section 1

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

Sign Form I-9 Electronically

Creating an I-9 for a New Hire

The system will immediately take you to **Section 2**, where you will validate the employee's documents in person.

Form I-9 Section 2: Employer Review and Verification

I-9 Instructions: [English](#) | [Español](#)

Read This Before Filling Out Section 2 of the Form

Employers 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** Enter the employee's first day of employment, confirm the business name and address, and then save and validate.
- C** Review Sections 1 and 2 and then use the Paper or Electronic process to sign and verify.

The red asterisk * denotes a required field. A response must be provided wherever indicated to successfully complete Section 2 of the Form.

Since this section is identical as our first example, we will skip over completing it for now. Instead, let's look at how to delete this I-9 which is already in progress. Let's go back to the homepage using the Dashboard link at the top:



Creating an I-9 for a New Hire

We want to look at how to delete an I-9 already in progress. Because the last example completed **Section 1** but didn't finish **Section 2**, we can find the I-9 using the "Task Due" section and clicking the gray box next to "Section 2 Due":

Form I-9 Task Due

Summary Section 1 Section 2 E-Verify Reverification Receipt Reverification

				Total
Section 1 Due	0	0	0	0
Section 2 Due	1	1	0	2
E-Verify / Pending	1	0	0	1
Reverification Due	0	0	1	1
Receipt Reverification Due	0	0	0	0
Missing Start Date in Section 2		0		0

Creating an I-9 for a New Hire

We can look for our second test case in the list of results and click on the name:

Employee I-9 Records

Start Date: NA Yes No Date Range to

Due Date: NA Yes No Date Range 04/01/2018 to 04/08/2018

Section 1: NA Yes No Date Range to

Section 2: NA Yes No Date Range to

Reverify: NA Yes No Date Range to

E-Verify Case: NA Yes No Date Range to

Terminated: NA Yes No Date Range to

Next Action Needed: Complete Section 2

Employer: UC San Francisco

Security Group: <All>

Worksite: <All>

I-9 Manager: <All>

I-9 Record Type: <All>

Employee I-9 Records (1) [Export to Excel](#)

Full Name	Start Date	Employer	Worksite	Section 1 Completed	Section 2 Completed	E-Verify Case Date	Reverify Due Date	Term Date	Next Action
TWO, Testcase	04/03/2018	UC San Francisco	UCSF Campus	03/31/2018					Complete

Creating an I-9 for a New Hire

The chevrons at the top let us know which step the I-9 is currently waiting on:

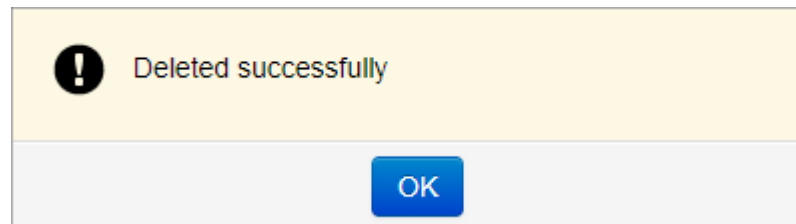
The screenshot displays the 'Form I-9' section of the I-9 Tracker interface. At the top, there are two tabs: 'Employee Profile' and 'Form I-9'. Below the tabs, the employee's name is 'Testcase Two'. The 'I-9 Create Date' is '3/31/2018 1:05:57 PM'. The 'Worksite' is 'UCSF Campus' and the 'I-9 ID' is '8842'. A progress bar shows three steps: 'Created/On 3/31/2018' (blue chevron), 'Section 1 Completed 3/31/2018' (blue chevron), and 'Complete Section 2 4/6/2018' (red chevron). Below the progress bar, there are three tabs: 'Summary', 'Section 1', and 'Section 2'. To the right of the tabs are two buttons: 'View/Upload File' and 'Actions'. The 'Actions' button is highlighted in green. A dropdown menu titled 'Form I-9 Actions' is open, showing three options: 'Request Remote Section 1 Amendment' (green button), 'Move I-9' (blue button), and 'Delete I-9' (red button). The 'Delete I-9' option is highlighted in red.

For this example, we want to cancel and delete the I-9 in progress. To do so, click the **Actions** button, and then select **Delete I-9**.

Creating an I-9 for a New Hire

Because the I-9 has not been fully completed, you do not need special access to delete the record. It will warn you two times to make sure you want to take this action.

Hit **Yes** twice to proceed.



Creating an I-9 for a New Hire

The final remote action we will cover will be how to allow a third party to validate documents remotely.

UCSF already has some experience with completing **Section 2** remotely. We have worked with our partners at UC Berkeley HR in the past and have processed paper forms using a third party.

I-9 Tracker makes this process very simple:

- The employee completes **Section 1** remotely.
- You identify an authorized third party, and obtain their email address.
- You send a single-use link to the third party to complete **Section 2**.
- The third party either Accepts or Declines the email.
- If accepted, they will complete **Section 2** online. They will be using the same screens you would otherwise be using to complete **Section 2**.

Creating an I-9 for a New Hire

So who is an Authorized Third Party for **Section 2**?

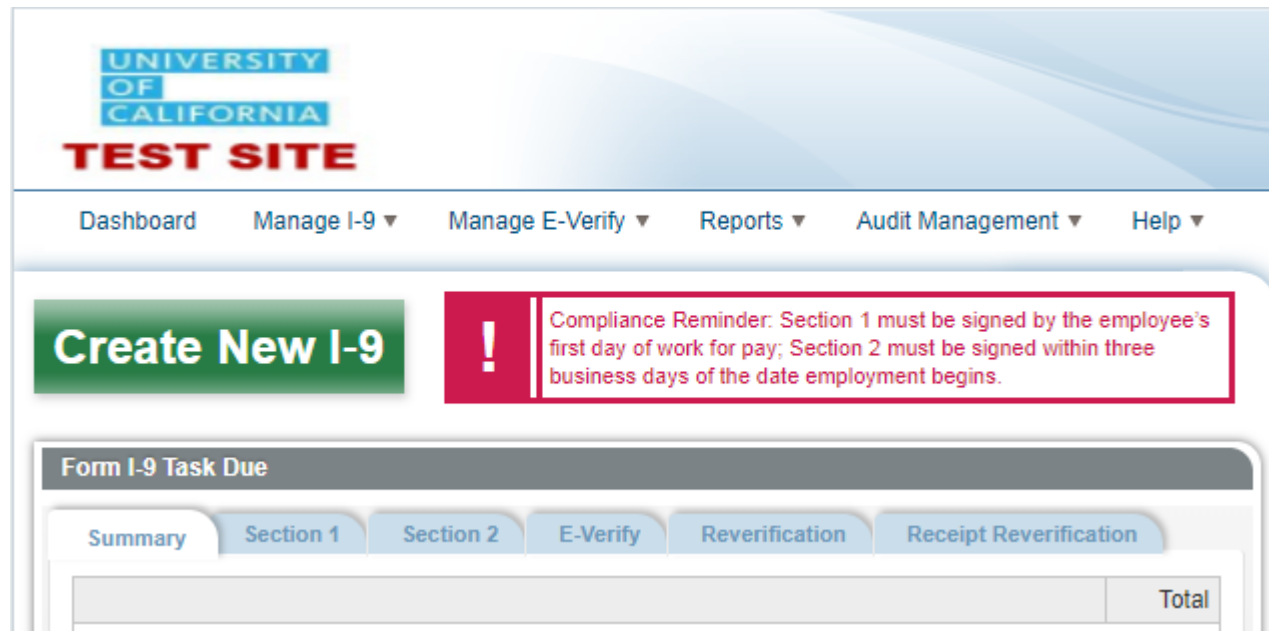
“An Authorized Agent can be any person that UCSF Human Resources Official assigns to act as an authorized agent for UCSF; such as Notary Publics, Career Centers at Universities and Colleges, Immigration Lawyers, or any University of California staff approved by their Human Resources.”

Taken from previously-use Remote Hire Authorized Agent Notice Form

Creating an I-9 for a New Hire

Let's create a New I-9 to show how **Section 2** can be completed remotely.

Go back to the I-9 Tracker Homepage and click **Create New I-9**.



Creating an I-9 for a New Hire

Again, we will create a New I-9 for a new employee:



Creating an I-9 for a New Hire

This time when we select **Save/Create I-9**, we'll be selecting **Create Remote Access Form I-9 – Section 1 & Section 2**.

The top box needs a start date and an employee email address in order to send the single-use link to the employee to complete **Section 1**.

The bottom box will ask you for all the information necessary to send a single-use link to an authorized third party to complete **Section 2**.

Create Remote Access Form I-9 – Section 1 & Section 2

Employee Information

Enter Start Date (MM/DD/YYYY) *

Enter or Edit Employee Email Address *

Required

Employer Representative Information

Enter this information NOW

Enter this information LATER

Enter Employer Representative Email Address *

Required

Enter Employer Representative Name

First Name

Last Name

Optional

Optional

Enter Employer Representative Title

Employer Representative

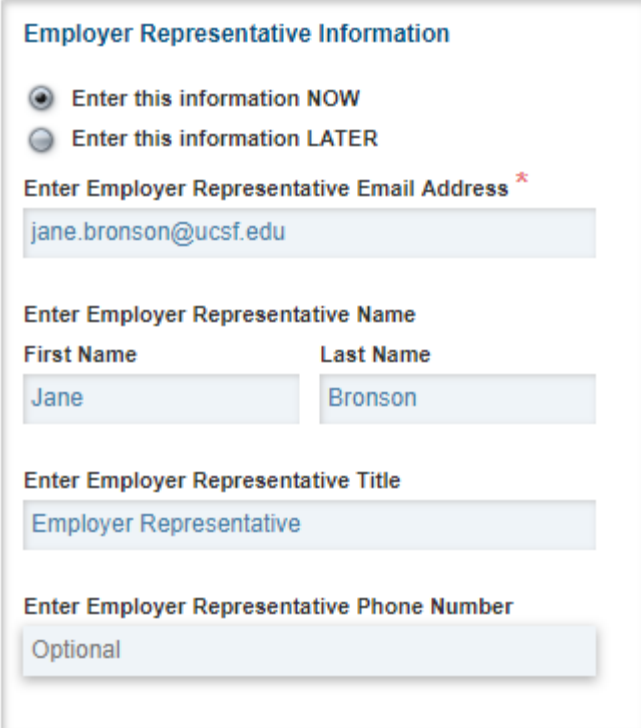
Enter Employer Representative Phone Number

Optional

Creating an I-9 for a New Hire

Let's go ahead and enter our own information into the **Employer Representative Information**, so we can see what the email to the third party will look like from their perspective.

Then hit **Continue**.

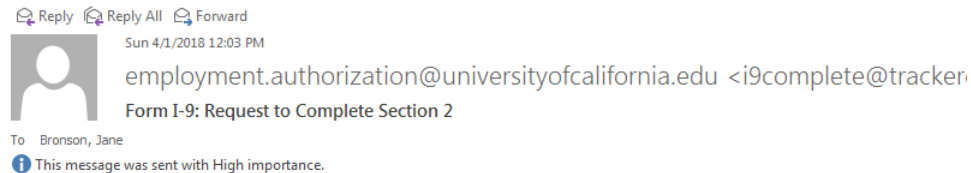


The screenshot shows a web form titled "Employer Representative Information". It contains the following fields and options:

- Two radio buttons: "Enter this information NOW" (selected) and "Enter this information LATER".
- A text input field for "Enter Employer Representative Email Address" with a red asterisk, containing the text "jane.bronson@ucsf.edu".
- Two text input fields for "Enter Employer Representative Name": "First Name" (containing "Jane") and "Last Name" (containing "Bronson").
- A text input field for "Enter Employer Representative Title" containing "Employer Representative".
- A text input field for "Enter Employer Representative Phone Number" containing "Optional".

Creating an I-9 for a New Hire

The authorized third party will receive an email shortly with the subject **Form I-9: Request to Complete Section 2**. They will be able to accept or deny this request.



To Whom It May Concern:

United States Customs and Immigration Service (USCIS) requires UC San Francisco 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 San Francisco 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: Testcase Three
Employee Email: jane.bronson@ucsf.edu
Employer: UC San Francisco
Expected Start Date: 4/3/2018

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](#)

Creating an I-9 for a New Hire

The link in the email will take them to a site where they can complete **Section 2** with the employee. The webpage they use to complete this will look exactly the same as the page would if you were the one completing **Section 2**.

We will skip completing these sections for now.



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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Creating an I-9 for a New Hire

We have now covered all three cases of creating an I-9 for a New Hire:

- **Section 1** completed remotely, **Section 2** completed in person (most common)
- **Section 1 and 2** completed in person
- **Section 1 and 2** completed remotely using authorized third party.

E-mail Notifications

When you create an employee profile and begin an I-9, you will be designated as the **I-9 Manager** for that particular record.

As the **I-9 Manager**, you will receive occasional emails regarding the progress of the I-9 being completed.

If a deadline passes and the item becomes a potential problem, an escalation email will be sent to the central payroll office. We will contact you and your supervisor or manager to let you know that immediate action needs to be taken.

The following slides go over some examples of emails you will receive.

E-mail Notifications

Reason: The Employee has completed **Section 1** remotely.

Email: You will receive an email as soon as an employee uses their single-use link to complete **Section 1**. You do not need to take any action, the email is just letting you know that the I-9 is ready for completing **Section 2**.

This email is only sent to the I-9 Manager. There is no escalation.

E-mail Notifications

Reason: It is the employee's first day, and they have not yet completed **Section 1** using the remote link that was sent to them.

Email: You will receive an email on 8am of that start date informing you that **Section 1** hasn't been completed by the employee's first day.

This means that when the employee attends orientation, they will need to complete **Section 1** in person using an HR computer before **Section 2** can be completed.

Escalation: The item will be escalated the day after their start date and every day following until **Section 1** is completed.

E-mail Notifications

Reason: It is three days after the employee's start date and **Section 2** has still not yet been completed.

Email: You will receive an email on 8am three days after the employee's start date informing you that **Section 2** still hasn't been completed.

You will need to meet with the employee as soon as possible to complete **Section 2**. If this section is not completed by the end of the third day, the record is now out of compliance.

Escalation: The item will be escalated the day after the employee's third work day and an email will be sent to central payroll. We will contact you and your supervisor to check in and ensure **Section 2** will be completed soon.

E-mail Notifications

Reason: An employee's work authorization is about to expire.

Email: You will receive an email 90 days before an employee's work authorization is set to expire. You should plan to meet with the employee soon to ensure new documents can be obtained and validated.

Escalation: The central payroll office will receive reminders that the reverification is needed on these days:

- 60 days before due
- 30 days before due
- 3 days before due
- 1 day before due

We may contact you periodically to ensure necessary action is being taken.

E-mail Notifications

Reason: Remote **Section 2** has been completed.

Email: You will receive an email immediately after the authorized third party agent completes **Section 2** with the employee. No action is needed, the email serves as a notice that the I-9 is now complete.

There is no escalation for this email.

E-mail Notifications

Reason: Section 2 remote access declined by third party.

Email: If you send a remote access link to a third party to complete **Section 2** and they decline the request, you will immediately receive an email to inform you.

You will need to reach out to the third party and figure out why they declined the request, or you will need to identify another third party to complete **Section 2**, or you will need to make arrangements with the employee to complete **Section 2** in person.

There is no escalation for this email.

E-Verify

UCSF participates in the national **E-verify** program.

This program mandates that certain individuals have their eligibility verified through USCIS information systems.

Who get's validated?

- Employees paid on federal funds that have a mandated E-verify clause in the contract.

How do you know if an employee is paid on these funds?

- You don't! Let the central payroll office handle it.

E-Verify

After an employee's funding is entered into OLPPS, the system will check that evening whether or not the funding is subject to E-verify.

If it is, the employee will show up on a central payroll report the following morning. We will reach out to the employee to set up an appointment for them to come to our office to review their documents.

We will move the employee in Tracker to an E-verify worksite and validate their identify using the USCIS website.

We will only contact HR if we have trouble contacting the employee to setup an appointment.

Reporting Options

Look for the Reports link at the top of the page, and click on **I-9 Custom Reports**.



Reporting Options

This is the **I-9 Custom Report** setup page:

The screenshot displays the 'I-9 Custom Report' setup page with the following sections:

- Choose Worksites:** A tree view showing a selection of 'UCSF Campus' under 'UC San Francisco'. A note states 'At least one selection is required.'
- Choose I-9 Information:** Includes a 'Create Date' dropdown and date pickers for 'From' (04/01/2018) and 'To' (04/30/2018).
- Citizen Status:** A list of checkboxes with 'None', 'Citizen', 'Permanent Resident', 'Authorized Alien', and 'Noncitizen National' all selected.
- Next Action:** A list of checkboxes with 'ENTER START DATE', 'Complete Section 1', and 'Complete Section 2' selected, and 'RESOLVE ERRORS' at the bottom.
- Choose Report Fields:** A section for selecting fields to include in the report, with 'Employee Profile Worksite' shown in the 'Selected Fields' box.

Reporting Options

You have the ability to specify the following report parameters:

- Worksite
- I-9 Creation Date
- Citizen Status
- Next Action

You will be able to request nearly 100 different fields, but you will probably want to return at least the following:

- Worksite
- Employee Name and ID
- Start Date
- Next Action

Reporting Options

These custom reports can help you answer certain questions about the population of employees in your worksite.

For example:

How many I-9s created in April are incomplete?

Reporting Options

These custom reports can help you answer certain questions about the population of employees in your worksite.

For example:

How many I-9s created in April are incomplete?

Solution:

- Select your **worksite** on the left.
- Set the **creation date** range to 4/1/2018 through 4/30/2018.
- Leave all citizenship fields selected.
- Uncheck the **NONE** next action.
- Try dragging the **Employee ID** field over to Selected Fields.

Reporting Options

The Report results will display:

[Export List to Excel](#)

Save Report ▾

Edit Report

Cancel Report

Employee Profile Worksite	Employee Name	Employee ID	Start Date	Next Action
UCSF Campus	THREE, Testcase		2018-04-03	Complete Section 1

You are then able to:

- Save Report for future use
- Export List to Excel
- Edit Report to return to the setup page
- Cancel

Reporting Options

If you find a particular report useful, you can save it for future use.

To load a previously-saved report, go to the bottom of the **I-9 Custom Reports** page and select the report from the drop down:





UCSF