

Tracker I-9 Upgrade Quick Guide

Employee profile:

Created by I-9 manager prior to initiating an I-9. Establishes record of basic employee information, such as name, date of birth, UIN, and social security number. ***Just because an employee profile exists or has been created, does not mean an I-9 exists. You can think of this as an electronic folder where the employee's I-9 is stored.***

- Only create new profiles for employees who do not already have an existing profile.
- If a new I-9 is required for an individual with an existing profile, create the new I-9 under the existing profile.

Usability features:

Employee Search

1. Is there an employee profile?

- Search by UIN (Employee ID field)
and
- Search by First and Last name (Do NOT use middle initial/name in name search)
 - Multiple results? Verify additional information such as birth date, etc. to ensure record is a match.
 - No results? Create an employee profile with NAME, DOB, UIN and SSN.

2. Is there a current, active I-9?

- After locating employee profile or creating a new employee profile, is there a current, active I-9? Create new or work with existing I-9 as needed.
- Employee Name Change? Complete Section 3 Reverification and UPDATE EMPLOYEE PROFILE NAME!!

General Navigation/Functionality

DO NOT, under any circumstances:

- Enter or modify terminated date
- Delete a Form I-9 (contact campus HR if one needs to be deleted)

*****Watch the order of last name and first name fields in Section 1 and Section 3.***

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| Section 1 | auto-populates N/A where needed. The employee clicks "Continue" on "Empty Fields Alert" screen. |
| Section 2 | offers visual display of documents selected and guidance on locating document numbers. |
| Section 3 | allows for edits to previously entered Section 3 information if corrections and/or additional notes are needed |

Remote Hire process – all electronic within Tracker. Will need an email address for the Section 2 Representative. See <https://www.cupahr.org/knowledge-center/i-9-consortium/search/> for assistance finding a Representative to complete Section 2

Multi-use link replaces multi-use login process – only created by a system admin user (AITS). To use the multi-use link:

1. Share multi-use link with the new hire
2. Link takes new hire to Section 1 of I-9 within new Tracker system
3. I-9 completion status can be monitored from the “Manage I-9s” drop down, “Remote Access Forms”
4. I-9 manager completes and signs Section 2 – will enter employee’s start date at this time
5. Employee information from Section 1 feeds into employee profile after I-9 is completed
6. I-9 manager confirms employee profile information is accurate, adds employee’s UIN in Employee ID field, and selects an I-9 manager from the drop down list

Historical I-9s – basic user will not be able to create a historical I-9. There are limited situations in which a historical I-9 is needed. Should you have a need, please email the appropriate HR office with the details and they will work with you to get the I-9 information entered into Tracker.

Security profiles – new Tracker system has one main profile = BASIC USER → gives access to initiate and view all I-9s within the worksite(s) assigned

Available Resources:

- Updated online trainings and job aids available on the System HR website:
<https://www.hr.uillinois.edu/policy/formi9>
 - Additional resources and updates can be found on the Illinois Human Resources website:
<http://humanresources.illinois.edu/hr-professionals/hr-systems.html>
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Go-Live – Monday, November 20, 2017

Overview – Upgrade to Tracker I-9 system begins 5 p.m. on Friday, November 17. Tracker will be unavailable until Monday, November 20. The migration involves moving data to the new version of Tracker. Data will also still exist in the old version of Tracker for a limited period of time.

New Link -- <https://apps.uillinois.edu/HumanResources.html>

At 5 p.m. on November 17, I-9s with the following “next action” statuses WILL NOT make the migration to the new Tracker system:

Complete Section 1 – pending I-9 will remain in old Tracker system; new I-9 should be initiated in new Tracker system (if needed) after go-live on 11/20

Complete Section 2 – pending I-9 will remain active in old Tracker system; new I-9 SHOULD NOT be initiated in new Tracker system after go-live on 11/20. Work with campus HR to gain access to old Tracker system to complete pending I-9. Completed I-9 will migrate to new Tracker system at a later date (TBD).

Enter Start Date – next steps will depend on status of Section 1 and Section 2 signatures

Receipt Reverification Due – pending I-9 will remain active in old Tracker system; work with campus HR to gain access to old Tracker system to update Section 2. Completed I-9 will migrate to new Tracker system at a later date (TBD).