Changes with Tracker
Version 8
Implemented 9/4/14
Dashboard

- **I-9 Complete Records** - Renamed Form I-9 Records tab
- Removed Review I-9 Records, Create New Hire Login, Run Reports from the Manage Employees box
- Click **Create New I-9 Complete Record** to start an I-9 for someone to complete while in your office. You can also click on the **I-9 Complete Record** link under the Manage Employees box.
- Click **Create New Hire Login** to create a Single-Use login, Multi-Use login or a login for the Remote Hire Process.
Creating a Historical I-9 (Reverifications for Employees who don’t already have an I-9 in Tracker)

➢ Click on the **Create Historical Form I-9** under the Manage Employees box
Historical I-9 – Supplementary Information

- Added **Search functionality** eliminating the need to go back to the Dashboard
- Added **Historical E-Verify Case ID field** - for Campus HR use only
Edit Data (was Advanced Edit) – to be used to enter initial Historical I-9 data.

Edit I-9 (was Edit) – to be used to edit a Historical I-9 record after the initial data has been entered.
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