



Tracker Electronic I-9 Tips for Name Changes for Employees who DO NOT currently have an I-9 in Tracker

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Step 1 – Search for the employee

1. **Search** for the employee using the Employee ID (UIN)
2. If the employee is not found, follow the Import Paper I-9 instructions below.
3. If the employee is found, **STOP**. Please contact the Central HR office to have the current I-9 assigned to your worksite.

Step 2 - Import Paper I-9 Instructions

1. Click **Import Paper Form I-9** under Form I-9 Records in the navigation menu bar.
2. Enter the Employee's **Last name** and **First name only** in Section1.
3. **Employee ID** – Enter employee's **UIN**.
4. **Employer** – Defaults to University of Illinois
5. **Worksite** - I-9 Manager must **verify the worksite** if they are authorized for more than one.
6. **I-9 Manager** – Defaults with name of the I-9 Manager that is importing the I-9
7. Click the **Save Historical Record** button to complete the Import Process

Step 3 – Searching for employee to complete the Name Change (Section 3)

1. **Search** for the employee using the Employee ID (UIN) to find the I-9 that was created using the Import Paper Form I-9 instructions.
2. Click the **View Section 3: Updating and Reverification** button
3. On the I-9 Record Summary Information screen click the **Add New Section 3** button.
4. Enter New Name
5. Read the attestation statement
6. Click the **“I Agree”** box in the Attestation section
7. Click the **Sign Section 3 and Save to History** button