



Tracker Electronic I-9 Tips for Importing a Paper I-9

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Import Paper I-9 – for special situations ONLY, such as:

- ❑ For new hires/rehires whose Form I-9 must be completed on paper due to a system outage or error and then imported into Tracker.

1. Click **Import Paper Form I-9** under Form I-9 Records in the navigation menu bar.
2. From the pull-down menu, please select the I-9 Form version based on the **Form I-9 Revision Date** that corresponds to the record you wish to import.
3. Enter the Employee Information and Verification (Section 1) information as it appears on the original I-9 (any incorrect or missing information on the paper form should be corrected prior to importing information; incorrect information should **NOT** be entered into Tracker)
4. Enter the **Signature of the Employee** as the name appears on the name field.
5. Enter the **Date** the employee signed the I-9.
6. Select the **“Click to Select Documents from List A, B, C”** link
Select List A, or, List B and/ List C documents by clicking on document name in appropriate list(s).
Select **OK**
Enter the applicable information as it appears on the original I-9

Enter the **Start Date, Signature of Employer or Authorized Representative, Title** and **Date** as it appears on the original I-9

Employee ID – Enter employee’s **UIN**. This information can be entered at any time and is a University required field.

Employer – Defaults to University of Illinois

Worksite - I-9 Manager must **verify the worksite** if they are authorized for more than one.

I-9 Manager – Defaults with name of the I-9 Manager that is importing the I-9

Save Historical Record to complete the Import Process

Attach File (original I-9) -

1. Scan the original paper I-9 as a pdf to a secure file on your hard drive or network drive using a file name including last name, first name or initial and UIN
2. Click on the **Attach** link next to the employee's name at the top of the form
3. Select **Browse**, search the filename under which you saved the original I-9 on your hard drive or network drive; double click on the file name or click on the filename and then click on Open
4. Select **Upload and Save**

You'll receive a message indicating that the I-9 Attachment File Uploaded Successfully

If wrong file was attached, you must contact the appropriate HR office to have the I-9 deleted before you can begin the process again, and attach the correct file.

Send the Original Paper I-9 to the appropriate Human Resource Office