



Tracker Electronic I-9 Tips for completing a Multi-Use New Hire Login

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Multi-Use New Hire Login Page – sharing a URL for use in an offer letter, during a large hiring event or at a public kiosk.

1. Click **Create New Hire Login** from left navigation or under Form I-9 Records in navigation menu bar.
2. **Worksite** and **I-9 Manager** default to user name and worksite; can be changed according to user's authority.
3. Select the **Multi-Use New Hire Login Email** option.
4. Enter a **URL Expiration Date** and select **Generate Shareable Link** button.
5. Click the **Copy URL to Clipboard** link to save the full URL which you can Paste (Ctrl+V) into an email, document, or web page, as needed.

Note: If the employee is under the age of 18 and cannot produce a List A or List B document type for Section 2, a parent or legal guardian must complete the Preparer and/or Translator Certification for Section 1.

Directions for the Employee –

Employee selects the **Form I-9 link** from the email, document or web page.

Enter Employee Information and Verification

Name and Identification

Name: Employee must verify his/her name and make any necessary edits. Middle and Maiden Names are not required.

Birth Date: Employee must input his/her correct date of birth.

SSN (Social Security Number): Required only for employees being E-Verified. For all other employees, this is an optional field.

Address: Employee must input his/her physical address (must not be a P.O. Box) in the correct fields.

Enter Information about your U.S. Work Authorization

Employment Status

US Citizen-

Employee selects "A citizen of the United States"

Permanent Resident -

Employee selects the “A lawful permanent resident”

The A-Number is the A# displayed on cards issued prior to May 11, 2010. Cards issued on or after May 11, 2010 use the USCIS # as the A-Number displayed on the new cards. The letter A must be entered in front of the number.

F1 Visa Holder -

Employee selects the “An alien authorized to work until”

Expiration date is the “not later than” date in Section 5 on the I-20

The Admission # is the Admission or Departure # shown on the I-94

J1 Visa -

Employee selects the “An alien authorized to work until”

Expiration date is the “To” date in Section 3 on the DS-2019

The Admission # is the Admission or Departure # shown on the I-94

H1 Visa Holder -

Employee selects the “An alien authorized to work until”

Expiration date is the “until” date shown on the I-94

The Admission # is the Admission or Departure # shown on the I-94

Create a Password and Sign Electronically

Employee Electronic Signature

1. Enter First and Last name in the **Print Employee Name** field
2. **Create a password** (5-25 characters). Employee does NOT receive password prior to sitting down at the computer to complete and sign section 1.
3. Read attestation and click the **I Agree** checkbox.
4. Click **Sign Form I-9 Electronically** button.
5. Read the pop-up message regarding signing of the I-9 and select **OK** when ready to electronically sign and submit the I-9.
6. Present original, unexpired employment verification documents to the hiring unit on or before the third day of work for pay. Acceptable documents can be found on the Lists of Acceptable Documents on page 5 of the I-9 receipt

Directions for the I-9 Manager-

Retrieve the employee’s I-9 from the Dashboard

Employer Review and Verification

I-9 Manager selects the **Edit Section 2** button to change to Edit Mode.

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

Commonly Presented Documents-

US Citizen – Passport Presented

- Issuing Authority defaults, and currently cannot be changed. I-9 Manager enters Passport # and Expiration Date. If issuing authority is other than U.S. Department of State, indicate actual issuing authority in the notes.

US Citizen – Driver’s License and Social Security Card Presented

- DMV defaults; issuing State should be entered before DMV. I-9 Manager enters Driver’s License # and Expiration Date under List B, and Social Security # under List C (although the social security number is optional in Section 1, it is required in Section 2 when an employee provides their social security card as one of their verification documents).
- Social Security Administration defaults and currently cannot be changed. If issuing authority other than SSA, indicate actual issuing authority in the notes.

Permanent Resident – Permanent Resident Card Presented

- Issuing Authority defaults to USCIS; no change is needed.
- I-9 Manager enters Document # (found on reverse of card starting with three letters other than USA followed by 10 numbers)
- Expiration Date

F1 Visa Holder - International Passport and I-94 Presented

- Country issuing Passport (will not be the U.S.)
- Passport #
- Expiration Date of Passport
- Admission/Departure # from the I-94
- Expiration date is the “not later than” date in Section 5 of the I-20; this is a temporary format until Tracker updates the system to the new M-274 requirements.

In the Notes/Tasks box, enter the actual expiration date of the I-94 (D/S), note the I-20 including the SEVIS Number and actual expiration date of the I-20, and include your name and date.

J1 Visa – International Passport and I-94 Presented

- Country issuing Passport (will not be the U.S.)
- Passport #
- Expiration Date of Passport
- Admission/Departure # from the I-94
- Expiration date is the “To” date in Section 3 of the DS-2019; this is a temporary format until Tracker updates the system to the new M-274 requirements.

Enter the actual expiration date of the I-94 (D/S), note the DS-2019 including the SEVIS Number and actual expiration date of the I-20 in the Notes/Tasks box, making sure to include your name and date.

H1 Visa Holder – International Passport and I-94 Presented

- Country issuing Passport (will not be the U.S.)
- Passport #
- Expiration Date of Passport
- Admission/Departure # from the I-94
- Expiration date on I-94

Per University procedures, **DO NOT retain copies**, whether in paper or electronic format, of employees’ documents or the Form I-9. Copies of employee documents made for other than I-9 purposes must NOT be stored with the Form I-9 in Tracker.

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 the name of the I-9 Manager that is completing the I-9

Employee began employment on: - Enter **date employee began work for pay**

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

I-9 Manager Electronic Signature

1. I-9 Manager must click the **Save and Validate** button before they can electronically sign the form.
2. After form has been validated by the system, I-9 manager will need to click the **“Section 2 has not been signed. Click to display signature box.”** link.
3. Read the attestation statement
4. Click the **“I Agree”** box in the Attestation section
5. Click on the **Sign Section 2** button.

I-9 is complete. Units may view the fully completed I-9 by viewing the Signed Section 2 Pdf.