



## Tracker Electronic I-9 Tips for completing an I-9 using the Single-Use New Hire Login

**Can be initiated after an offer of employment has been made  
and accepted**

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**Single-Use New Hire Login Email** – using a system-generated email to initiate the I-9.

**NOTE:** this process cannot be used for employees under the age of 18.

1. Click **Create New Hire Login** from the *I-9 Complete Records* tab
2. **Worksite** and **I-9 Manager** should default based on logon. If the I-9 manager has access to multiple worksites, they must select the worksite from the dropdown provided.
3. Select the **Single-Use New Hire Login Email** radio button.
4. Enter the following:
  - Employee's Name (Required) – Note order of name (Last then First)
  - Middle Initial (Optional)
  - Start Date (Required - limit is 2 months in the future and cannot be a date prior to date login is being created)
  - Social Security # (Optional)
  - Employee ID (UIN), if known
  - Employee's Email Address (Required) - If the I-9 manager wished to receive the email that the employee will receive you can simply type a comma after the employee's email address followed by your email address (DO NOT enter a space between the comma and your email address).
5. Click the **Send New Hire Login Email** button.
6. Review accuracy of data entered, and Click **OK** when ready to create the Form I-9.
7. A green **Email Successfully Sent** message will appear under the email address field.
8. A system generated welcome email will immediately be sent to the employee:
  - Requesting employee complete Section 1 of the Form I-9 electronically on or before their first day of work for pay.
  - Instructing employee to present documents to employer for completion of Section 2 on or before their third day of work for pay.

### **Directions for the Employee –**

Employee receives the **welcome email**, reads the email, and clicks on the **Form I-9 link**.

## Enter Employee Information and Verification –

### **Name and Identification**

- **Name:** Employee must verify his/her name and make any necessary edits. Middle name is not required.
- **Other Names** must be entered; if not applicable, N/A box must be checked.
- **Birth Date:** Employee must input their correct date of birth.
- **SSN (Social Security Number):** Required only for employees being E-Verified. For all other employees, this is an optional field. If the I-9 Manager entered the SSN, please verify
- **Email** (optional)
- **Telephone** (optional)
- **Address:** Employee must input their physical address (cannot enter a P.O. Box) in the correct fields.

## Enter Information about U.S. Work Authorization –

### **Employment Status**

#### **US Citizen-**

- Employee selects “A citizen of the United States“

#### **NonCitizen National of the United States –**

- Employees selects only if born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

#### **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 will display a USCIS # which should be entered

#### **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
- Will need to check the “I have not been issued an A-number/USCIS Number. I have been issued an Admission Number.” box
- The Admission # is the Admission or Departure # shown on the I-94
- Enter Foreign Passport Number
- Enter Country of Issuance

#### **F1 OPT Visa Holder (using EAD card) –**

- Employee selects the “An alien authorized to work until”
- Expiration date is the “Card Expiration” date
- Enter the USCIS# displayed on the card

#### **J1 Visa Holder-**

- Employee selects the “An alien authorized to work until”
- Expiration date is the “To” date in Section 3 on the DS-2019
- Will need to check the “I have not been issued an A-number/USCIS Number. I have been issued an Admission Number.” box
- The Admission # is the Admission or Departure # shown on the I-94

- Enter Foreign Passport Number
- Enter Country of Issuance

### **H1 Visa Holder -**

- Employee selects the “An alien authorized to work until”
- Expiration date is the “until” date shown on the I-94 or I-797A, whichever ends sooner.
- Will need to check the “I have not been issued an A-number/USCIS Number. I have been issued an Admission Number.” box
- The Admission # is the Admission or Departure # shown on the I-94
- Enter Foreign Passport Number
- Enter Country of Issuance

Create a Password and Sign Electronically -

### **Employee Electronic Signature**

1. **Verify name**, which is pre-populated.
2. **Create a password** (5-25 characters). Employee does NOT receive a system generated password. Enter the password they create in the Answer and in the Confirm Answer fields
3. Read attestation statement 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 their third day of work for pay. Acceptable documents can be found on the Lists of Acceptable Documents on page 9 of the I-9 instructions available at the top of the Form I-9.

### **Directions for the I-9 Manager-**

When the employee presents original/unexpired documentation, retrieve the employee’s I-9 from the Section 2 Due on the Dashboard (can also search by name or UIN)

### **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). (**Note:** if the employee selected the incorrect Employment Status in Section 1, the Lists of Acceptable Documents displayed in Section 2 may not be correct)

Click **OK**

Enter the applicable information

Commonly Presented Documents -

### **US Citizen – Passport Presented**

- Issuing Authority defaults
- I-9 Manager enters Passport # and Expiration Date.

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

- Select Driver’s License or ID Card (whichever document employee presented)
- Select State in which documents above were issued
- Issuing Authority defaults based on the State selected above and should not be changed

- 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 but can be changed, if needed (may need to be changed to Department of Health and Human Services).

### **Permanent Resident – Permanent Resident Card Presented**

- Issuing Authority defaults to USCIS; no change is needed.
- I-9 Manager enters Document # (Card # on front of newer card or found on reverse of older cards – document # starts with three letters other than USA followed by 10 numbers; **NOTE:** this is not the same number as entered in Section 1)
- Expiration Date = Card Expires date

### **F1 Visa Holder - International Passport and I-94 Presented**

- Click radio button next to Form 1-20
- [Passport information](#)
- Enter Issuing authority (from bottom righthand corner of foreign passport)
  - Country of Issuance (defaults from Section 1)
  - Enter Document # = Passport #
  - Enter Expiration Date = Expiry date on passport

#### [I-94 information](#)

- Issuing Authority defaults with DHS (no change needed)
- Enter Document # = Admission # from I-94
- Expires defaults with D/S and cannot be changed

#### [Form I-20 information](#)

- Enter Issuing Authority = DHS or DOJ/INS
- Enter Document # = SEVIS # in top righthand corner of the I-20
- Enter Expiration Date = the “not later than” date in Section 5 of the I-20

### **J1 Visa – International Passport and I-94 Presented**

- Click radio button next to Form DS-2019
- [Passport information](#)
- Enter Issuing authority (from bottom righthand corner of foreign passport)
  - Country of Issuance (defaults from Section 1)
  - Enter Document # = Passport #
  - Enter Expiration Date = Expiry date on passport

#### [I-94 information](#)

- Issuing Authority defaults with DHS (no change needed)
- Enter Document # = Admission # from I-94
- Expires defaults with D/S and cannot be changed

#### [Form DS-2019 information](#)

- Enter Issuing Authority = DHS
- Enter Document # = SEVIS # in top righthand corner of the DS-2019
- Enter Expires date = the “To” date in Section 3 of the DS-2019

### **H1 Visa Holder – International Passport and I-94 Presented**

#### [Passport information](#)

- Enter Issuing authority (from bottom righthand corner of foreign passport)
- Country of Issuance (defaults from Section 1)
- Enter Document # = Passport #
- Enter Expiration Date = Expiry date on passport

### I-94 information

- Issuing Authority defaults with DHS (no change needed)
- Enter Document # = Admission # from I-94
- Enter Expires date = date on I-797A or I-94 whichever is less; some I-94s reflect a 10 day grace period for travel purposes, but the employee is not eligible to work during those 10 days)

Per University procedures, **DO NOT retain copies**, whether in paper or electronic format, of employee's documents for the Form I-9. Copies of employment eligibility documents made for other than I-9 purposes must be stored in a separate file.

**Employer** – Defaults to University of Illinois; no change needed

**Worksite** – Defaults with worksite entered in the Create New Hire Login process

**I-9 Manager** – Defaults with name of the I-9 Manager from the Create New Hire Login process (should be the person completing Section 2)

**Employee's first day of employment** (date employee began work for pay) – defaults from logon creation; can be changed if needed

**Employee ID (UIN)** – defaults from logon creation; if UIN wasn't entered when creating the logon it may be entered now or any time prior to routing the HRFE transaction. The **UIN** is required in order for the HRFE transaction to be routed.

### 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 as noted in green at the top of the form. I-9 Managers may view the fully completed I-9 by viewing the Signed Section 2 pdf.

*Revised 3/7/16*