

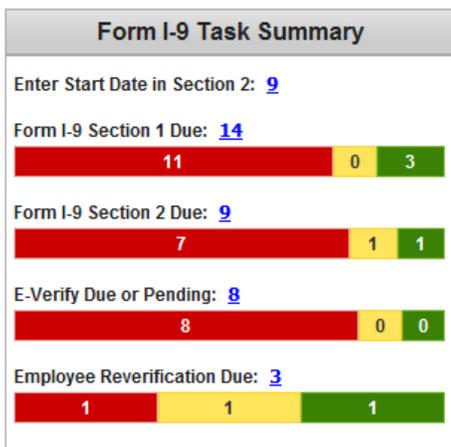
Tracker I-9 Dashboard Home Page

The Dashboard Home Page displays an overview of action items, and offers links to the most used features and reports.

The screenshot shows the Tracker I-9 Dashboard Home Page. At the top, there is a navigation menu bar with links for Dashboard, Form I-9 Records, WebFax™ Inbox, E-Verify Cases, Reporting, News, Resources, and Help. The main content area is divided into several sections:

- Manage Employees:** A sidebar on the left with a search bar and a 'Find' button. Below it are 'Popular Reports' including Section 1 Due (Employee), Section 2 Due (Employer), Section 3 Due (Reverification), E-Verify Submit Due, and E-Verify Pending Due.
- Form I-9 Task Summary:** A central section with a 'Widgets' label. It displays progress bars for: Form I-9 Section 1 Due (0), Form I-9 Section 2 Due (0), E-Verify Due or Pending (0), and Employee Reverification Due (0). Below this is an 'Audit Risk Exposure' section with a 'Live Risk' gauge for the University of Illinois, showing categories like I-9s with Curable Errors, I-9s that are Overdue, E-Verify Cases Needing Attention, and I-9s with Incurable Errors.
- Top 10 Section 1 Due:** A table with columns for Due Date, Employee Name, and Start Date.
- Top 10 Section 2 Due:** A table with columns for Due Date, Employee Name, and Start Date.

The following widgets appear on the Dashboard:



Red = Critical (Due today or overdue)
Yellow = Warning (Due in next 7 days)
Green = Not Yet Urgent (Due > 7 days)

Form I-9 Task Summary

Displays the I-9 records for which the I-9 Manager has access to view/modify with next actions due.

- **Start Date Missing:** Counts I-9 records that need the I-9 Manager to enter a start date in order to calculate the next actions and due dates.
- **Form I-9 Section 1 Due:** Counts I-9 records that have Sign Section 1 as the next action.
- **Form I-9 Section 2 Due:** Counts I-9 records that have Sign Section 2 as the next action.
- **E-Verify Due or Pending:** Counts E-Verify cases that have E-Verify as the next action.
- **Employee Reverification Due:** Counts I-9 records that have Reverify as the next action.

Audit Risk Exposure

- I-9s with Curable Errors: [10](#)
- I-9s that are Overdue: [27](#)
- E-Verify Cases Needing Attention: [8](#)
- I-9s with Incurable Errors: [1](#)

Live Risk: Tracker Corp

Take Action Now
Last Measured 6/4/2010 10:34:35 AM

Audit Risk Exposure

Displays key statistics related to I-9 compliance; stats in top half are related to I-9 records that the user has access to view and fix.

- **I-9s with Curable Errors:** I-9 records with errors that will need to be addressed before Section 1 and Section 2 can be signed on time and with compliance.
- **I-9s that are Overdue:** I-9 records that are overdue and should be handled promptly, possibly with the addition of internal notes.
- **E-Verify Cases Needing Attention:** E-Verify cases that require attention either to submit, resubmit, refer, or resolve.
- **I-9s with Incurable Errors:** Take corrective action, where applicable; add notes demonstrating a good faith effort to maintain and improve compliance.

The gauge displays information pertinent to the entire University.

Top 10 Start Date Missing [View All](#)

Date Created	Employee Name	Start Date
4/14/2011	SOLO, Han	?
4/20/2011	RED, Ruby	?
4/26/2011	OPAL, White	?
4/26/2011	SAPPHIRE, Blue	?
4/29/2011	FLINTSTONE, Roberta	?

Top 10 Start Date Missing

Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where start date was left blank.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.

Top 10 Section 1 Due [View All](#)

Due Date	Employee Name	Start Date
5/11/2010	OBERTON, Warren	5/11/2010
6/16/2010	WARREN, Ulysses	6/16/2010

Top 10 Section 1 Due

Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where Section 1 has not been completed and signed.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.

Top 10 Section 2 Due [View All](#)

Due Date	Employee Name	Start Date
6/2/2010	ROCKFORD, Tina R	5/31/2010

Top 10 Section 2 Due

Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where Section 2 has not been completed and signed.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.

Top 10 Reverify Due [View All](#)

Due Date	Employee Name	Doc Expires
4/30/2011	WHITE, William	4/30/2011

Top 10 Reverify Due

Displays a report showing the top 10 I-9 records for which the I-9 Manager has access to view/modify where the employee requires reverification of work authorization.

- The name of the employee is a hyperlink to the I-9 Records page.
- Click View All to review all I-9 records with next action of Sign Section 1; can filter by worksite, data range, etc.