

I-9 PROCEDURES USING TRACKER FORM I-9

University of Illinois

Implementing an Electronic I-9 System?

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- Federal law requires that a Form I-9 be completed for all new hires in order to verify the employment eligibility of all employees.
- In recent years, the risks associated with this form have increased dramatically. The Federal Government has made immigration enforcement a priority, which has increased the focus on I-9 audits and compliance. Form I-9 errors can lead to severe civil and criminal penalties, resulting in high monetary fines.
- An electronic I-9 process will help reduce the potential for errors. Therefore, the University, through discussions with Legal Counsel, Human Resources, Student Employment, and International Student and Scholar offices has decided to transition to an electronic I-9 system.

What is Tracker



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- Tracker Corp. is the electronic I-9 vendor that was selected through the competitive bid process governed by the State of Illinois Procurement Code. The Tracker system is now being used at the Springfield campus and for University Administration employees. It is to be implemented at the Urbana and Chicago campuses as of July 1, 2011.
- The information in this document outlines the procedures for using Tracker and explains system features.

Tracker Dashboard/Navigation

Objective: Access Tracker and recognize the components of the Tracker dashboard and navigation.

Access Tracker I-9 System

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- Login to Tracker using EAS
- For compatibility and security purposes, only Internet Explorer 6 or greater is supported.
- Access will be granted once:
 - ▣ User completes required training, AND
 - ▣ Request for access is submitted by campus/central HR office.

Tracker I-9 Terms/Definitions

- **I-9 Manager** – Individual responsible for the completion of an I-9 for a new hire. I-9 Managers are assigned one of the following roles:
 - **User** will only see I-9 information for the employees to which assigned.
 - **Power User** will see I-9 information for the employees to which assigned, as well as within the worksites they can access.
- **Worksite** – Defines the user's security. I-9 Managers will only have access to certain worksites.

Tracker I-9 User Interface

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Dashboard Home Page

- Displays an overview of action items.
- Offers links to the most used features and reports.

The screenshot displays the Tracker I-9 User Interface for the University of Illinois. The interface is divided into several key sections:

- Navigation Menu Bar:** Located at the top, it includes links for Dashboard, Form I-9 Records, WebFax™ Inbox, E-Verify Cases, Reporting, News, Resources, and Help.
- Left Navigation:** A vertical pane on the left containing a 'Manage Employees' section with links for 'Review I-9 Records', 'Create New Hire Login', and 'Run Reports'. Below this is a 'Find Employees' search box and a 'Popular Reports' section with links for 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 showing due dates for various tasks, all currently at 0. These include Form I-9 Section 1 Due, Form I-9 Section 2 Due, E-Verify Due or Pending, and Employee Reverification Due. Below this is an 'Audit Risk Exposure' section with metrics for I-9s with Curable Errors, I-9s that are Overdue, E-Verify Cases Needing Attention, and I-9s with Incurable Errors.
- Right Section:** Contains two tables: 'Top 10 Section 1 Due' and 'Top 10 Section 2 Due', both with columns for Due Date, Employee Name, and Start Date. A 'Live Risk: University of Illinois' gauge is visible at the bottom.

Tracker I-9 User Interface

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I-9 Details Page

- Displays a single I-9 record, including:
 - I-9 Data
 - I-9 History
 - Validation Alerts
- From this page, you can:
 - Enter I-9 information, including changes to form.
 - Print an I-9 Receipt (PDF).
 - View reports about the history of the I-9 record.

The screenshot displays the Tracker I-9 User Interface for a specific record. At the top, there is a navigation bar with tabs for Dashboard, Form I-9 Records, WebFax™ Inbox, E-Verify Cases, Reporting, News, Resources, and Help. Below the navigation bar, there is a search bar and a link to "Back to Review I-9 Records". The main content area shows the name "SKYWALKER, Luke" with links for "Attach", "New", and "Delete". A green status box indicates "I-9 Complete". Below this, it shows "Next Action Needed: NONE" and "Audit I-9" with "Last Audit: None" and "Terminated: None". There is also a "Not Done" button with the E-Verify logo. The main section is titled "Section 1. Employee Information and Verification" and includes a table for "Name And Identification" and "Address". The "Name And Identification" table has columns for Last, First, Middle, Maiden, Birth Date, and SSN. The "Address" table has columns for Street, City, State, Zip, and Apt.#. Below the address table, there is an "Employment Status" section with the text "Employee Is: A citizen of the United States" and "Last Updated: 4/6/2011". At the bottom of the section, there is a yellow box with a document icon and the text "Section 1 Signed on: 4/6/2011". Below this, there are two links: "Re-sign Section 1 to Record Form I-9 Changes" and "Generate Employee Receipt (PDF)". The bottom of the page shows the start of "Section 2. Employer Review and Verification" with an "Edit Section 2" button.

Dashboard Form I-9 Records WebFax™ Inbox E-Verify Cases Reporting News Resources Help

← Back to Review I-9 Records Search

SKYWALKER, Luke Attach New Delete

I-9 Complete

Next Action Needed: NONE

Audit I-9 Last Audit: None Terminated: None Set

Not Done

Section 1. Employee Information and Verification

Name And Identification Edit Section 1

Last	Skywalker	First	Luke	Middle	
Maiden		Birth Date	4/16/1968	SSN	***.**-7575

Address

Street	101 Star Wars St.	Apt.#	
City	Urbana	State	Illinois
		Zip	61801

Employment Status

Employee Is:
A citizen of the United States

Last Updated: 4/6/2011

Section 1 Signed on: 4/6/2011

Re-sign Section 1 to Record Form I-9 Changes Generate Employee Receipt (PDF)

Section 2. Employer Review and Verification Edit Section 2

Tracker I-9 User Interface

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IMPORTANT: Do NOT, under any circumstances:

- Enter Terminated date.
- Delete a completed Form I-9 (you will need to contact HR if one needs to be deleted)

Dashboard | **Form I-9 Records** | WebFax™ Inbox | E-Verify Cases | Reporting | News | Resources | Help

← Back to Review I-9 Records Search

SKYWALKER, Luke [Attach](#) ~~[View](#)~~ ~~[Delete](#)~~

I-9 Complete

Next Action Needed: NONE

Audit I-9 Last Audit: None ~~[Terminated](#)~~ ~~[None](#)~~ ~~[Set](#)~~

Section 1. Employee Information and Verification Edit Section 1

Name And Identification

Last	Skywalker	First	Luke	Middle	
Maiden		Birth Date	4/16/1968	SSN	***.**-7575

Address

Street	101 Star Wars St.	Apt.#	
City	Urbana	State	Illinois
		Zip	61801

Employment Status

Employee Is:
A citizen of the United States

Last Updated: 4/6/2011

Section 1 Signed on: 4/6/2011

[Re-sign Section 1 to Record Form I-9 Changes](#) [Generate Employee Receipt \(PDF\)](#)

Section 2. Employer Review and Verification Edit Section 2

Create an I-9 in Tracker

Objective: Identify the five different methods by which a Form I-9 can be initiated in Tracker, as well as when and why each method would be used.

- ❑ Single Use New Hire Login
- ❑ One on One Method
- ❑ Remote I-9 (WebFax)
- ❑ Multi-use New Hire Login
- ❑ Import Paper I-9

Create New I-9: Five Options

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- **Single-Use New Hire Login Email** – using a system-generated email to initiate the I-9.
- **One on One Method** – for use at the I-9 Manager's computer when new hire does not have access to a computer or is encountering system errors.
- **Remote I-9 (WebFax)** – when new hire will work at a remote or off-site location, and is not physically available to present the document(s) to a University representative for inspection.

Create New I-9: Five Options

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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.
- **Import Paper I-9** – for special situations **ONLY**, such as:
 - Reverification of an employee whose initial I-9 was completed on paper
 - For new hires whose Form I-9 must be completed on paper due to a system outage or error and then imported into Tracker.

Option 1: Single-Use New Hire Login

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- Click **Create New Hire Login** from left navigation or under Form I-9 Records in navigation menu bar.
- **Worksite** and **I-9 Manager** default to user name and worksite; can be changed according to user's authority.
- Select the **Single-Use New Hire Login Email** option.



The screenshot shows the 'Create Employee Login for New Hires - URL or Email - Form I-9 Section 1' form. It includes the following fields and options:

- Employment Location for New Hire** (Do not use this feature for employees under age 18)
- Employer**: University of Illinois
- Worksite**: 220 - Materials Research Lab
- I-9 Manager**: Musselman, User
- New Hire Section 1 Login Page Options**
 - Multi-Use New Hire Login Page
Allows multiple employees to create a new Form I-9 and complete and sign Section 1 via a shareable link
 - Single-Use New Hire Login Email
Sends a personalized welcome email to the employee with a secure link to complete and sign Section 1

Note: Only Worksites and I-9 Managers that you are authorized to view will appear in the drop-down lists.

Option 1: Single-Use New Hire Login

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- Enter the following:
 - Required fields:
 - Employee's Name
 - Start Date (limit is 2 months in the future)
 - Email Address
 - Employee ID (UIN), if known.
 - Optional Fields: Middle name, SSN, and Employee ID (UIN).
- Click the **Send New Hire Login Email** button.

Create Employee Login for New Hires - URL or Email - Form I-9 Section 1

Employment Location for New Hire (Do not use this feature for employees under age 18)

Employer: University of Illinois

Worksite: 220 - Materials Research Lab

I-9 Manager: Musselman, User

New Hire Section 1 Login Page Options

Multi-Use New Hire Login Page
Allows multiple employees to create a new Form I-9 and complete and sign Section 1 via a shareable link

Single-Use New Hire Login Email
Sends a personalized welcome email to the employee with a secure link to complete and sign Section 1

Single-Use New Hire Login Email

Last Name: [] First Name: [] Middle Initial: []

Start Date: [] Social Security #: [] Employee ID: []

Remote hire via Tracker WebFax™

Email Address: []

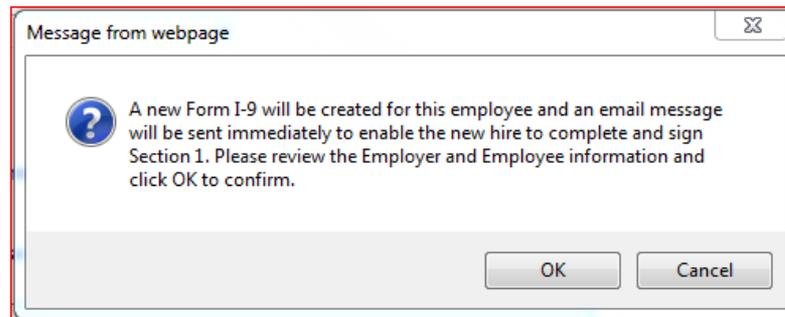
Send New Hire Login Email
*Expires 3 days after the Start Date

Note: If you enter a SSN that is already associated with an existing I-9 record, you will receive a warning message and options to resolve the situation. Contact your HR office for assistance.

Option 1: Single-Use New Hire Login

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- Verify all the data entered is correct.
- Click OK when prompted (see below) to create a new employee I-9 Record.



- A welcome email will immediately be sent to the employee:
 - Requesting employee complete Section 1 of the Form I-9 electronically on or before his/her first day of work.
 - Instructing employee to present documents to employer for completion of Section 2 on or before third day of work.
- The Form I-9 link expires 3 days after the Start Date.

Option 2: One on One Method

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- I-9 Manager:
 - Click **Create New Form I-9** from left navigation or under Form I-9 Records in navigation menu bar.
- Employee:
 - Sits at your computer to complete Section 1. (Do NOT input this information on behalf of the employee.)
 - Clicks **Save and Validate**.
 - Proceeds immediately with signing Section 1 and presenting document(s) for completion of Section 2.



The screenshot shows the 'Section 1. Employee Information and Verification' form. The form is titled 'Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)'. It contains several sections: 'Name And Identification' with fields for Last, First, Middle, Maiden, Birth Date, and SSN; 'Address' with fields for Street, Apt.#, City, State, and Zip Code; and 'Employment Status' with radio buttons for 'A citizen of the United States', 'A noncitizen national of the United States', and 'A lawful permanent resident', and a section for 'An alien authorized to work until' with fields for expiration date and admission number. The 'Save and Validate' button is circled in red. At the bottom, there is a yellow box with a checkbox and the text 'Section 1 has not been signed. Click to display Signature box.'

Note: After employee has completed and signed Section 1, immediately proceed with Section 2.

Option 3: Remote New Hire (WebFax)

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- Follow the steps to complete a Single-Use New Hire Login.
- In addition, check the **Remote hire via Tracker WebFax** option.
- A welcome email will immediately be sent to the employee requesting he/she complete Section 1 of the Form I-9 electronically on or before his/her first day of work.

Create Employee Login for New Hires - URL or Email - Form I-9 Section 1

Employment Location for New Hire (Do not use this feature for employees under age 18)

Employer: University of Illinois

Worksite: 220 - Materials Research Lab

I-9 Manager: Musselman, User

New Hire Section 1 Login Page Options

Multi-Use New Hire Login Page
Allows multiple employees to create a new Form I-9 and complete and sign Section 1 via a shareable link

Single-Use New Hire Login Email
Sends a personalized welcome email to the employee with a secure link to complete and sign Section 1

Single-Use New Hire Login Email

Last Name: _____ First Name: _____ Middle Initial: _____

Start Date: _____ Social Security #: _____ Employee ID: _____

Remote hire via Tracker WebFax™

Email Address: _____

Send New Hire Login Email

*Expires 3 days after the Start Date

Note: The email will include instructions for the employee on how to complete Section 2 of the Form I-9. (See sample email and Remote I-9 information.)

Option 4: Multi-Use New Hire Login

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- Click **Create New Hire Login** from left navigation or under Form I-9 Records in navigation menu bar.
- **Worksite** and **I-9 Manager** default to user name and worksite; can be changed according to user's authority.
- Select the **Multi-Use New Hire Login Page** option.



The screenshot shows the 'Create Employee Login for New Hires - URL or Email - Form I-9 Section 1' form. It includes the following fields and options:

- Employment Location for New Hire** (Do not use this feature for employees under age 18)
- Employer**: University of Illinois
- Worksite**: 220 - Materials Research Lab
- I-9 Manager**: Musselman, User
- New Hire Section 1 Login Page Options**
 - Multi-Use New Hire Login Page**
Allows multiple employees to create a new Form I-9 and complete and sign Section 1 via a shareable link
 - Single-Use New Hire Login Email**
Sends a personalized welcome email to the employee with a secure link to complete and sign Section 1

Note: Only Worksites and I-9 Managers that you are authorized to view will appear in the drop-down lists.

Option 4: Multi-Use New Hire Login

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- Choose a **URL Expiration Date** or accept the default value of one month from date login is created.
- Click the **Generate Shareable Link** button.
- 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.

Create Employee Login for New Hires - URL or Email - Form I-9 Section 1

Employment Location for New Hire (Do not use this feature for employees under age 18)

Employer

Worksite

I-9 Manager

New Hire Section 1 Login Page Options

Multi-Use New Hire Login Page
Allows multiple employees to create a new Form I-9 and complete and sign Section 1 via a shareable link

Single-Use New Hire Login Email
Sends a personalized welcome email to the employee with a secure link to complete and sign Section 1

Multi-Use New Hire Login Page

URL Expiration Date

Multi-Use New Hire Login Page

URL Expiration Date

Direct new hires to this page to create a Form I-9 and complete and sign Section 1

[New Hire Login Link URL - Click to Open](#)

Optional: Click **New Hire Login Link URL** to view what the new hire will see.

Option 5: Import Paper I-9

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- To be used **ONLY** for special situations, such as:
 - Reverification of an employee whose initial I-9 was completed on paper.
 - For new hires whose Form I-9 must be completed on paper due to a Tracker system outage or error – the paper I-9 must be imported into Tracker if this occurs.
- Click **Import Paper Form I-9** under Form I-9 Records in the navigation menu bar.



Complete I-9 in Tracker: Section 1

Objective: Understand how employee completes Section 1 in Tracker once the Form I-9 has been initiated.

Employee Completes Section 1

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- For the following options, an employee will complete Section 1 online:
 - Single Use New Hire Login
 - Remote I-9 (WebFax)
 - Multi-use New Hire Login
- For the One on One Method, an employee will complete section 1 at the I-9 Manager's computer.
- On RARE occasions, an employee may need to complete Section 1 on a paper I-9, which will then be imported into Tracker.

IMPORTANT: In ALL situations, the employee must complete Section 1 on or before his/her first day of work for pay.

Section 1: Employee Info & Verification

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- ❑ **Name:** Employee must input his/her name in the correct fields. 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.

The screenshot shows a web form with two main sections: "Name And Identification" and "Address".

Name And Identification section includes:

- Buttons: "Save and Validate" and "Cancel"
- Fields: Last, First, Middle, Maiden, Birth Date (format: mm/dd/yyyy), SSN (format: ###-##-####)

Address section includes:

- Fields: Street, Apt.#, City, State (dropdown menu with "<None>" selected), Zip Code

Section 1: Employee Electronic Signature

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For the Single-Use, Multi-Use, and Remote I-9 (WebFax) methods, the employee will be required to electronically sign Section 1 by following the steps below:

- ❑ Verify name, which is pre-populated.
- ❑ Create a password (5-25 characters). Employee does NOT receive password prior to sitting down at the computer to complete and sign section 1.
- ❑ Read attestation and click **I Agree**.
- ❑ Click **Sign Form I-9 Electronically** button.

The screenshot displays a web form for entering information about U.S. work authorization. The first section, 'Enter Information About Your U.S. Work Authorization', includes a required 'Employment Status' field with radio button options: 'A citizen of the United States' (selected), 'A noncitizen national of the United States', 'A lawful permanent resident', and 'An alien authorized to work until:'. There are also input fields for 'A-Number' and 'Admission #'. The second section, 'Create a Password and Sign Electronically', features a yellow background and contains an important warning: '***IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM***'. It instructs the user to create a password (5-25 characters) and confirm it. Below the password fields is an 'I Agree' checkbox. At the bottom of the form, the 'Sign Form I-9 Electronically' button is circled in red.

Note: If employee needs to modify and sign Section 1 at a later date, the password can be reused.

Section 1: Employee Electronic Signature

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For the One on One Method, the employee will be required to electronically sign Section 1 by following the steps below:

- ❑ Click **Save and Validate**.
- ❑ Click **Section 1 has not been signed. Click to display Signature box.**
- ❑ Verify name, which is pre-populated.
- ❑ Create a password (5-25 characters). Employee does NOT receive password prior to sitting down at the computer to complete and sign section 1.
- ❑ Read attestation and Click **I Agree**.
- ❑ Click **Sign Section 1** button, or **Cancel** to cancel the signing and continue to edit the I-9 record.

Section 1. Employee Information and Verification [Edit Section 1](#)

Name And Identification

Last	Lee	First	Su	Middle	
Maiden		Birth Date	12/24/1982	SSN	

Address

Street	15 Dreamy Ln.	Apt.#			
City	Silver Lining	State	Hawaii	Zip	65325

Employment Status

Employee Is:
A citizen of the United States

Last Updated: 5/6/2011

Section 1 has not been signed. Click to display Signature box.

Employee Signature

Print Employee Name: Su Lee

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

As part of your electronic signature, create a password of your choosing. You can enter any password that contains only letters and numbers and be between 5 and 25 characters.

Password:

Confirm:

I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form.

I Agree

[Display Paper Signature](#)

[Show Preparer and/or Translator Certification](#)

Sign Section 1 Cancel

Note: If employee needs to modify and sign Section 1 at a later date, the password can be reused.

Section 1: Employee Receipt

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- For the Single-Use, Multi-Use, and Remote I-9 (WebFax) methods, the employee will be presented the option to Print Form I-9 Receipt.

Print Form I-9 Receipt

✓ COMPLETE: Remote Hire process has been completed.

1. Print Form I-9 Receipt
2. You must present original identity and work authorization documents to your employer or its representative for verification as required by law. Refer to the instructions in your Form I-9 Receipt for more information and contact your employer if you are unable to present documents for any reason.

[Print Form I-9 Receipt](#)

- For the One on One Method, the employer is required to offer a receipt to employee.
 - After employee signs Section 1, click **Generate Employee Receipt (PDF)**.

[Section 1 Signed on: 4/19/2011](#)

[Re-sign Section 1 to Record Form I-9 Changes](#)

[Generate Employee Receipt \(PDF\)](#)

- At any time after signing, I-9 Manager can click on **Generate Employee Receipt (PDF)** link (shown above) to display and print the latest employee receipt.

Section 1: Employee Electronic Signature

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- For all methods (except Import I-9), the employee will be required to electronically sign Section 1.
- Upon completion of electronic signature:
 - ▣ Tracker will generate a signature date, which cannot be changed.
 - ▣ The PDF version/Employee Receipt will show “(Accepted Electronically)” in the Employee’s Signature field.

OMB No. 1615-0047, Expires 08/31/12

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last Skywalker	First Luke	Middle Initial	Maiden Name
Address (Street Name and Number) 101 Star Wars St.	Apt. #	Date of Birth (month/day/year) 4/16/1968	
City Urbana	State Illinois	Zip Code 61801	Social Security # *****7575

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____

Employee's Signature
(Accepted Electronically)

Date (month/day/year) 4/6/2011

Complete I-9 in Tracker: Section 2

Objective: Understand how you (I-9 Manager) complete Section 2 in Tracker once employee has completed and signed Section 1.

Section 2: Employment Verification Documents

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- I-9 Manager clicks the **Edit Section 2** button to change to Edit Mode and enter or modify information in one or more fields.

Section 2. Employer Review and Verification

Edit Section 2

- When the documents have not yet been selected on the Form I-9, the following is shown.

List A	List B	List C
No Document Selected	No Document Selected	No Document Selected
Issuing Authority <input type="text"/>	Issuing Authority <input type="text"/>	Issuing Authority <input type="text"/>
Click to Select Documents from List A, B, C		
Document # <input type="text"/>	Document # <input type="text"/>	Document # <input type="text"/>
Expires <input type="text"/>	Expires <input type="text"/>	Expires <input type="text"/>

- List A, B, and C boxes are disabled and you must click on the link to select the appropriate documents.

Section 2: Employment Verification Documents

Documents

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- Select List A, OR List B and List C documents by clicking on document name in appropriate list(s).
- Select the document(s) presented by employee.
- When selected, the document type is highlighted and a full description appears below document name along with a **More Info** link.
- Click the **More Info** link to view sample images and additional usage notes associated with that document type.
- Click **OK** to continue.

Employment Verification Documents

The employee must present one document from List A OR one document from List B and List C

COMPLETED: Click OK to continue and enter document details

List A

- U.S. Passport or U.S. Passport Card

List B

- Driver's License or Non-driver's ID Card**
Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address. [More Info](#)
- U.S. Military card or draft record
- Military dependent's ID

List C

- Social Security Account Number Card
- Birth Certificate (U.S.)**
Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal. [More Info](#)
- Certification of Birth Abroad
- Certification of Report of Birth

OK CANCEL

Additional Document Information

Driver's License or Non-driver's ID Card

Description Additional Info

Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.

WASHINGTON DRIVER LICENSE

LIC # DRIVLT349JE EXP 04-05-2007
DRIVER LUKE TEST
FINB 34827 PO BOX 237
OLYMPIA WA 98597

CDL END 3Y RES 2 RES
SEX HT WT 2 RES
M 5-11 150 BLK

ISSUE DATE: 09-17-2006
DOB: 04-05-1986
CAREER TEST 06

EMPLOYMENT/ID:
3 - Standard background only

Note: Documents available for selection are based on employment status indicated in Section 1.

Section 2: Employment Verification Documents

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- Enter Document Details:
 - ▣ View the employee's original, unexpired documents in detail.
 - ▣ Certify that the employee's original documents reasonably appear on their face to be genuine and relate to the employee.
 - ▣ Enter the applicable information.
- Tracker I-9 displays error messages when invalid data is entered into any of these fields; data must be corrected in order to proceed and save Section 2.

List A	List B	List C
None	Driver's License or Non-driver's ID Card	Social Security Account Number Card
Issuing Authority <input type="text"/>	Issuing Authority <input type="text" value="DMV"/>	Issuing Authority <input type="text" value="Social Security Administration"/>
Document # <input type="text"/>	Document # <input type="text"/>	Document # <input type="text"/>
Expires <input type="text"/>	Expires <input type="text"/>	Expires <input type="text"/>
File Attachment	File Attachment <input type="text"/> <input type="button" value="Browse..."/>	File Attachment <input type="text"/> <input type="button" value="Browse..."/>

Note: If List A is selected, List B and C are disabled. If List B and C are selected, List A is disabled.

Section 2: Employment Verification Documents

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- Changing Selected Documents:
 - ▣ If you make a mistake or employee decides to present other documents, click on **Clear Documents** link, which will reset the document selector.
 - ▣ Clearing the documents also clears any data entered for the previously selected documents.

The screenshot shows a web interface titled "Employment Verification Documents" with a help icon. Below the title are three columns labeled "List A", "List B", and "List C". Under "List A" is the text "None". Under "List B" is "Driver's License or Non". Under "List C" is "Social Security Account". A blue link labeled "Clear Documents" is located in the top right corner of the interface and is circled in red.

Section 2: Employment Verification Documents

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- 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 must NOT be stored with the Form I-9 in Tracker.
- In limited E-Verify related cases, some documents will be retained. This exception will be handled by the campus/central HR office.
- Note: Employing units who copy documents for other legitimate employment purposes unrelated to the Form I-9 must store those copies in a secure location SEPARATE from the Form I-9 in Tracker.

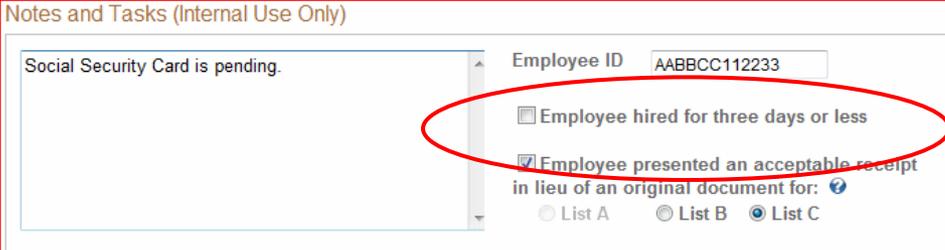
Section 2: Employment Verification

Documents

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Document Receipt Rules:

- An employee can, in some instances, provide a document receipt instead of an original document, and the receipt information can be stored in Tracker I-9.
- To input and handle document receipts:
 - ▣ Select the correct set of documents and enter all details available, including expected document numbers and expiration dates where possible.
 - ▣ Check the Employee presented an acceptable receipt checkbox in the Notes and Tasks area of Section 2.
 - ▣ Follow the instructions and check off whether the receipt was for the List A, List B, or List C document presented.



The screenshot shows a web form titled "Notes and Tasks (Internal Use Only)". On the left is a text area containing "Social Security Card is pending.". On the right, there is an "Employee ID" field with the value "AABCC112233". Below this are three checkboxes: "Employee hired for three days or less" (unchecked), "Employee presented an acceptable receipt in lieu of an original document for:" (checked), and "Employee presented an acceptable receipt in lieu of an original document for:" (unchecked). At the bottom right, there are three radio buttons labeled "List A", "List B", and "List C", with "List C" selected. A red oval highlights the "Employee presented an acceptable receipt in lieu of an original document for:" checkbox and the "List C" radio button.

Section 2: Employment Verification Documents

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Document Receipt Rules (cont.):

- Sign Section 2 as normal to meet compliance regulations.
- Employee will need to return to the I-9 Manager and present actual document(s) within 90 days of hire date; email reminders will be automatically sent to the I-9 Manager from Tracker when original or replacement documents are due.
- When the new document is presented by the employee, the I-9 Manager should:
 - Access the I-9 record in Tracker
 - Uncheck the **Employee presented an acceptable receipt** checkbox
 - Enter the updated document information
 - Re-sign Section 2

Section 2: Employment Information

- **Employer** – University of Illinois is pre-populated.
- **Worksite** – Options default based on I-9 Manager's permissions. Select the employee's worksite.
- **I-9 Manager** – Defaults to I-9 Manager who is logged into the system.
- **Employee began employment on:** – Enter the date the employee began (or will begin) work for pay.

Section 2: Notes and Tasks

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- ❑ **Internal Notes** – Enter ONLY factual information, which supports an employee’s I-9 record.
 - ❑ With each note, include initials and date.
 - ❑ Do NOT erase notes entered by another I-9 Manager.
 - ❑ Examples include: I-94 Expiration D/S; Began work on Sunday.
- ❑ **Employee ID** – Enter employee’s UIN. This information can be entered at any time and is a University required field.
- ❑ These fields can be modified without re-signing Section 2.

Notes and Tasks (Internal Use Only)

I-94 Expiration D/S.
I-20 N00012 expiration listed above.

Employee ID

Employee hired for three days or less

Employee presented an acceptable receipt in lieu of an original document for: ⓘ

List A List B List C

Note: This information does not appear on the printed I-9.

Section 2: Employer Electronic Signature

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After I-9 Manager completes Section 2, he/she must electronically sign by following the steps below:

- ❑ Click **Save and Validate**.
- ❑ Click **Section 2 has not been signed. Click to display Signature box.**
- ❑ Verify Name and Title, which should already be populated based on login.
- ❑ Read attestation and Click **I Agree**.
- ❑ Click the **Sign Section 2** button, or **Cancel** to cancel the signing and continue editing the I-9 Record.

Upon completion of electronic signature:

- ❑ Tracker will generate a signature date, which cannot be changed.
- ❑ The PDF version will show “(Accepted Electronically)” in the Employer’s Signature field.

Document #	M2456789	*****2504
Expiration Date	4/23/2013	
	View Attached Document	View Attached Document
Employer	University of Illinois	
Worksite	608 South Wright Street, Urbana, Illinois 61801	
I-9 Manager	Musselman, User	
Employee began employment on (Start Date):	4/19/2011	
Notes and Tasks (Internal Use Only)		
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	Employee ID	651928691
	<input type="checkbox"/>	Employee will work for three days or less
	<input type="checkbox"/>	Document Receipt Provided
	<input type="radio"/>	List A
	<input type="radio"/>	List B
	<input type="radio"/>	List C
		Last Updated: 4/19/2011
Section 2 has not been signed. Click to display Signature box.		

Employer Verification

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on **Tuesday, April 19, 2011** and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Print Name: Title:

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form.

I Agree

[Display Paper Signature](#)

Complete I-9 in Tracker: Section 3

Objective: Understand how you (I-9 Manager) complete Section 3 in Tracker for an employee reverification and/or name change.

Section 3: Updating and Reverification

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- Update or reverify an employee's work authorization – must be completed prior to the expiration of an employee's current work authorization.
- Make an employee name change.

IMPORTANT: U.S. citizens and noncitizen nationals NEVER need reverification for the following:

- Expired U.S. Passport or Passport Card or Driver's License
- Alien Registration Receipt Card/Permanent Resident Card (Form I-551)
- List B document that has expired

Section 3: Employee with Paper I-9

- Send an email to the campus/central HR office, including the following information:
 - Employee's Name, UIN, and Current Hire Date
 - Worksite
 - I-9 Manager
- HR will create an electronic version of the employee's paper I-9 in Tracker and assign the worksite and I-9 Manager based on information received.
- HR will notify the I-9 Manager via email when he/she can proceed with completing Section 3 in Tracker (see following instructions regarding Employee with Electronic I-9).

Section 3: Employee with **Electronic I-9**

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- The Updating and Reverification Page is accessible by clicking the **>>View Section 3: Updating and Reverification** button at the bottom of the I-9 Details Page.

I-9 Manager **Musselman, User**
Employee began employment on (Start Date): 4/20/2011
Notes and Tasks (Internal Use Only)

<input type="text"/>	Employee ID <input type="checkbox"/> Employee will work for three days or less <input type="checkbox"/> Document Receipt Provided <input type="radio"/> List A <input type="radio"/> List B <input type="radio"/> List C
----------------------	---

Last Updated: 4/20/2011

 [Section 2 Signed on: 4/20/2011](#)

 [Re-sign Section 2 to Record Form I-9 Changes](#)

>> View Section 3: Updating and Reverification

Section 3: Employee with **Electronic I-9**

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Reverification of employment authorization:

- ❑ Click on **Add New Section 3**.
- ❑ Do NOT complete the New Name section (unless there is also a name change).
- ❑ Click on **Select Document** button and select a document from List A or C as you would when completing Section 2.

Section 3: Updating and Reverification

I-9 Record Summary Information (Current)

Name: Rubble Wilma G.
Maiden Name:
Birth Date: 11/4/1900
SSN: ***-**-5656
Address: 252 Tyrannosaurus Dr. Apt. #
Bedrock, Minnesota 54879
Status: An alien authorized to work until 6/1/2011 12:00:00 AM
A-Number:
Admission #: 12345678912
EmployeeID:
Start Date: 5/16/2011
Document List A: Foreign Passport with I-94 , Issued By: France
Document #: ****6789 , Expires: 5/6/2015
Section 1 Signed: 5/9/2011
Section 2 Signed: 5/9/2011
Last Reverified: None
Terminated: None

Add New Section 3

Section 3. Updating and Reverification

Sign Section 3 and Save to History Cancel

New Name (if applicable)

Last First Middle

Note: The primary name for this employee will be updated if a New Name is entered.

Rehire Date (if applicable)
(mm/dd/yyyy)

Note: Terminated date will be cleared if Rehire Date is entered.

Employment Verification Documents

If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Select Document

Section 3: Employee with **Electronic I-9**

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Reverification (cont.):

- Complete the applicable fields similar to filling out Section 2.
- Click **Sign Section 3 and Save to History** button.
- Complete electronic signature as in Section 2.

Employment Verification Documents

If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Select Document [Clear](#)

Foreign Passport with I-94

Document # Expiration Date

Employee presented an acceptable receipt in lieu of an original document

File Attachment [?](#)

[Browse...](#)

Employer Verification

CERTIFICATION - I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Print Name: Title:

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form.

[I Agree](#)

[Display Paper Signature](#)

[Sign Section 3 and Save to History](#) [Cancel](#)

Section 3: Employee with Electronic I-9

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- For a Name Change:
 - Click on **Add New Section 3**.
 - Complete New Name information **ONLY**.
 - No document information is required.
 - Click **Sign Section 3 and Save to History** button.
 - Complete electronic signature as in Section 2.



Section 3. Updating and Reverification 

Sign Section 3 and Save to History Cancel

New Name (if applicable)

Last First Middle

Note: The primary name for this employee will be updated if a New Name is entered.

'. Below the warning box is a link 'Display Paper Signature'. At the bottom right, the 'Sign Section 3 and Save to History' button is circled in red." data-bbox="477 475 974 832"/>

Employer Verification

CERTIFICATION - I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Print Name: Title:

*****IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM*****

I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form.

I Agree

[Display Paper Signature](#)

Sign Section 3 and Save to History Cancel

Tracker Validation Alerts

Objective: Recognize the Validation Alerts in Tracker, including which alerts must be corrected before proceeding.

Validation Alerts

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- Appears to the right of the I-9.
- Provides error and warning alerts to ensure the Form I-9 record is completed and signed in a compliant manner.
- Each time Section 1 or Section 2 is saved, the Validation Alerts Processor analyzes the data fields and lists the set of errors and warnings.

The screenshot shows a window titled "Form I-9 Validation Alerts". It is divided into two sections: "Section 1 Alerts" and "Section 2 Alerts".

Section 1 Alerts:

- Warning (yellow triangle): Middle name is blank.
- Warning (yellow triangle): SSN is blank.
- Error (red X): Address is blank.
- Error (red X): City is blank.
- Error (red X): State is blank.
- Error (red X): Zip code is blank.
- Warning (yellow triangle): Section 1 requires Employee Signature.

Section 2 Alerts:

- Error (red X): Selected document types are not valid.
- Error (red X): Document 1 Issued By not specified.
- Error (red X): Document 1 Number not specified.
- Warning (yellow triangle): Document 1 Expires date not specified.
- Error (red X): Worksite Address not specified.

Key: [Red X] [Red Arrow] [Yellow Triangle]

Validation Alerts

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The screenshot displays a window titled "Form I-9 Validation Alerts". It is divided into two main sections: "Section 1 Alerts" and "Section 2 Alerts".

Section 1 Alerts:

- Middle name is blank. (Warning icon)
- SSN is blank. (Warning icon)
- Address is blank. (Error icon)
- City is blank. (Error icon)
- State is blank. (Error icon)
- Zip code is blank. (Error icon)
- Section 1 requires Employee Signature. (Warning icon)

Section 2 Alerts:

- Selected document types are not valid. (Error icon)
- Document 1 Issued By not specified. (Error icon)
- Document 1 Number not specified. (Error icon)
- Document 1 Expires date not specified. (Warning icon)
- Worksite Address not specified. (Error icon)

At the bottom left, there is a "Key:" section with three icons: a red 'X' for error, a red lightning bolt for warning, and a yellow triangle with an exclamation mark for warning.

Curable Error

- Must be corrected before that section can be signed.
- When you try to sign or re-sign Section 1 or 2, a red error message will appear if there are curable errors that must be fixed.

Warning

- General areas to be concerned with, including optional data fields that you may have missed by mistake, such as middle name, SSN.
- Provide useful assistance and suggestions.

Incurable Error

- Errors that cannot be fixed given the existing data in the I-9 record (i.e. timing of completion of I-9).
- Will appear in the Compliance Alert Report so that notes can be added in the Notes and Tasks field to explain the reason for non-compliance.

Additional Tracker Functions

Objectives: Understand how to utilize the following additional Tracker functions.

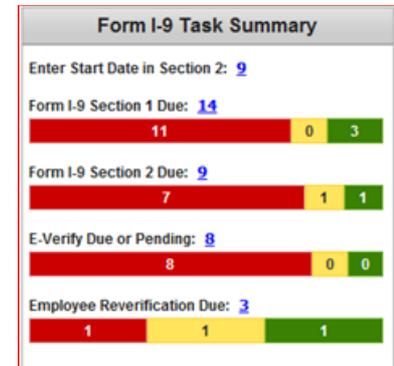
- Utilize the dashboard widgets.
- Search for an I-9 record.
- Edit an existing electronic I-9.
- Find guidance on the Tracker system and completing an I-9.

Using the Tracker Dashboard

- On the dashboard, you will see the following widgets:
 - ▣ **Form I-9 Task Summary** – displays the I-9 records with next actions due for records that the user has access to view/modify.
 - ▣ **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. The gauge is for the entire University.
 - ▣ **Top 10 Start Date Missing** - displays a report of records where start date was left blank.

Note: Click the links in the widgets to drill down for further information.

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	?	



Red = critical
 Yellow = warning
 Green = not yet urgent

Using the Tracker Dashboard

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- Widgets (cont.):
 - ▣ **Top 10 Section 1 Due** – displays a list of records where Section 1 has not been completed and signed.
 - ▣ **Top 10 Section 2 Due** – displays a list of records where Section 2 has not been completed and signed.
 - ▣ **Top 10 Reverify Due** – displays a list of records where the employee requires reverification of work authorization.

Top 10 Section 1 Due			View All
Due Date	Employee Name	Start Date	
 4/29/2011	GREEN, Emerald	4/29/2011	
 5/16/2011	SMITH, Jose	5/16/2011	
 6/1/2011	FLINTSTONE, Fred	6/1/2011	

Top 10 Section 2 Due			View All
Due Date	Employee Name	Start Date	
 4/21/2011	KENOBI, Obi W	4/19/2011	

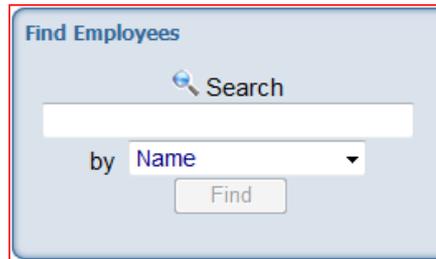
Top 10 Reverify Due			View All
Due Date	Employee Name	Doc Expires	
 4/30/2011	WHITE, William	4/30/2011	

Note: Click the employee name to access the I-9 record, or click **View All** to view a full report.

Search for an I-9 Record

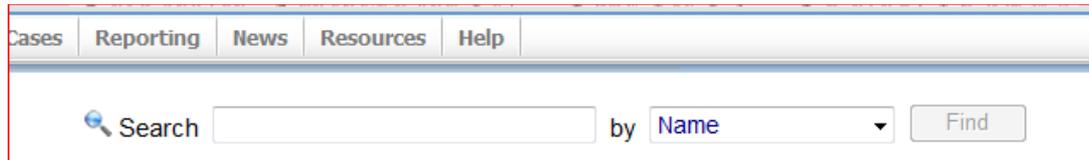
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- From the dashboard, you can search for an I-9 record in the left navigation.



A screenshot of a search interface titled "Find Employees". It features a search icon and the word "Search" above a text input field. Below the input field, it says "by Name" with a dropdown arrow. A "Find" button is located at the bottom right of the search box.

- Also, a Search Box appears on every internal page.



A screenshot of a search box on an internal page. The page has a navigation bar with tabs for "Cases", "Reporting", "News", "Resources", and "Help". Below the navigation bar, there is a search icon and the word "Search" followed by a text input field. Below the input field, it says "by Name" with a dropdown arrow. A "Find" button is located to the right of the input field.

- You can search by the following criteria:
 - Employee Name
 - Social Security Number
 - Employee ID (UIN)
 - Notes

Search Tips

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- Search by Full Name:
 - ▣ Smith, John – to find all employees named John Smith.
 - ▣ John Smith – to find all employees named John Smith.
 - ▣ Smith, - to find all employees with the last name Smith, regardless of first name.
 - ▣ Smith, J – to find all employees with the last name Smith and the first initial J.
- Search by SSN: Must be entered as the standard 9 digit SSN with or without dashes (1 23-45-6789 or 123456789).
- There is no wildcard.

Edit an Electronic I-9

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- To make a correction, access the employee's I-9 and click the **Edit** button in the appropriate section.
- After changes are made, the I-9 must be re-signed.
- A note must be added in the Notes and Tasks field when a change to the I-9 is made.
- Click **Signed Form I-9 Change Report** to the right of the I-9 Details page to see all changes.

IMPORTANT: Only the employee can make a change to Section 1. Only the I-9 Manager who viewed Section 2 documents can re-sign Section 2.

Section 2. Employer Review and Verification

Employment Verification Documents

List A	List B	List C
U.S. Passport or U.S. Passport Card	None	None
Issuing Authority US Department of State		
Document # 45687315687		
Expiration Date 4/18/2012		

[Edit Section 2](#)

Re-sign Section 2

Section 2 Signed on: 4/6/2011

[Re-sign Section 2 to Record Form I-9 Changes](#)

Form I-9 Signing History

[View I-9 Changes Since Last Signed](#)

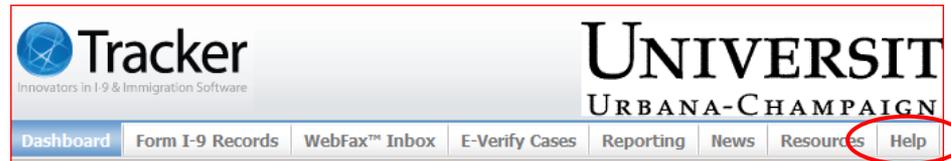
5/2/2011	Signed Section 2	Musselman, User
4/6/2011	Added Section 3	Musselman, User
4/6/2011	Signed Section 2	Musselman, User
4/6/2011	Signed Section 1	Luke Skywalker

[Signed Form I-9 Change Report](#)

Tracker and I-9 Help

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- To view online help resources, click **Help** on the navigation menu bar.



- Under the Help menu, you can view the following:
 - ▣ Tracker I-9 User Manual (PDF) – a simple manual that can be saved and/or printed.
 - ▣ Tracker I-9 User Manual Website (Online) – a dynamic manual. User can browse by topic or search by keyword.

Tracker I-9 User Manual

Select from the following options to read, save, and print the user manual for Tracker I-9. The software provides detailed information on each feature and provides guidelines to enhance productivity. Reviewing the user manual and website will help ensure that your organization manages the Form I-9 process in an accurate and compliant manner.

-  [Tracker I-9 User Manual \(PDF\)](#)
The help file in Adobe PDF format for saving to your computer and printing as a user manual.
-  [Tracker I-9 User Manual Website \(Online\)](#)
The user manual website where you can browse by topic and search for helpful information.

Tracker and I-9 Help

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- The University of Illinois [University Human Resources \(UHR\) website](#) includes links to the following:
 - Form I-9 Checklist
 - Remote Hire Form I-9 materials
 - U.S. Citizenship and Immigration Services (USCIS) Handbook for Employers – Instructions for Completing Form I-9 (M-274)
 - University of Illinois Employment Eligibility Verification Policy & Procedures
 - Frequently Asked Questions
 - Tracker Training and Materials

TRACKER I-9 EXAMPLES

University of Illinois

U.S. Citizen – Section 1

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Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Name And Identification

Last	<input type="text" value="Employee"/>	First	<input type="text" value="Happy"/>	Middle	<input type="text"/>
Maiden	<input type="text"/>	Birth Date <small>(mm/dd/yyyy)</small>	<input type="text" value="11/14/1960"/>	SSN <small>(###-##-####)</small>	<input type="text" value="123-44-5555"/>

Save and Validate

Cancel

Social Security # is optional unless employee is subject to E-Verify

Address

Street	<input type="text" value="123 Main St."/>	Apt.#	<input type="text"/>
City	<input type="text" value="Anywhere"/>	State	<input type="text" value="Illinois"/>
		Zip Code	<input type="text" value="12345"/>

The address can be any address except a P.O. Box

Employment Status

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
 - A noncitizen national of the United States
 - A lawful permanent resident
 - An alien authorized to work until: expiration date, if applicable (mm/dd/yyyy)
- A-Number: (A###-###-###)
- Admission #:

Employee selects "A citizen of the United States"

1.

Save and Validate

Cancel

2.

 Section 1 has not been signed. Click to display Signature box.

1. Employee must click the Save and Validate button before they can electronically sign the form.
2. After form has been validated by the system, employee will need to click the "Section 1 has not been signed. Click to display signature box." link.

U.S. Citizen – Section 2: Passport Presented

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Issuing Authority defaults, and currently cannot be changed. Unit enters Passport # and Expiration Date

List A	List B	List C
U.S. Passport or U.S. Passport Card	None	None
Issuing Authority US Department of State	Issuing Authority	Issuing Authority
Document # 340007237	Document #	Document #
Expires 8/7/2016	Expires	Expires
File Attachment <input type="button" value="Browse..."/>	File Attachment <input type="button" value="Browse..."/>	File Attachment <input type="button" value="Browse..."/>

Employer	University of Illinois
Worksite	U 1 KV 567001 - Mathematics Teaching
I-9 Manager	Menacher, Cathy
Employee began employment on:	5/9/2011

Notes and Tasks (Internal Use Only)

Employee ID	650000011
-------------	-----------

Employee hired for three days or less

Employee presented an acceptable receipt in lieu of an original document for:
 List A List B List C

Note that Lists B and C are both grayed out and not editable

I-9 Manager must choose worksite if they are authorized for more than one. If only one, the worksite defaults

Enter date employee began work for pay

Enter UIN, if known

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, employee will need to click the "Section 2 has not been signed. Click to display signature box." link. Click the "I Agree" box in the Attestation section, and click on the Sign Section 2 button.

U.S. Citizen – Section 2: Drivers License and Social Security Card Presented

List A

None

Issuing Authority

Document #

Expires

File Attachment

Note that List A is grayed out and not editable

List B

Driver's License or Non-driver's ID Card

Issuing Authority

Document # E123456789

Expires 8/15/2012

File Attachment

DMV defaults but can be changed to add issuing State. Unit enters Drivers License # and Expiration Date under List B, and Social Security # under List C

List C

Social Security Account Number Card

Issuing Authority

Document # 333-33-3333

Expires

File Attachment

Social Security Administration defaults and currently cannot be changed

Employee

Worksite

I-9 Manager

Employee began employment on 05/09/2011

Notes and Tasks (Internal Use Only)

Employee ID 666666666

I-9 Manager must choose worksite if they are authorized for more than one. If only one, the worksite defaults

Enter date employee began work for pay

Enter UIN, if known

Employee hired for three days or less

Employee presented an acceptable receipt in lieu of an original document for:

List A List B List C

1. Save and Validate Cancel

2. Section 2 has not been signed. Click to display Signature box.

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, employee will need to click the "Section 2 has not been signed. Click to display signature box." link. Click the "I Agree" box in the Attestation section, and click on the Sign Section 2 button.

Permanent Resident – Section 1

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Name And Identification

Last	<input type="text" value="Employee"/>	First	<input type="text" value="Happy"/>	Middle	<input type="text"/>
Maiden	<input type="text"/>	Birth Date <small>(mm/dd/yyyy)</small>	<input type="text" value="11/14/1960"/>	SSN <small>(###-##-####)</small>	<input type="text"/>

Save and Validate Cancel

Social Security # is optional unless employee is subject to E-Verify

Address

Street	<input type="text" value="1 Main St."/>	Apt.#	<input type="text"/>		
City	<input type="text" value="Anywhere"/>	State	<input type="text" value="Illinois"/>	Zip Code	<input type="text" value="61820"/>

The address can be any address except a P.O. Box

Employment Status

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
 - A noncitizen national of the United States
 - A lawful permanent resident
 - An alien authorized to work until: expiration date, if applicable (mm/dd/yyyy)
- A-Number: (A###-###-###)
- Admission #:

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.

1. Save and Validate Can

2. Section 1 has not been signed. Click to display Signature box.

1. Employee must click the Save and Validate button before they can electronically sign the form.
2. After form has been validated by the system, employee will need to click the "Section 1 has not been signed. Click to display signature box." link.

Permanent Resident – Section 2: Permanent Resident Card Presented

List A	List B	List C
Permanent Resident Card or Alien Registration Receipt Card	None	None
Issuing Authority USCIS	Issuing Authority	Issuing Authority
Document # SRC0000000001	Document #	Document #
Expires 8/17/2017	Expires	Expires
File Attachment <input type="text"/> Browse...	File Attachment	File Attachment

Employer University of Illinois
Worksite U 1 KV 567002 - Mathematics Research
I-9 Manager Menacher, Cathy
Employee began employment on: 05/09/2011

Notes and Tasks (Internal Use Only)

Employee ID 650000002

Employee hired for three days or less
 Employee presented an acceptable receipt in lieu of an original document for:
 List A List B List C

Save and Validate | Cancel

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

Note that Lists B and C are both grayed out and not editable

I-9 Manager must choose worksite if they are authorized for more than one. If only one, the worksite defaults

Enter date employee began work for pay

Enter UIN, if known

 Section 2 has not been signed. Click to display Signature box.

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, employee will need to click the "Section 2 has not been signed. Click to display signature box." link. Click the "I Agree" box in the Attestation section, and click on the Sign Section 2 button.

F1 Visa Holder- Section 1

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Name And Identification

Save and Validate

Cancel

Last	<input type="text" value="Employee"/>	First	<input type="text" value="Happy"/>	Middle	<input type="text"/>
Maiden	<input type="text"/>	Birth Date <small>(mm/dd/yyyy)</small>	<input type="text" value="11/14/1960"/>	SSN <small>(###-##-####)</small>	<input type="text"/>

Social Security # is optional unless employee is subject to E-Verify

Address

Street	<input type="text" value="1 Main St."/>	Apt.#	<input type="text"/>		
City	<input type="text" value="Anywhere"/>	State	<input type="text" value="Illinois"/>	Zip Code	<input type="text" value="61820"/>

The address can be any address except a P.O. Box

Employment Status

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident
- An alien authorized to work until: expiration date, if applicable (mm/dd/yyyy)
- A-Number:
- Admission #: (A###-###)

Employee selects the "An alien authorized to work until"

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

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

1.

Save and Validate

2

 Section 1 has not been signed. Click to display Signature box.

1. Employee must click the Save and Validate button before they can electronically sign the form.
2. After form has been validated by the system, employee will need to click the "Section 1 has not been signed. Click to display signature box." link.

F-1 Visa Holder – Section 2: International Passport and I-94 Presented

List A
Foreign Passport with I-94

Issuing Authority: Republic of China
Document #: 123456789
Expires: 9/21/2018
For I-94 Only
Document #: 06000000024
Expires: 05/13/2012
File Attachment: [Browse...]

List B
None
Issuing Authority: []
Document #: []
Expires: []
File Attachment: []

List C
None
Issuing Authority: []
Document #: []
Expires: []
File Attachment: []

Employer: University of Illinois
Worksite: U 1 LH - Beckman Institute
I-9 Manager: Menacher, Cathy
Employee began employment on: 05/09/2011

Notes and Tasks (Internal Use Only)
I-94 expiration date D/S Cathy Menacher 5/9/11
I-20 N0007777777; exp. date 5/13/12 Cathy Menacher 5/9/11

Employee ID: 650000003
 Employee hired for three days or less
 Employee presented an acceptable receipt in lieu of an original document for:
List A List B List C

1. Save and Validate Cancel

2. Section 2 has not been signed. Click to display Signature box.

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, employee will need to click the "Section 2 has not been signed. Click to display signature box." link. Click the "I Agree" box in the Attestation section, and click on the Sign Section 2 button.

J-1 Visa Holder - Section 1

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins)*

Name And Identification

Save and Validate

Cancel

Last	<input type="text" value="Employee"/>	First	<input type="text" value="Happy"/>	Middle	<input type="text"/>
Maiden	<input type="text"/>	Birth Date <small>(mm/dd/yyyy)</small>	<input type="text" value="11/14/1960"/>	SSN <small>(###-##-####)</small>	<input type="text"/>

Social Security # is optional unless employee is subject to E-Verify

Address

Street	<input type="text" value="1 Main St."/>	Apt.#	<input type="text"/>
City	<input type="text" value="Anywhere"/>	State	<input type="text" value="Illinois"/>
		Zip Code	<input type="text" value="61820"/>

The address can be any address except a P.O. Box

Employment Status

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States

A lawful permanent resident

An alien authorized to work until expiration date, if applicable (mm/dd/yyyy)

A-Number:

Admission #: (A###-###)

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

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

1.

Save and Validate

2.

Section 1 has not been signed. Click to display Signature box.

1. Employee must click the Save and Validate button before they can electronically sign the form.
2. After form has been validated by the system, employee will need to click the "Section 1 has not been signed. Click to display signature box." link.

J-1 Visa Holder - Section 2: International Passport and I-94 Presented

List A
Foreign Passport with I-94

Issuing Authority: India
Document #: 12345678900
Expires: 8/15/2014

For I-94 Only
Document #: 66677788850
Expires: 08/15/2012

List B
None

List C
None

Employer: University of Illinois
Worksite: U 1 LH - Beckman Institute
Manager: Menacher, Cathy
Employee began employment on: 05/09/2011

Employee ID: 660000005

Notes and Tasks (Internal Use Only):
I-94 expiration date D/S Cathy Menacher 5/9/11
DS-2019 N0008888888; exp. date 8/15/12 Cathy Menacher 5/9/11

1. Save and Validate

Country issuing Passport

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.

Note that Lists B and C are both grayed out and not editable

I-9 Manager must choose worksite if they are authorized for more than one. If only one, the worksite defaults

Enter date employee began work for pay

Enter UIN, if known

2.

Section 2 has not been signed. Click to display Signature box.

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, employee will need to click the "Section 2 has not been signed. Click to display signature box." link. Click the "I Agree" box in the Attestation section, and click on the Sign Section 2 button.

H-1 Visa Holder - Section 1

Section 1. Employee Information and Verification

Name And Identification

Last	<input type="text" value="Employee"/>	First	<input type="text" value="Happy"/>	Middle	<input type="text"/>
Maiden	<input type="text"/>	Birth Date <small>(mm/dd/yyyy)</small>	<input type="text" value="11/14/1960"/>	SSN <small>(###-##-####)</small>	<input type="text"/>

Save and Validate

Cancel

Social Security # is optional unless employee is subject to E-Verify

Address

Street	<input type="text" value="1 Main St."/>	Apt.#	<input type="text"/>		
City	<input type="text" value="Anywhere"/>	State	<input type="text" value="Illinois"/>	Zip Code	<input type="text" value="61820"/>

The address can be any address except a P.O. Box

Employment Status

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
 - A noncitizen national of the United States
 - A lawful permanent resident
 - An alien authorized to work until expiration date, if applicable (mm/dd/yyyy)
- A-Number: (A###-###-###)
- Admission #:

Employee selects the "An alien authorized to work until"

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

Expiration date is the "until" date shown on the I-94

1.

Save and Validate

2.

Section 1 has not been signed. Click to display Signature box.

1. Employee must click the Save and Validate button before they can electronically sign the form.
2. After form has been validated by the system, employee will need to click the "Section 1 has not been signed. Click to display signature box." link.

H-1 Visa Holder - Section 2: International Passport and I-94 Presented

List A
Foreign Passport with I-94

Issuing Authority: Republic of China
Document #: G123456789
Expires: 7/22/2018
For I-94 Only
Document #: 01234567890
Expires: 10/9/2013
File Attachment: Browse...

List B
None

List C
None

Employer: University of Illinois
Worksite: U 1 LH - Beckman Institute
I-9 Manager: Menacher, Cathy
Employee began employment on: 05/09/2011
Employee ID: 655555555
Employee hired for three days or less:
Employee presented an acceptable receipt in lieu of an original document for: List A List B List C

Notes and Tasks (Internal Use Only)

1. Save and Validate Cancel

2. Section 2 has not been signed. Click to display Signature box.

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, employee will need to click the "Section 2 has not been signed. Click to display signature box." link. Click the "I Agree" box in the Attestation section, and click on the Sign Section 2 button.

Resource Materials

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- [U.S. Citizenship and Immigration Services \(USCIS\) Handbook for Employers – Instructions for Completing Form I-9 \(M-274\)](#)
- University of Illinois Employment Eligibility Verification Policy & Procedures
- Tracker I-9 User Manual
- Tracker I-9 Dashboard Home Page Job Aid
- Sample System-Generated Emails
- Remote I-9 Documentation

Links to these materials can be found on the [University Human Resources website](#).

Contact Information

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- Urbana
 - Academic HR: 217-265-6549
 - Staff HR: 217-333-2137 (Civil Service) shrgeneral@uillinois.edu; 217-333-4752 (Extra Help) extrahelp2@uillinois.edu
 - Student Employment: 217-333-0600
 - International Student and Scholar Services: 217-333-1303
- Chicago
 - Faculty Affairs HR: 312-355-2412; FAHR@uic.edu
 - UIC HR: 312-413-4848; UICRHELPDESK@uillinois.edu
 - Student Employment: 312-996-3130
- Springfield
 - UIS HR: 217-206-6652
 - Student Employment: 217-206-6724
- University Administration
 - Urbana: 217-333-2600; ERHRcommunications@uillinois.edu
 - Chicago: 312-996-5130; marin@uillinois.edu

Access Tracker I-9 System

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- Access to the Tracker system will be granted once:
 - User completes required training, AND
 - Request for access is submitted to USC.

- Once request has been granted, access Tracker at <https://appserv6.admin.uillinois.edu/appslogin/servlet/appslogin?appName=I9TrackerSSO>