



UNIVERSITY
OF ILLINOIS
SYSTEM

ALTOGETHER EXTRAORDINARY

I-9 Procedures Using Tracker Form I-9



UNIVERSITY OF ILLINOIS SYSTEM

WHY USE AN ELECTRONIC I-9 SYSTEM?

- Federal law requires that a Form I-9 be completed for all persons hired to perform labor or services in the U.S. in return for wages or other remuneration, in order to verify the employment eligibility of all employees.
- Form I-9 errors can lead to severe civil and criminal penalties, resulting in high monetary fines.
- An electronic I-9 process helps reduce the potential for errors, **but it is still your full responsibility as an I-9 Manager to ensure I-9s are completed correctly and on time.**
- The electronic I-9 vendor for the University of Illinois is Tracker Corp. The system itself can be referred to as Tracker I-9, or simply Tracker.
- See <https://hr.uillinois.edu/policy/FormI9> for Employment Eligibility Verification Policy & Procedures.

Tracker Dashboard & Navigation

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

ACCESS TRACKER I-9 SYSTEM

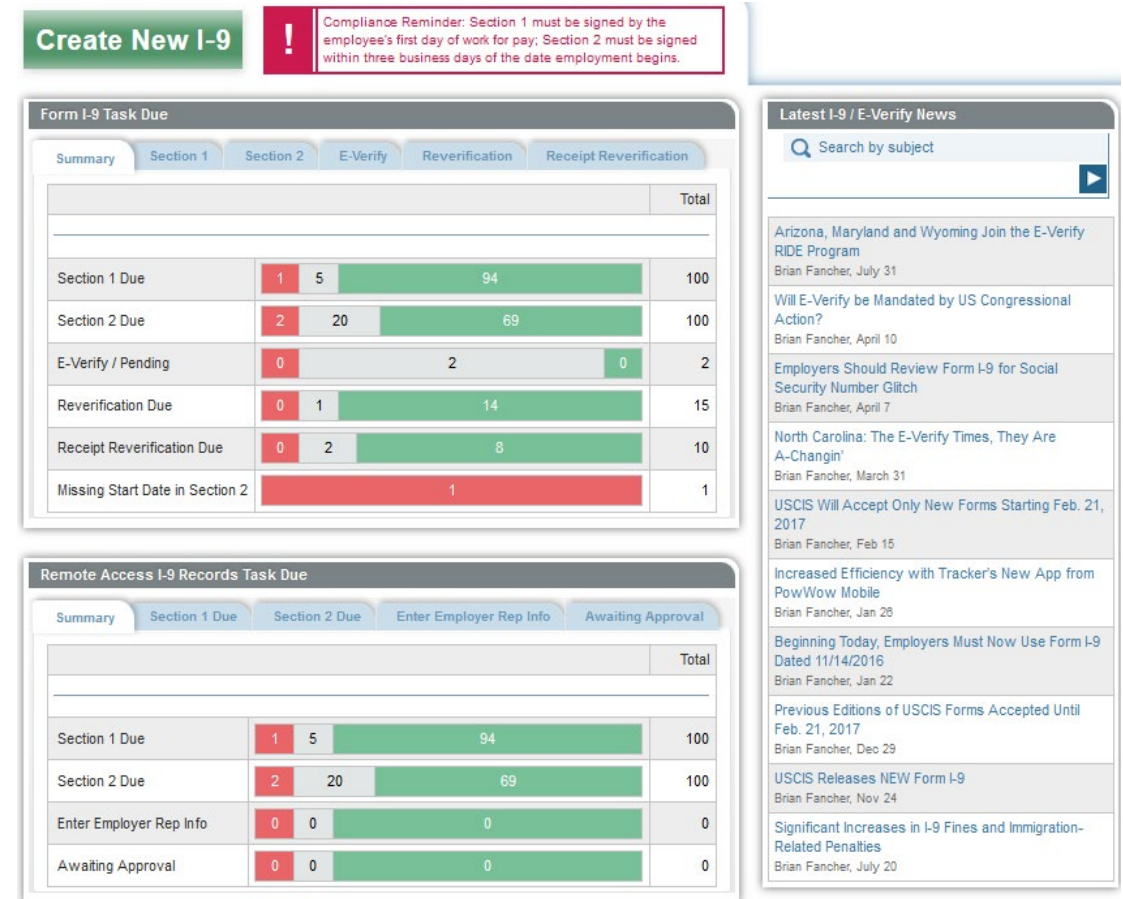
- Access will be granted once:
 - You complete both required training courses, AND
 - Request for access is submitted by your Unit Security Contact person:
https://www.aitis.uillinois.edu/access/find_my_usc/
- Login to Tracker using University credentials:
<https://www.hr.uillinois.edu/policy/formi9>

TRACKER I-9 TERMS/DEFINITIONS

- **I-9 Manager** – Individual responsible for the completion of an I-9 for an employee. I-9 Managers will only see I-9s for employees in their own worksite.
- **Worksite** – Defines the departments or locations for which the user has access. I-9 Managers will only have access to I-9s within their assigned worksite(s).

TRACKER I-9 DASHBOARD

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



EMPLOYEE PROFILE

- Shows employee information
 - First & last name
 - Date of birth
 - Other personal info
- Shows I-9s for this employee and completion progress
- Click Review/Edit Selected I-9 to view the I-9.

The screenshot displays the 'Employee Profile' form. At the top, there's a tab labeled 'Employee Profile'. Below it, the 'Employee Information' section contains fields for First Name (Given Name)*, Middle Name, Last Name (Family Name)*, Other Last Names Used (if any), U.S. Social Security Number, Employee ID, Employee's Email Address, Date of Birth, Employer, Worksite, and I-9 Manager. A 'Delete Profile' button is located in the top right corner of this section. Below the employee information is the 'Form I-9 Record Summary' section, which includes a 'Review/Edit Selected I-9' button. The summary shows 'John Doe - Created 4/27/2017 9:58:56 AM' with a 'Next Action: NONE' and 'I-9 Complete' status. A progress bar below this shows the completion status of various steps: Created/On (4/26/2017), Section 1 Completed (4/27/2017), Start Date Entered (4/27/2017), Section 2 Completed (4/27/2017), and NONE. At the bottom right, there are buttons for 'Save/Create I-9', 'Save', and 'Cancel'. A 'Notes' section is visible at the bottom left.

I-9 SUMMARY PAGE

- Summary of a single I-9 record:
 - I-9 History
 - Form Alerts
 - Audit Notes
- Print PDF copies from the Audit History section

Employee Name: John D Doe
I-9 Create Date: 4/27/2017 9:58:56 AM
Worksite: C 2 FL - Business Administration
I-9 ID: 3526

Created/On 4/26/2017 Section 1 Completed 4/27/2017 Start Date Entered 4/27/2017 Section 2 Completed 4/27/2017 NONE

View/Upload File Delete I-9

Summary Section 1 Section 2 Section 3

I-9 Record Summary Information I-9 Instructions: English | Español

Form I-9 Alerts

Section 1	Section 2
⚠ U.S. Social Security Number is blank.	

Click here to View Electronic I-9 Audit Trail

Audit Notes

View Existing Audit Notes

Audit Date	Audit Type	Audited By	Audit Batch	Action
No Audit Notes				

Create New Audit Note

Custom Audit Note ⓘ Create Custom Audit Note

System Recommended Audit Note ⓘ No Recommendations

Employment Status

Employee is Terminated ⓘ

Term Date: Enter Term Date

Submit

Employment Information

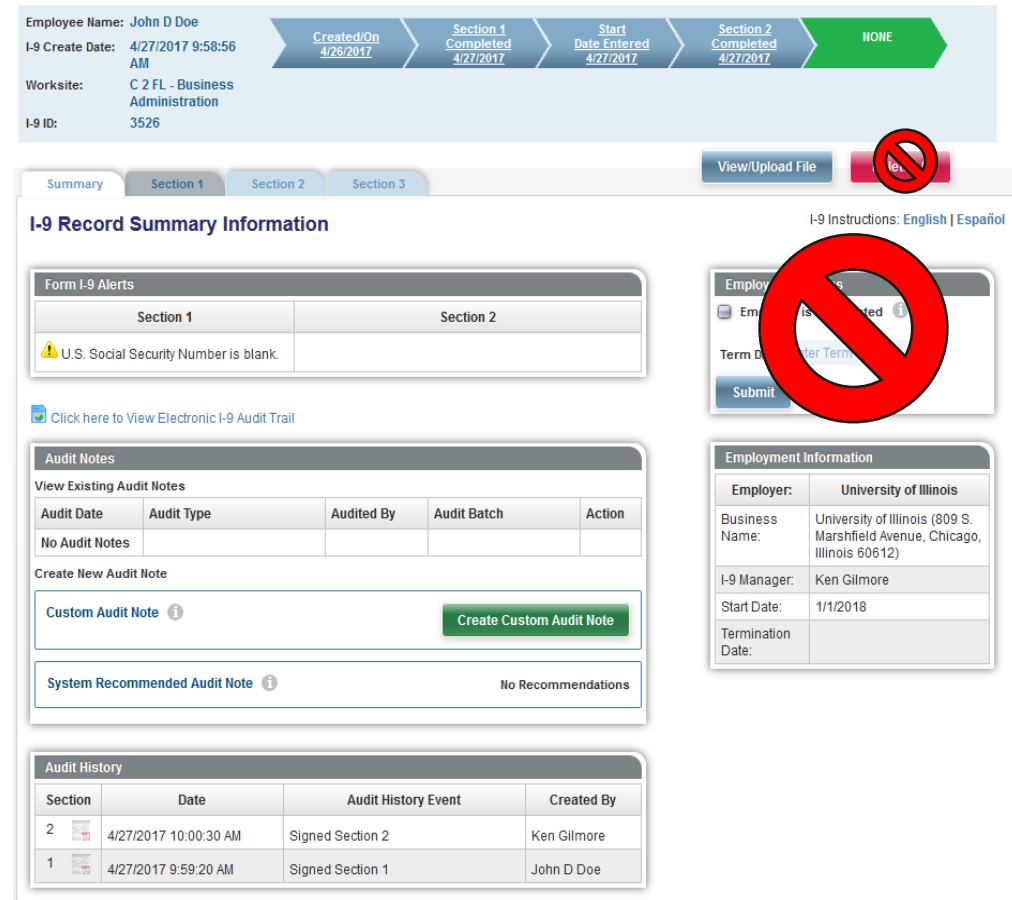
Employer:	University of Illinois
Business Name:	University of Illinois (809 S. Marshfield Avenue, Chicago, Illinois 60612)
I-9 Manager:	Ken Gilmore
Start Date:	1/1/2018
Termination Date:	

Audit History

Section	Date	Audit History Event	Created By
2	4/27/2017 10:00:30 AM	Signed Section 2	Ken Gilmore
1	4/27/2017 9:59:20 AM	Signed Section 1	John D Doe

IMPORTANT!

- **DO NOT, under any circumstances:**
 - Enter or modify Terminated date.
 - Delete a completed Form I-9.
 - These functions are subject to federal regulation, and must only be completed by your central HR office.



Employee Name: John D Doe
I-9 Create Date: 4/27/2017 9:58:56 AM
Worksite: C 2 FL - Business Administration
I-9 ID: 3526

Created/On: 4/26/2017
Section 1 Completed: 4/27/2017
Start Date Entered: 4/27/2017
Section 2 Completed: 4/27/2017
NONE

Summary Section 1 Section 2 Section 3 View/Upload File

I-9 Record Summary Information

I-9 Instructions: English | Español

Form I-9 Alerts

Section 1	Section 2
⚠ U.S. Social Security Number is blank.	

Click here to View Electronic I-9 Audit Trail

Audit Notes

View Existing Audit Notes

Audit Date	Audit Type	Audited By	Audit Batch	Action
No Audit Notes				

Create New Audit Note

Custom Audit Note ⓘ Create Custom Audit Note

System Recommended Audit Note ⓘ No Recommendations

Employment Information

Employer:	University of Illinois
Business Name:	University of Illinois (809 S. Marshfield Avenue, Chicago, Illinois 60612)
I-9 Manager:	Ken Gilmore
Start Date:	1/1/2018
Termination Date:	

Audit History

Section	Date	Audit History Event	Created By
2	4/27/2017 10:00:30 AM	Signed Section 2	Ken Gilmore
1	4/27/2017 9:59:20 AM	Signed Section 1	John D Doe

I-9 DETAIL TABS

- Click the appropriate tab to see each section in detail
- Each tab shows editable data fields from the selected section, similar to initial completion
- Edits should only be made when necessary; more on this topic later

Employee Name: John D Doe
I-9 Create Date: 4/27/2017 9:58:56 AM
Worksite: C 2 FL - Business Administration
I-9 ID: 3526

Created/On 4/26/2017 | Section 1 Completed 4/27/2017 | Start Date Entered 4/27/2017 | Section 2 Completed 4/27/2017 | NONE

Summary | Section 1 | Section 2 | Section 3

View/Upload File | Delete I-9

A Employee Name and Identification

First Name (Given Name):* Required
Middle Initial:* Required or N/A
Last Name (Family Name):* Required
Other Last Names Used:* Required or N/A
U.S. Social Security Number:* Optional (###-##-####)
Date of Birth:* Required (mm/dd/yyyy)

B Employee Address and Contact Information

Address (Street Number and Name):* Required
Apt. Number:* Required or N/A
City or Town:* Required
State:* <None>
Zip Code:* Required
Employee's Telephone Number:* Required or N/A (###-###-####)
Employee's Email Address:* Required or N/A

C Employee Employment Status

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):*

☐ 1. A citizen of the United States
☐ 2. A noncitizen national of the United States (see instructions)
☐ 3. A lawful permanent resident
☐ 4. An alien authorized to work

Creating an Employee Profile

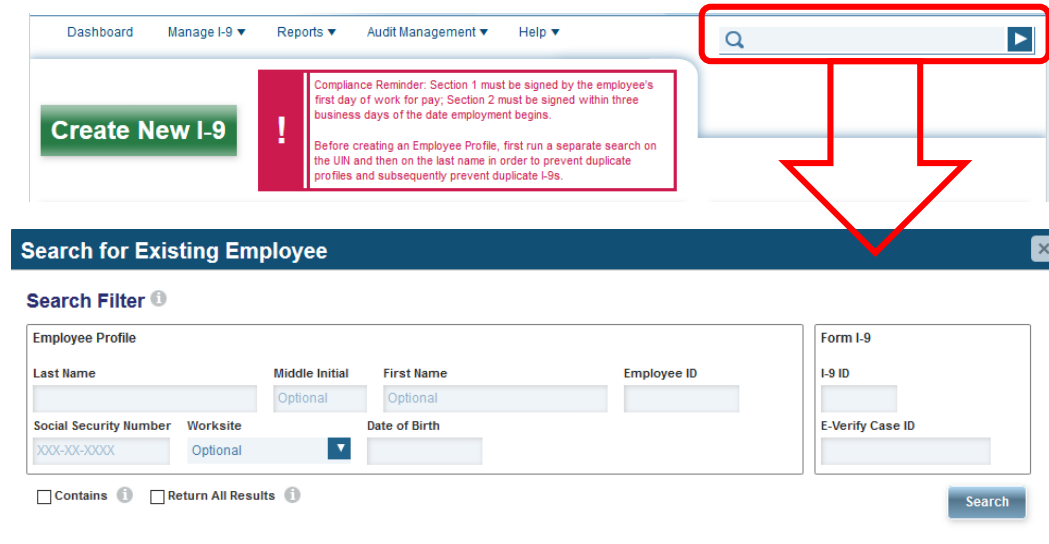
Objective: Learn to create a new employee profile for someone who does not have any records in Tracker.

CREATING AN EMPLOYEE PROFILE

- Only create new profiles for new hires who do not already have one.
- If a profile exists, you may or may not need to complete a new I-9 under the existing profile. Contact your central HR office for assistance.
- **Always search for an existing I-9 first.**

ALWAYS SEARCH FOR AN I-9 RECORD FIRST

- Before creating a new profile, always search to see if one exists first.
- If a new hire has worked anywhere within the U of I System before, they may already have an employee profile.
- Use the search function in the upper-right corner:



Dashboard Manage I-9 Reports Audit Management Help

Create New I-9

Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.

Before creating an Employee Profile, first run a separate search on the UIN and then on the last name in order to prevent duplicate profiles and subsequently prevent duplicate I-9s.

Search for Existing Employee

Search Filter ⓘ

Employee Profile

Last Name Middle Initial First Name Employee ID

Social Security Number Worksite Date of Birth

Optional Optional

Optional

Form I-9

I-9 ID

E-Verify Case ID

Search

☐ Contains ⓘ ☐ Return All Results ⓘ

SEARCH FOR AN I-9 RECORD

- If the employee has a UIN, first search by entering the UIN in the **Employee ID** field.
- If the employee does not have a UIN, or if no results are returned for the UIN, search by **First and Last Name**.
- To open a profile in the results, click the employee's first or last name.

Search for Existing Employee

Search Filter

Employee Profile

Last Name

Middle Initial

First Name

Employee ID

Social Security Number

Worksite

Date of Birth

Optional

Optional

Optional

Optional

Optional

Optional

Form I-9

I-9 ID

E-Verify Case ID

☐ Contains ☐ Return All Results

Search

Search Results

Click below to navigate to the employee profile or Form I-9 record.

Employee Profile

Form I-9

Last Name	First Name	Employer	Worksite Name	Employee Profil...	I-9 ID	Next Action	Form I9 Created On
Employee	Joe	University of Illinois	U 1 NU - Div of Intercollegiate Athletics	9876543	1234567	NONE	5/28/2015

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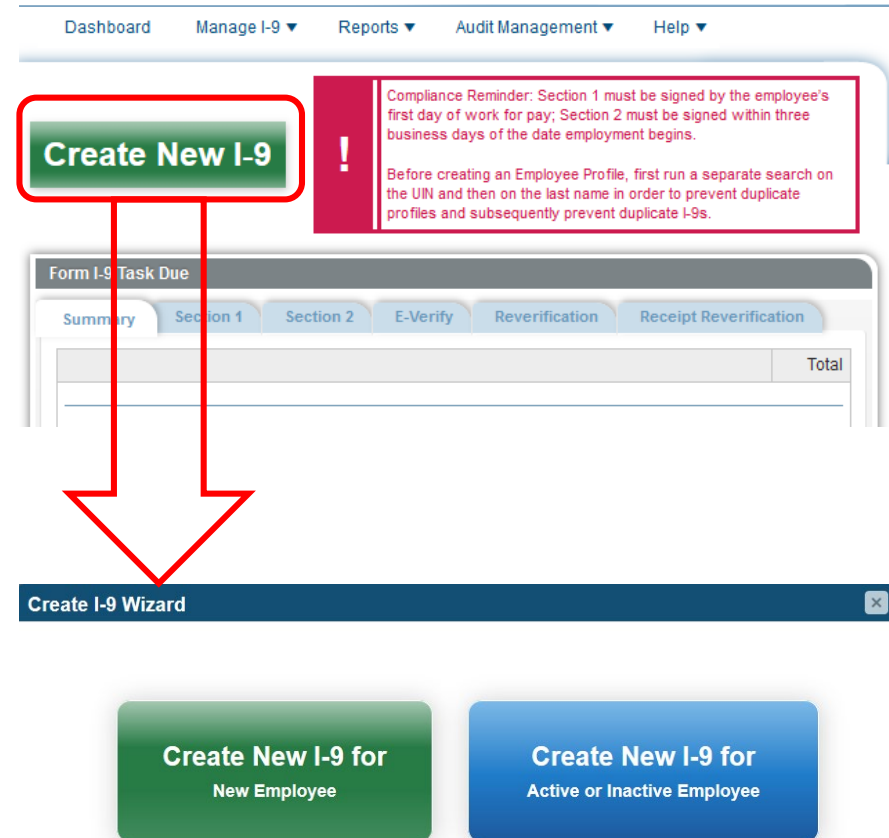
SEARCH FOR AN I-9 RECORD

- Important Notes:

- When searching by name, you may get multiple results, or a result for a different person with the same name. Verify other information (date of birth, etc.) to ensure you have a match. If you do find a match, contact your central HR office before creating a new I-9.
- Just because an employee **profile** exists, a valid I-9 **may not exist** – for example, rehires require a new I-9 to be completed.
 - **A “rehire,” or someone who is “reemployed,” is an individual who previously worked for the University of Illinois and who separated (i.e, resignation, termination) with a break in employment, and who is subsequently hired again.**
- If a new I-9 is required for a person with an existing profile, create the new I-9 under the existing profile.

CREATE EMPLOYEE PROFILE

- If no existing profile or I-9 is found for the employee, click **Create New I-9**, then **Create New I-9 for New Employee**
 - **Note:** Keep in mind a new hire may have an existing profile if they have completed a Tracker I-9 with the University before.



CREATE EMPLOYEE PROFILE

- Complete the required employee profile information. At least first and last name, and worksite are required.
 - The worksite will default to your unit/department, unless access has been given for multiple worksites.
- Enter the UIN in Employee ID field.
- Click **Save** when finished.
 - Do NOT click **Save/Create I-9** at this point.

The screenshot shows the 'Employee Profile' form. The 'Employee Information' section includes fields for First Name (Given Name), Middle Name, Last Name (Family Name), Other Last Names Used (if any), U.S. Social Security Number, Employee ID, Employee's Email Address, Date of Birth, Employer, Worksite, and I-9 Manager. The 'Form I-9 Record Summary' section shows a progress bar with steps: Created/On (4/26/2017), Section 1 Completed (4/27/2017), Start Date Entered (4/27/2017), Section 2 Completed (4/27/2017), and NONE. The 'Notes' section is at the bottom. The 'Save/Create I-9' button is highlighted in green, and the 'Save' button is highlighted in blue.

Employee Profile

Employee Information

* Required Fields

Delete Profile

First Name (Given Name)* Middle Name Last Name (Family Name)* Other Last Names Used (if any)

John D Doe Buck

U.S. Social Security Number Employee ID Employee's Email Address Date of Birth

XXX-XX-XXXX Optional Optional Optional

Employer* Worksite* I-9 Manager

University of Illinois C 2 FL - Business Administrati... Optional

Form I-9 Record Summary Review/Edit Selected I-9

John Doe - Created 4/27/2017 9:58:56 AM Next Action: NONE I-9 Complete

Created/On 4/26/2017 Section 1 Completed 4/27/2017 Start Date Entered 4/27/2017 Section 2 Completed 4/27/2017 NONE

Save/Create I-9

Save

Cancel

EMPLOYEE PROFILE: DUPLICATE RECORD

- Tracker may return a “Duplicate Employee Record” window.
- **Carefully review** the possible matches. Some names may be similar, but **different people**.
- If the employee already has an **exactly** matching profile:
 - Select the result (highlights orange).
 - Click **View/Edit Selected Record** to add a new I-9 if necessary.

Duplicate Employee Record

Warning: Possible Duplicate Employee Record Found

Please review the search results below for a possible duplicate record. To proceed with a found record, select the employee from the Search Results and click View/Edit Selected Record. If two or more records belong to the same employee, select the records and click Merge Selected Records to combine them together. Taking any of the above actions will cancel the new employee record created on the previous screen. To disregard the Duplicate Warning and continue with the new employee record, click "Create New Profile." Or click Cancel to exit the Create I-9 process.

Search Results

Highlight a record to select.

[View/Edit Selected Record](#) [Merge Selected Records](#) [Create New Profile](#) [Cancel](#)

First Name	Last Name	Age	Employer	Work Site Name	Duplicate Warning
Ken	Test-One	17	University of Illinois	C 2 FL - Business Administration	Email match

« New Search

EMPLOYEE PROFILE: NO DUPLICATE RECORD

- If, after searching, the employee does not have a profile in Tracker, click the **Create New Profile** button to continue.

Duplicate Employee Record

Warning: Possible Duplicate Employee Record Found

Please review the search results below for a possible duplicate record. To proceed with a found record, select the employee from the Search Results and click View/Edit Selected Record. If two or more records belong to the same employee, select the records and click Merge Selected Records to combine them together. Taking any of the above actions will cancel the new employee record created on the previous screen. To disregard the Duplicate Warning and continue with the new employee record, click "Create New Profile." Or click Cancel to exit the Create I-9 process.

Search Results

Highlight a record to select.

View/Edit Selected Record

Merge Selected Records

If Record is Not Duplicate

Create New Profile

Cancel

First Name	Last Name	Age	Employer	Work Site Name	Duplicate Warning
Ken	Test-One	17	University of Illinois	C 2 FL - Business Administration	Email match

« New Search

Create an I-9 in Tracker

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

CREATE AN I-9 IN TRACKER

- There are four methods of creating and completing an I-9 in Tracker:
 - Create New Form I-9 (In-Person)
 - Remote Access Section 1
 - Remote Access Sections 1 & 2
 - Historical I-9 (Special situations only. Contact your central HR office.)

CREATE NEW I-9

- On the Employee Profile page, click the **Save/Create I-9** button to bring up the four options.

The diagram illustrates the process of creating a new I-9 form. On the left, a vertical stack of three buttons is shown: 'Save/Create I-9' (green), 'Save' (blue), and 'Cancel' (red). The 'Save/Create I-9' button is highlighted with a red rectangular border. A large red arrow points from this button to a larger dialog box on the right titled 'Create New Form I-9'. This dialog box contains a text input field labeled 'Enter Start Date (MM/DD/YYYY)' with the placeholder text 'Optional'. Below the input field are four radio button options, each followed by an information icon (i):

- ☒ Create New Form I-9
- ☐ Create Remote Access Form I-9 – Section 1 Only
- ☐ Create Remote Access Form I-9 – Section 1 & Section 2
- ☐ Create Historical Form I-9

At the bottom right of the dialog box are two buttons: 'Continue' (green) and 'Cancel' (red).

CREATE NEW I-9: FOUR OPTIONS

- **Create New Form I-9**

- For use at the I-9 Manager's computer when onboarding is done in person. Some situations include new hire does not have access to a computer, or otherwise needs to do the whole process in person.

- **Remote Access Section 1**

- Uses a system-generated email to initiate the I-9, **Section 1**. Employee will come to I-9 Manager's office to complete Section 2.

- **Remote Access Sections 1 & 2**

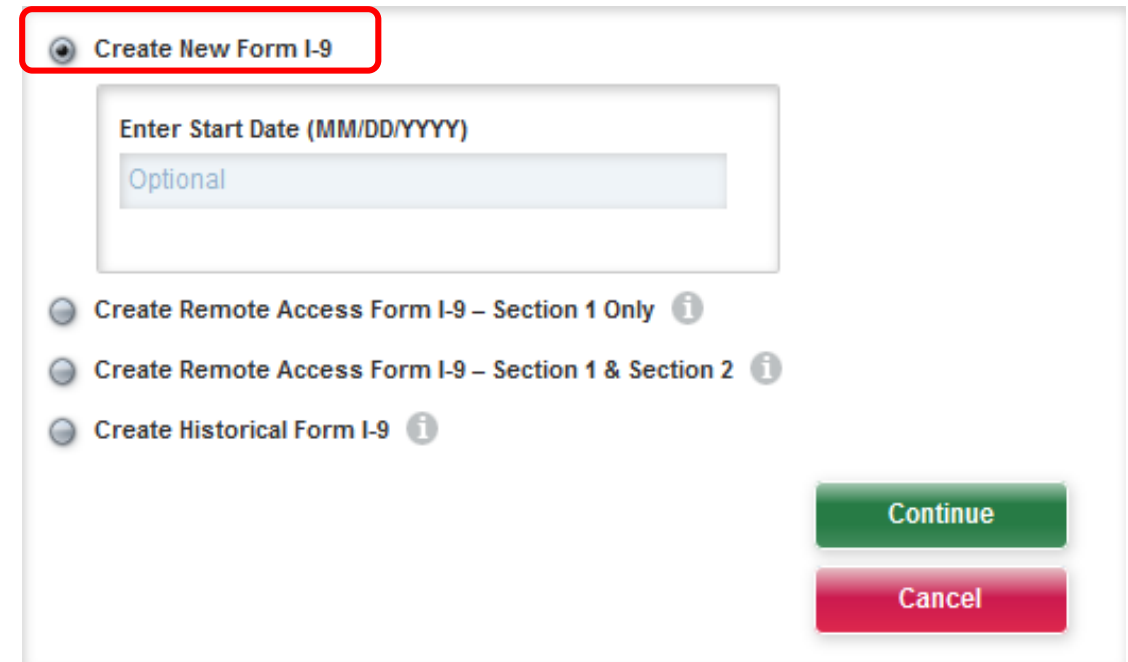
- When new hire will work at a remote or off-site location, and is not physically available to present the document(s) to a University of Illinois representative for inspection, but will use a designated agent.

- **Historical I-9**

- For special situations ONLY.

OPTION 1: NEW FORM I-9 (IN PERSON)

- Use this option when the employee is present to complete the I-9 in person.
 - Select **Create New Form I-9**.
 - Include the Start Date (or enter when completing Section 2).
 - Click the green Continue button.



The screenshot shows a web interface for creating a new Form I-9. At the top, the option "Create New Form I-9" is selected and highlighted with a red rectangular box. Below this, there is a text input field labeled "Enter Start Date (MM/DD/YYYY)" with the word "Optional" displayed in light blue text inside the field. Underneath the input field, there are three radio button options, each followed by an information icon (i): "Create Remote Access Form I-9 – Section 1 Only", "Create Remote Access Form I-9 – Section 1 & Section 2", and "Create Historical Form I-9". At the bottom right of the interface, there are two buttons: a green "Continue" button and a red "Cancel" button.

OPTION 1: NEW FORM I-9 (IN PERSON)

- Employee:
 - Sits at your computer to complete Section 1. Employee must type in his/her own Section 1 info. **DO NOT input this information on behalf of the employee.**
 - Clicks **Save/Validate**.
 - Proceeds immediately with signing Section 1 and then presents original document(s) for Section 2.
- Once the employee completes Section 1, immediately proceed with Section 2.

The screenshot displays the first three sections of the new Form I-9, which are presented in a light green background. Section A, 'Employee Name and Identification', includes fields for First Name (Given Name), Middle Initial, Last Name (Family Name), Other Last Names Used, U.S. Social Security Number, and Date of Birth. Section B, 'Employee Address and Contact Information', includes fields for Address (Street Number and Name), Apt. Number, City or Town, State, Zip Code, Employee's Telephone Number, and Employee's Email Address. Section C, 'Employee Employment Status', includes a statement of awareness and a list of four options for the employee's status: 1. A citizen of the United States, 2. A noncitizen national of the United States (see instructions), 3. A lawful permanent resident, and 4. An alien authorized to work.

A Employee Name and Identification

First Name (Given Name):* Required
Middle Initial:* Required or N/A
Last Name (Family Name):* Required
Other Last Names Used:* Required or N/A
U.S. Social Security Number:* Optional
Date of Birth:* Required
(###-##-####) (mm/dd/yyyy)

B Employee Address and Contact Information

Address (Street Number and Name):* Required
Apt. Number:* Required or N/A
City or Town:* Required
State:* <None>
Zip Code:* Required
Employee's Telephone Number:* Required or N/A
Employee's Email Address:* Required or N/A
(###-###-####)

C Employee Employment Status

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):*

☐ 1. A citizen of the United States
☐ 2. A noncitizen national of the United States (see instructions)
☐ 3. A lawful permanent resident
☐ 4. An alien authorized to work

OPTION 2: REMOTE ACCESS SECTION 1

- Use this option for employees who will complete Section 1 from another location, and who can present documents to the I-9 Manager **in person** for Section 2.
 - Select **Create Remote Access Form I-9 – Section 1 Only**.
 - Enter the Start Date and the employee's email address.
 - Click the green Continue button.

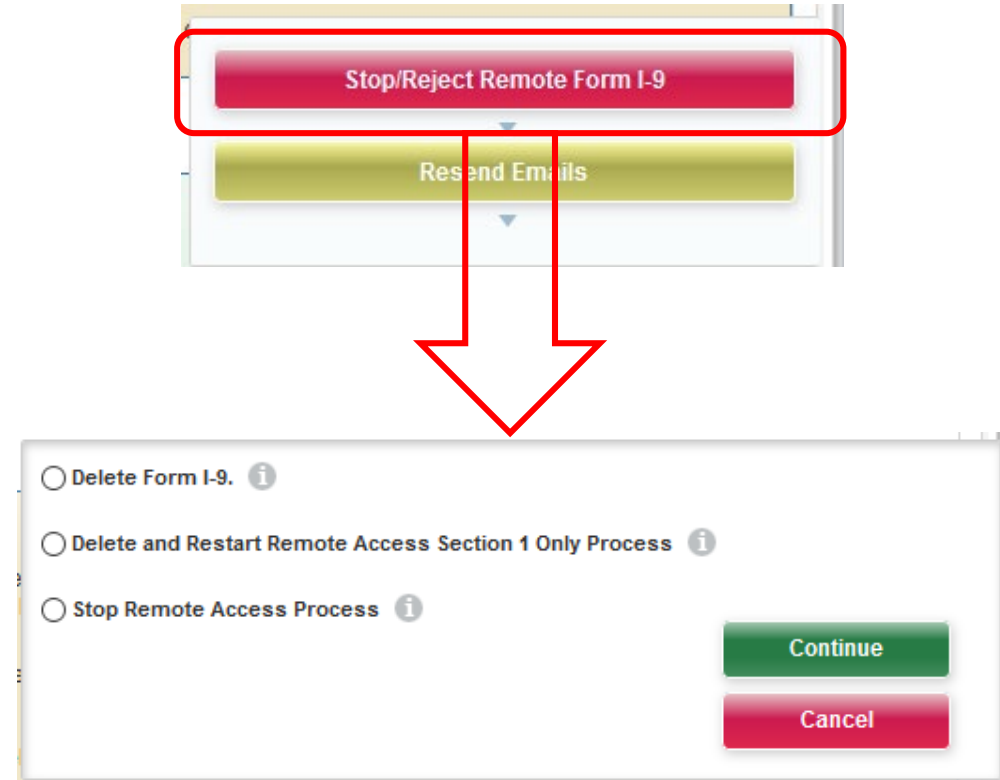
The screenshot shows a web interface for creating an I-9 form. At the top, there are three radio button options: 'Create New Form I-9', 'Create Remote Access Form I-9 – Section 1 Only' (which is selected and highlighted with a red rectangle), and 'Create Remote Access Form I-9 – Section 1 & Section 2'. Below these options is a form with two fields: 'Enter Start Date (MM/DD/YYYY)' and 'Enter or Edit Employee Email Address'. The email address field has a 'Required' label. At the bottom right, there are two buttons: a green 'Continue' button and a red 'Cancel' button.

OPTION 2: REMOTE ACCESS SECTION 1

- A welcome email ([click for an example](#)) 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 for pay.
 - Instructing employee to present documents to employer for completion of Section 2 on or before third day of work for pay.
- After completing Section 1, the employee will have the opportunity to print the Form I-9.
- You (the I-9 Manager) must then verify **original, unexpired** documents **in-person** and complete Section 2 within 3 business days of the date employment begins.
 - If employment will last three (3) days or less, Section 2 must be completed by the first day of work for pay.

OPTION 2: REMOTE ACCESS SECTION 1

- To stop or restart Remote Access for Section 1, click **Stop/Reject Remote Form I-9**.
 - This is only available if Section 1 has not been completed.
- If the employee has lost the link, click **Resend Emails** to send a new email to the employee.



OPTION 3: REMOTE ACCESS SECTIONS 1 & 2

- Use this option only for a “remote hire” – an employee who will **not** physically be present at a U of I System location.
 - Select **Create Remote Access Form I-9 – Section 1 & Section 2**.
 - Enter the Start Date and employee’s email address.

Create New Form I-9

Create Remote Access Form I-9 – Section 1 Only ⓘ

Create Remote Access Form I-9 – Section 1 & Section 2 ⓘ

Create Historical Form I-9 ⓘ

Employee Information

Enter Start Date (MM/DD/YYYY) *

Enter or Edit Employee Email Address *

Employer Representative Information

Enter this information NOW ⓘ

Enter this information LATER ⓘ

Enter Employer Representative Email Address *

Required

Enter Employer Representative Name

First Name Last Name

Optional Optional

Enter Employer Representative Title

Optional

Enter Employer Representative Phone Number

Optional

Continue

Cancel

OPTION 3: REMOTE ACCESS SECTIONS 1 & 2

- The employee will be using a “Designated Agent Representative” to complete Section 2 on your behalf.
 - See <http://go.uillinois.edu/cupahri9> for assistance finding a Representative, or contact your central HR office for assistance.
 - Although you will not personally see the documents, as the I-9 Manager you retain all responsibility for documents being checked appropriately and Section 2 being completed correctly.

The screenshot displays the I-9 Manager web application interface. At the top, there are three navigation links: 'Create New Form I-9', 'Create Remote Access Form I-9 - Section 1 Only', and 'Create Remote Access Form I-9 - Section 1 & Section 2'. The third link is highlighted with a red rectangular box. Below the navigation links, the 'Employee Information' section contains two text input fields: 'Enter Start Date (MM/DD/YYYY) *' and 'Enter or Edit Employee Email Address *'. The 'Employer Representative Information' section follows, featuring two radio buttons: 'Enter this information NOW' (selected) and 'Enter this information LATER'. Below these are several text input fields: 'Enter Employer Representative Email Address *' (labeled 'Required'), 'Enter Employer Representative Name' (split into 'First Name' and 'Last Name' fields, both labeled 'Optional'), 'Enter Employer Representative Title' (labeled 'Optional'), and 'Enter Employer Representative Phone Number' (labeled 'Optional'). At the bottom of the form, there is a link for 'Create Historical Form I-9'. Two buttons, 'Continue' (green) and 'Cancel' (red), are located at the bottom right of the form.

OPTION 3: REMOTE ACCESS SECTIONS 1 & 2

- Enter as much info about the Representative as is available:
 - Representative email is required.
 - Representative will verify **original, unexpired** documents **in-person** and complete Section 2.
 - If the Representative is not known yet, select **Enter this information LATER**. The employee will be able to complete Section 1, but **you will need to return to this form later and enter the Representative's information before Section 2 can be completed.**
- Click the green **Continue** button.

Create New Form I-9

Create Remote Access Form I-9 – Section 1 Only ⓘ

Create Remote Access Form I-9 – Section 1 & Section 2 ⓘ

Employee Information

Enter Start Date (MM/DD/YYYY) *

Enter or Edit Employee Email Address *

Employer Representative Information

☒ Enter this information NOW

☐ Enter this information LATER

Enter Employer Representative Email Address *

Required

Enter Employer Representative Name

First Name Last Name

Optional Optional

Enter Employer Representative Title

Optional

Enter Employer Representative Phone Number

Optional

Create Historical Form I-9 ⓘ

Continue

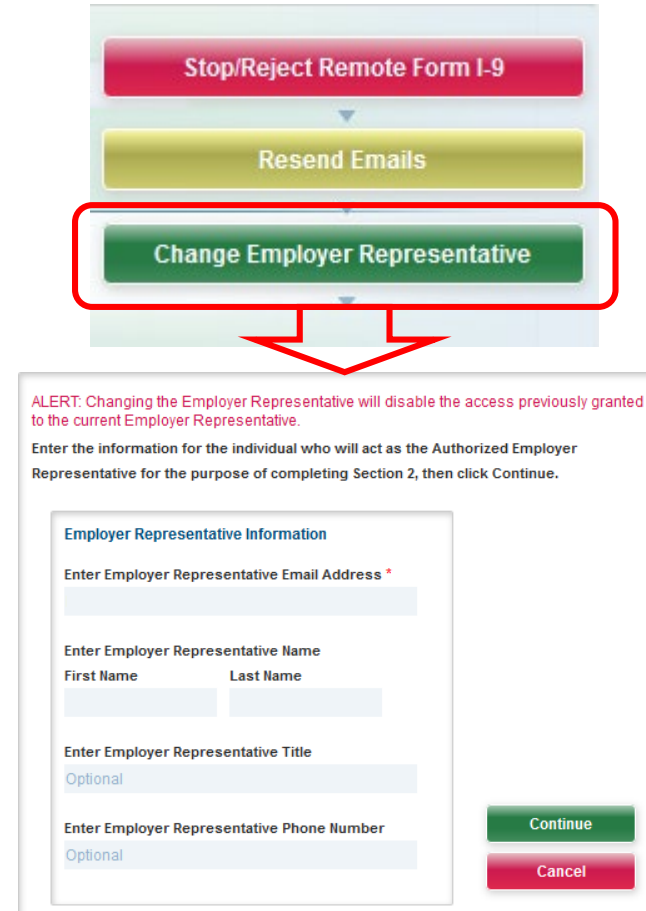
Cancel

OPTION 3: REMOTE ACCESS SECTIONS 1 & 2

- A welcome email ([click for an example](#)) 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.
 - The email will include instructions for the employee on how to complete Section 2 of the Form I-9.
- A second email ([click for an example](#)) will be sent to the Representative asking them to accept or decline the responsibility.
 - If accepted, another email will be sent to the new employee with the Representative's contact information.
 - The employee must meet with the Representative and present acceptable documents by the third business day after the date employment begins. If employment will last for three (3) days or less, Section 2 must be completed by the first day of work for pay.

OPTION 3: REMOTE ACCESS SECTIONS 1 & 2

- To change the Representative who will complete Section 2, click **Change Employer Representative**.
 - Changing the Representative will disable access from the original Representative.



Stop/Reject Remote Form I-9

Resend Emails

Change Employer Representative

ALERT: Changing the Employer Representative will disable the access previously granted to the current Employer Representative.

Enter the information for the individual who will act as the Authorized Employer Representative for the purpose of completing Section 2, then click Continue.

Employer Representative Information

Enter Employer Representative Email Address *

Enter Employer Representative Name

First Name Last Name

Enter Employer Representative Title

Optional

Enter Employer Representative Phone Number

Optional

Continue

Cancel

OPTION 4: HISTORICAL I-9

- 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 had to be completed on paper due to a power outage or system error – the paper I-9 must be transcribed and uploaded to Tracker if this occurs.
- Contact your central HR office if you believe you need to complete a Historical I-9.

Complete I-9 in Tracker: Section 1

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

EMPLOYEE COMPLETES SECTION 1

- For the following options, an employee will complete Section 1 online:
 - Remote Access Section 1
 - Remote Access Sections 1 & 2
- For the Create New Form I-9 (in-person) method, the employee will complete Section 1 at the I-9 Manager's computer.
- In ALL situations, the employee must complete Section 1 on or before his/her first day of work for pay, even if the Tracker I-9 system is down.
- As of the January 2017 version of Form I-9, **most fields must have data entered – either employee information, or "N/A"**.

SECTION 1: NAME & DATE OF BIRTH

- **Name:** Employee must input his/her name in the correct fields. Middle Initial and Other Last Names Used should be completed, or filled with "N/A" if not provided.
- **Date of Birth:** Employee must input his/her correct date of birth in the format MM/DD/YYYY.

A

Employee Name and Identification

First Name (Given Name):*	Middle Initial:*	Last Name (Family Name):*	Other Last Names Used:*
Required	Required or N/A	Required	Required or N/A
U.S. Social Security Number:	Date of Birth:*		
Optional	Required		
(###-##-####)	(mm/dd/yyyy)		

SECTION 1: SOCIAL SECURITY NUMBER

- **Social Security Number:** Required for all employees.
- If the employee has applied for, but has not yet received an SSN, have the employee leave this field blank, and take the following steps:
 - Complete the I-9 as normal, by the usual required deadlines. Employee will leave the SSN field in Section 1 blank.
 - Employee acquires an SSN.
 - Employee returns to amend Section 1 by entering their SSN.
 - **Section 1 must be amended by the employee; I-9 Managers may not make these changes.**

The screenshot shows a form titled "Employee Name and Identification" with a blue circle containing the letter "A" in the top left corner. The form contains several input fields with labels and asterisks indicating required fields:

- First Name (Given Name):*** Required (input field)
- Middle Initial:*** Required or N/A (input field)
- Last Name (Family Name):*** Required (input field)
- Other Last Names Used:*** Required or N/A (input field)
- U.S. Social Security Number:*** Optional (input field, with format hint: (999-99-9999))
- Date of Birth:*** Required (input field, with format hint: (mm/dd/yyyy))

SECTION 1: ADDRESS & CONTACT INFO

- **Address:** Employee must input his/her physical address (must not be a P.O. Box) in the correct fields. Apt Number should be filled with "N/A" if the employee does not live in an apartment.
- **Telephone Number:** The employee is not required to provide a telephone number. If not provided, enter "N/A".
- **Email Address:** The employee is not required to provide an email address. If not provided, enter "N/A".

The screenshot shows a form titled "Employee Address and Contact Information" with a blue circle containing the letter "B" in the top left corner. The form is divided into several sections with labels and input fields:

- Address (Street Number and Name):** A text input field with a red asterisk and an information icon. Below the field is the text "Required".
- Apt. Number:** A text input field with a red asterisk and an information icon. Below the field is the text "Required or N/A".
- City or Town:** A text input field with a red asterisk and an information icon. Below the field is the text "Required".
- State:** A dropdown menu with a red asterisk and an information icon. The current selection is "<None>".
- Zip Code:** A text input field with a red asterisk and an information icon. Below the field is the text "Required".
- Employee's Telephone Number:** A text input field with a red asterisk and an information icon. Below the field is the text "Required or N/A".
- Employee's Email Address:** A text input field with a red asterisk and an information icon. Below the field is the text "Required or N/A".

At the bottom left of the form, there is a small text label: "(###-###-####)".

SECTION 1: EMPLOYMENT ATTESTATION

- **Employee Employment Status:** Employee must select whether they are a citizen, noncitizen national, lawful permanent resident, or an alien authorized to work.
 - Lawful permanent residents are required to enter their alien registration number or USCIS number.
 - Aliens authorized to work must enter the expiration date of their work authorization, as well as ONE OF the following:
 - **Alien Registration Number/USCIS Number**
 - **Form I-94 Admission Number**
 - **Foreign Passport Number**

C Employee Employment Status

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):*

- ☐ 1. A citizen of the United States ⓘ
- ☐ 2. A noncitizen national of the United States (see instructions) ⓘ
- ☐ 3. A lawful permanent resident ⓘ
- ☐ 4. An alien authorized to work ⓘ

You can hover over the circled “i” icons to see more information about each status.

SECTION 1: EMPLOYEE ELECTRONIC SIGNATURE

- The employee signs the form through the following steps:
 - Enters full legal name if not auto-populated.
 - Completes the signature question. (Used in case of corrections to Section 1.)
 - Reads the attestation and checks "I Agree".
 - Certifies that they did or did not use a translator/preparer
 - **If a preparer/translator was used, the preparer/translator enters their information in the preparer/translator section.**
 - Clicks **Sign Form I-9 Electronically**.

The screenshot shows the 'Electronic Signature' tab selected. It features a warning box at the top: 'IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM' and '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.' Below this, step 1 asks for the 'Employee Name (First, Middle Initial, and Last)' with a 'Required' label. Step 2 asks for the 'legal name as your electronic signature' with a 'Required' label. Step 3 asks to 'Please enter and confirm the answer to the signature question listed below' and 'Please enter your father's birthplace' with 'Answer' and 'Confirm Answer' fields. Step 4 asks to 'Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are 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.' with radio buttons for 'I Agree' and 'I did not use a preparer or translator'. Step 5 asks to 'Click "Sign Form I-9 Electronically" to complete the electronic signature' with a green button labeled 'Sign Form I-9 Electronically'.

SECTION 1: EMPLOYEE ELECTRONIC SIGNATURE

- For all methods (except Historical 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 “(Signed Electronically)” or similar in the Employee’s Signature field.

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

☐ 1. A citizen of the United States	
☐ 2. A noncitizen national of the United States (See instructions)	
☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A	
☒ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 05/01/2019 Some aliens may write "N/A" in the expiration date field. (See instructions)	

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A	QR Code - Section 1 Do Not Write In This Space
OR	
2. Form I-94 Admission Number: N/A	
OR	
3. Foreign Passport Number: 987123456	
Country of Issuance: GBR	

Signature of Employee (Signed Electronically by James P Bond)	Today's Date (mm/dd/yyyy) 05/04/2017
--	--------------------------------------

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: VERIFICATION DOCUMENTS

- In Section 2, you (the I-9 Manager) are responsible for seeing, in-person, original documents which support employment eligibility.
- Either of the following is acceptable:
 - One document from List A; **OR**
 - One document from List B AND one document from List C.
 - **Pursuant to E-Verify requirements, if an employee presents a List B document, it **must** include a photograph of the employee.**
 - **If an employee objects to providing a photo document for religious reasons, contact your central HR office for assistance.**
- You may not specify or suggest which documents to present outside of these requirements.
- Complete lists of acceptable documents are available on the USCIS site at: <https://www.uscis.gov/i-9-central/acceptable-documents>

SECTION 2: SELECTING DOCUMENTS

- Select any list drop-down to open a list of acceptable documents in a single window.

A Employment Verification Documents ^{*}
(The Employee must present one document from List A OR one document from List B and List C).
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s).

Document Type **List A** Select ▼ **List B** Select ▼ **List C** Select ▼

Select a Document from List A - OR - one from both List B and C

List A (Documents Both Identity & Employment Eligibility)

- ☐ U.S. Passport
- ☐ U.S. Passport Card
- ☐ Permanent Resident Card (Form I-551)
- ☐ Alien Registration Receipt Card (Form I-551)
- ☐ Foreign Passport with Temporary I-551 Stamp
- ☐ I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)
- ☐ Temporary I-551 Printed Notation on a Machine-Readable Immigrant Visa (MRIV)
- ☐ Employment Authorization Document (E-94)
- ☐ Foreign Passport with I-94 or I-94A
- ☐ Marshall Island Passport with Form I-94 or I-94A
- ☐ Micronesia Passport with I-94 or I-94A
- ☐ Receipt Form I-941-94A with refugee stamp (or RE class of admission)

List B (Documents Identity)

- ☐ Driver's License issued by state/territory
- ☐ ID card issued by state/territory
- ☐ U.S. Military card
- ☐ U.S. Military draft record
- ☐ Military dependent's ID card
- ☐ Canadian Driver's License
- ☐ ID card issued by a government agency
- ☐ School ID card with a photograph
- ☐ U.S. Coast Guard Merchant Mariner Card
- ☐ Voter's Registration Card
- ☐ Native American tribal document

Under 18 without the Above

- ☐ Individual under age 18
- ☐ Clinic record (under age 18)
- ☐ Day-care record (under age 18)
- ☐ Doctor record (under age 18)
- ☐ Hospital record (under age 18)
- ☐ Nursery School record (under age 18)
- ☐ School record (under age 18)
- ☐ School report card (under age 18)

List C (Documents Employment Authorization)

- ☐ Social Security Account Number Card (Restricted)
- ☐ Birth Certificate (U.S.)
- ☐ Certification of Birth Abroad (Form FS-646)
- ☐ Certification of Report of Birth (DS-1368)
- ☐ DHS Employment Authorization Document (Restricted)
- ☐ Resident Alien ID Card (Form I-179)
- ☐ U.S. Citizen ID Card (I-197)
- ☐ Native American tribal document

U.S. Passport

Description | **Samples and Doc. # Locator** | **E-Verify Info**

The U.S. Passport is issued by the U.S. Department of State to U.S. citizens and nationals. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. Must be unexpired.

Continue with Selected Document(s) **Cancel**

SECTION 2: SELECTING DOCUMENTS

- Larger view of acceptable documents selection window:

Select a Document from List A - OR - one from both List B and C

List A (Documents Both Identity & Employment Eligibility)

- ☐ U.S. Passport
- ☐ U.S. Passport Card
- ☐ Permanent Resident Card (Form I-551)
- ☐ Alien Registration Receipt Card (Form I-551)
- ☐ Foreign Passport with Temporary I-551 Stamp
- ☐ I-551 Stamp on a Form I-94 with a Photograph (No foreign passport)
- ☐ Temporary I-551 Printed Notation on a Machine-Readable Immigrant Visa (MRIV)
- ☐ Employment Authorization Document (I-766)
- ☐ Foreign Passport with I-94 or I-94A
- ☐ Marshall Island Passport with Form I-94 or I-94A
- ☐ Micronesia Passport with I-94 or I-94A
- ☐ Receipt: Form I-94/I-94A with refugee stamp (or RE class of admission)

List B (Documents Identity)

- ☐ Driver's License issued by state/territory
- ☐ ID card issued by state/territory
- ☐ U.S. Military card
- ☐ U.S. Military draft record
- ☐ Military dependent's ID card
- ☐ Canadian Driver's License
- ☐ ID card issued by a government agency
- ☐ School ID card with a photograph
- ☐ U.S. Coast Guard Merchant Mariner Card
- ☐ Voter's Registration Card
- ☐ Native American tribal document

Under 18 without the Above

- ☐ Individual under age 18
- ☐ Clinic record (under age 18)
- ☐ Day-care record (under age 18)
- ☐ Doctor record (under age 18)
- ☐ Hospital record (under age 18)
- ☐ Nursery School record (under age 18)
- ☐ School record (under age 18)
- ☐ School report card (under age 18)

List C (Documents Employment Authorization)

- ☐ Social Security Account Number Card (Unrestricted)
- ☐ Birth Certificate (U.S.)
- ☐ Certification of Birth Abroad (Form FS-545)
- ☐ Certification of Report of Birth (DS-1350)
- ☐ DHS Employment Authorization Document
- ☐ Resident Citizen ID Card (Form I-179)
- ☐ U.S. Citizen ID Card (I-197)
- ☐ Native American tribal document

U.S. Passport

1

Description Samples and Doc. # Locator E-Verify Info

The U.S. Passport is issued by the U.S. Department of State to U.S. citizens and nationals. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. Must be unexpired.

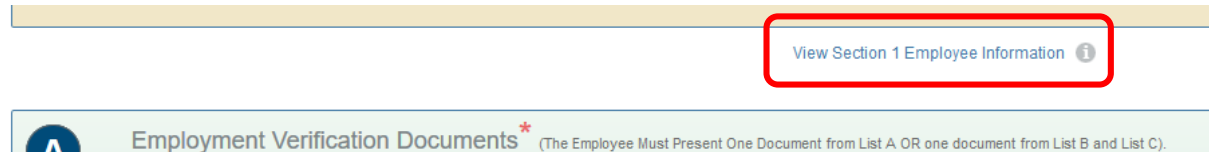
Continue with Selected Document(s) Cancel

SECTION 2: SELECTING DOCUMENTS

- In the document selection window, you will only be able to select documents applicable to the Citizenship Status that the employee provided in Section 1.
- When you select a document, a preview image and description appear on the right side of the window.
- After selecting either one document from List A OR one document each from Lists B and C, click **Continue with Selected Document(s)**.

SECTION 2: VERIFY INFORMATION

- Physically examine each document to determine if it reasonably appears to be genuine and relate to the employee.
- Verify that the information on the documents matches what was entered in Section 1. You can see an overview with the “View Section 1 Employee Information” link, above the document selection:



- The documents must be originals. Copies and scans are not acceptable (except a certified copy of a birth certificate)!

SECTION 2: RETAINING COPIES OF DOCUMENTS

- If and **only if** an employee presents any of the following documents, it must be scanned, and the scanned copy uploaded in Section 2 of the I-9:
 - U.S. Passport (Front page and Back barcode page)
 - U.S. Passport Card (Front and Back)
 - Employment Authorization Document (Form I-766) (Front and Back)
 - Permanent Resident Card (Form I-551) (Front and Back)
- Once uploaded, scanned copies must be deleted.
- Per U of I System policy, do not copy, scan, or otherwise retain any other documents for the purposes of Form I-9. No copies should be kept in unit or employee files.

SECTION 2: ENTER DOCUMENT INFORMATION

- Enter the required information:
 - Issuing Authority
 - Document #
 - Expiration Date (if applicable)
- Upload **only** the specific List A documents listed on the previous slide, if presented. Do not upload other documents.
- **Additional Information** is only used in special situations such as document extensions. **Do not enter internal notes here.**

A **Employment Verification Documents*** (The Employee Must Present One Document from List A OR one document from List B and List C).
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List A	
Document	U.S. Passport * i Reselect from list
Issuing Authority:	U.S. Department of State * i
Document #:	999999999 * i
Expires:	Required * i
Attachment	View/Upload File
☐ Employee presented an acceptable receipt in lieu of an original document in List A i	

Additional Information [i](#)

SECTION 2: DOCUMENT RECEIPTS

- An employee may, in some instances, provide a document receipt in lieu of an original document.
- For 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 for the appropriate document.

	List C
Document Type:	Social Security Account Number Card * i Reselect from list
Issuing Authority:	Social Security Administration ▼ * i
Document #:	Required * i
Expires:	
Attachment	View/Upload File
☐ Employee presented an acceptable receipt in lieu of an original document in List C i	

SECTION 2: DOCUMENT RECEIPTS

- Sign Section 2 as normal to meet compliance regulations.
- **Employee must 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. I-9 Managers can also track receipts from the dashboard.
- 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 and the only option.
- **Worksite** – Options default based on I-9 Manager's permissions. Select the employee's worksite if you have access to more than one.
- **Business Name** – Not changeable.
- **Start Date** – Enter the date the employee began, or will begin, work for pay. (This should usually match the hire date in HRFE.)
- **Employee hired for three days or less** – In most cases this is not used. If you are hiring a person for three days or less, both Section 1 and Section 2 must be completed by the end of the first day of work. Contact your central HR office for guidance in these cases.

SECTION 2: EMPLOYER ELECTRONIC SIGNATURE

After entering document information, you must electronically sign Section 2:

- Click **Save/Validate** to save and validate the information entered. Tracker will display the electronic signature section.
- Verify your Name and Title, which should automatically populate.
- Read certification and click **I Agree**.
- Click **Sign Form I-9 Electronically** to electronically sign and date the form.

The screenshot shows the 'Employer Electronic Verification' section of a Form I-9. At the top, there are tabs for 'Electronic Signature' (selected) and 'Paper Signature'. Below the tabs is a circular icon with the letter 'C'. The main heading is 'Employer Electronic Verification'. A red-bordered box contains the following certification text: '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 relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States.' Below this, there are three numbered steps: 1. 'Enter your legal name and title:' with input fields for 'First Name' (containing 'Joe'), 'Last Name' (containing 'Manager'), and 'Title or Position' (containing 'I-9 Manager'). 2. 'Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are 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.' with a radio button next to 'I Agree'. 3. 'Click "Sign Form I-9 Electronically" to complete the electronic signature.' with a green button labeled 'Sign Form I-9 Electronically'.

Complete I-9 in Tracker: Section 3

Objective: Understand how to complete Section 3 in Tracker for an employee reverification and/or name change.

SECTION 3: UPDATING AND REVERIFICATION

- Section 3 is required to:
 - Update or reverify an employee's work authorization. This must be completed prior to the expiration of an employee's current work authorization, or prior to beginning work for pay after a break in employment.
 - Note an employee's name change.
- **IMPORTANT:** You must **never** reverify:
 - U.S. citizens
 - Noncitizen nationals
 - Lawful permanent residents who presented a Form I-551, Permanent Resident or Alien Registration Receipt card for Section 2.
 - Any List B documents

SECTION 3: EMPLOYEE WITH PAPER I-9

- If the employee's I-9 was done on paper prior to the use of Tracker (i.e. new hires prior to July 1, 2011):
 - Contact your central HR office with the following information:
 - **Employee's Name, UIN, and Current Hire Date**
 - **Worksite**
 - **I-9 Manager**
- Central HR will work with you to create an electronic version of the employee's paper I-9 in Tracker, and inform you when you are able to proceed with completing Section 3.

SECTION 3: EMPLOYEE WITH I-9 IN TRACKER

- Search for the employee's existing Tracker I-9.
- Once on the Profile page, select the I-9, then click **Review/Edit Selected I-9**.
- Click the **Section 3** tab.

The screenshot displays the 'Form I-9 Record Summary' interface. At the top, a red box highlights the 'Review/Edit Selected I-9' button. Below this, an orange bar shows 'John Doe - Created 5/15/2017 3:36:44 PM' and 'Next Action: NONE'. A progress bar follows with steps: 'Created/On 5/14/2017', 'Start Date Entered 5/15/2017', 'Section 1 Completed 5/15/2017', 'Section 2 Completed 6/21/2017', and 'NONE'. To the right are buttons for 'Save/Create I-9', 'Save', and 'Cancel'. Below the progress bar is a 'Notes' section. At the bottom, a light blue box contains employee details: 'Employee Name: John D Doe', 'I-9 Create Date: 4/27/2017 9:58:56 AM', 'Worksite: C 2 FL - Business Administration', and 'I-9 ID: 3526'. A second progress bar shows: 'Created/On 4/26/2017', 'Section 1 Completed 4/27/2017', 'Start Date Entered 4/27/2017', 'Section 2 Completed 4/27/2017', and 'NONE'. At the very bottom, a tabbed interface shows 'Summary', 'Section 1', 'Section 2', and 'Section 3', with 'Section 3' highlighted by a red box. To the right of the tabs are 'View/Upload File' and 'Delete I-9' buttons.

SECTION 3: EMPLOYEE WITH I-9 IN TRACKER

- Click **Create New Section 3** to open the Section 3 panel.

Create New Section 3 ▼

Create New Section 3

A New Name (if applicable) ⓘ

Last Name: * ⓘ First Name: * ⓘ Middle Initial: * ⓘ

Note: adding a New Name will NOT change the employee's name on the Employee Profile or Section 1 of the I-9 Record

B Date of Rehire ⓘ

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

C Employment Verification Documents ⓘ

Document Type:	▼
Issuing Authority:	
Document #:	Required
Expires:	Required ⓘ
File Attachment:	View/Upload File

☐ Employee presented an acceptable receipt in lieu of an original document ⓘ

D Notes

SECTION 3: NAME CHANGE

- For a Name Change only:
 - Complete ONLY the New Name section (A).
 - No document information is required.
 - Complete electronic signature as in Section 2.
 - Update the name on the Employee Profile.

A

New Name (if applicable) ⓘ

Last Name: * ⓘ

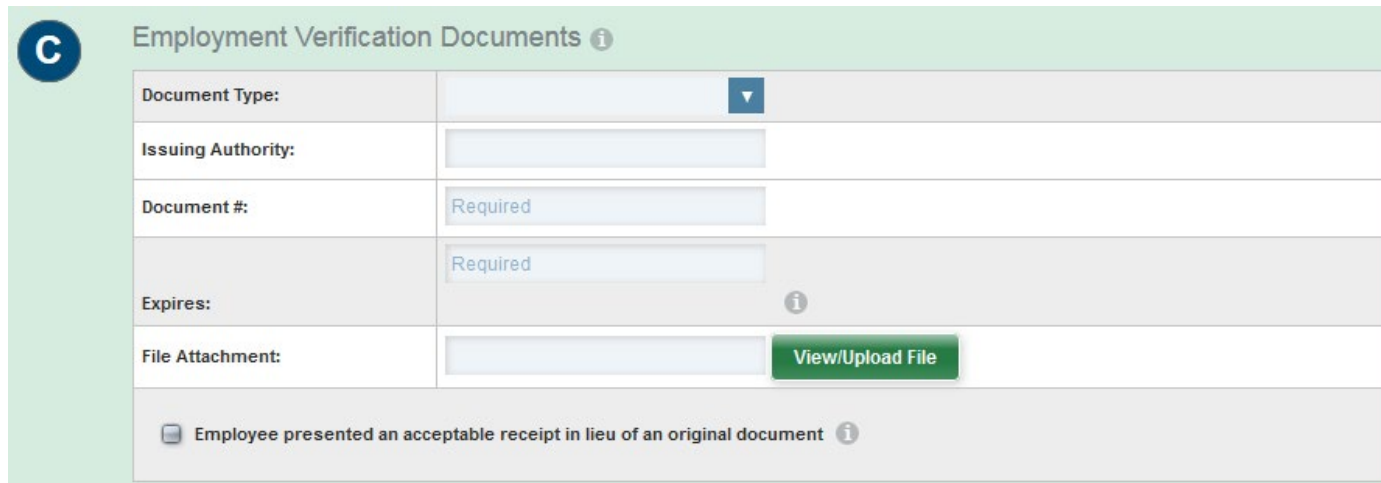
First Name: * ⓘ

Middle Initial: * ⓘ

Note: adding a New Name will NOT change the employee's name on the Employee Profile or Section 1 of the I-9 Record

SECTION 3: REVERIFICATION

- Reverification of employment authorization:
 - Do NOT complete the New Name section (unless there is also a name change).
 - Click the drop-down menu to select the document to reverify.
 - **Note: if no documents are available, the employee does not need to be reverified (for example, they are a U.S. citizen). If you think this is an error, contact your central HR office.**



The screenshot shows a web form titled "Employment Verification Documents" with a green header bar. On the left is a blue circle with a white "C". The form contains several input fields and a button:

Document Type:	▼
Issuing Authority:	
Document #:	Required
Expires:	Required i
File Attachment:	View/Upload File

At the bottom, there is a checkbox labeled "Employee presented an acceptable receipt in lieu of an original document" followed by an information icon "i".

SECTION 3: REVERIFICATION

- Reverification of employment authorization:
 - Complete the remaining information as you would in Section 2.
 - Sign Section 3.

C

Employment Verification Documents ⓘ

Document Type:	
Issuing Authority:	
Document #:	Required
Expires:	Required ⓘ
File Attachment:	View/Upload File

☐ Employee presented an acceptable receipt in lieu of an original document ⓘ

Tracker Validation Alerts

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

VALIDATION ALERTS

- Appears at the top of each section (below the instructions) and on the Summary page.
- 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 changed, it will be validated. Some errors must be corrected before the section can be signed.

Form I-9 Alerts	
Section 1	Section 2
 U.S. Social Security Number is blank.	 Section 2 Document(s) not specified.
	 Section 2 requires Employer Signature.

VALIDATION: WARNINGS

- Warnings are marked with a yellow exclamation mark. These may or may not require correction, but should always be reviewed.
 - General areas to be concerned with, including optional data fields that you may have missed by mistake.

Form I-9 Alerts	
Section 1	Section 2
 U.S. Social Security Number is blank.	 Section 2 Document(s) not specified.
	 Section 2 requires Employer Signature.

VALIDATION: CURABLE ERRORS

- Curable errors are marked with an X in a red circle. They **must** be corrected before that section can be signed.
- When trying to sign or re-sign a Section, a red error message will appear if there are curable errors that must be fixed.

Form I-9 Alerts	
Section 1	Section 2
⚠ U.S. Social Security Number is blank.	✖ Section 2 Document(s) not specified.
	⚠ Section 2 requires Employer Signature.

Validation Summary

Must be fixed before signing

Section 2 Document(s) not specified.

VALIDATION: INCURABLE ERRORS

- Incurable errors are indicated by a red flag. They cannot be fixed given the existing data in the I-9 record.
 - For example: The I-9 was not completed on time. An incurable error will be shown on the Summary page.
- Will appear in the Compliance Alert Report. Please add notes in the **Notes** field of the I-9 Summary page to explain the reason for non-compliance.

Form I-9 Alerts	
Section 1	Section 2
 U.S. Social Security Number is blank.	 Section 2 Employer Signature is not compliant.
 Section 1 Employee Signature is not compliant.	

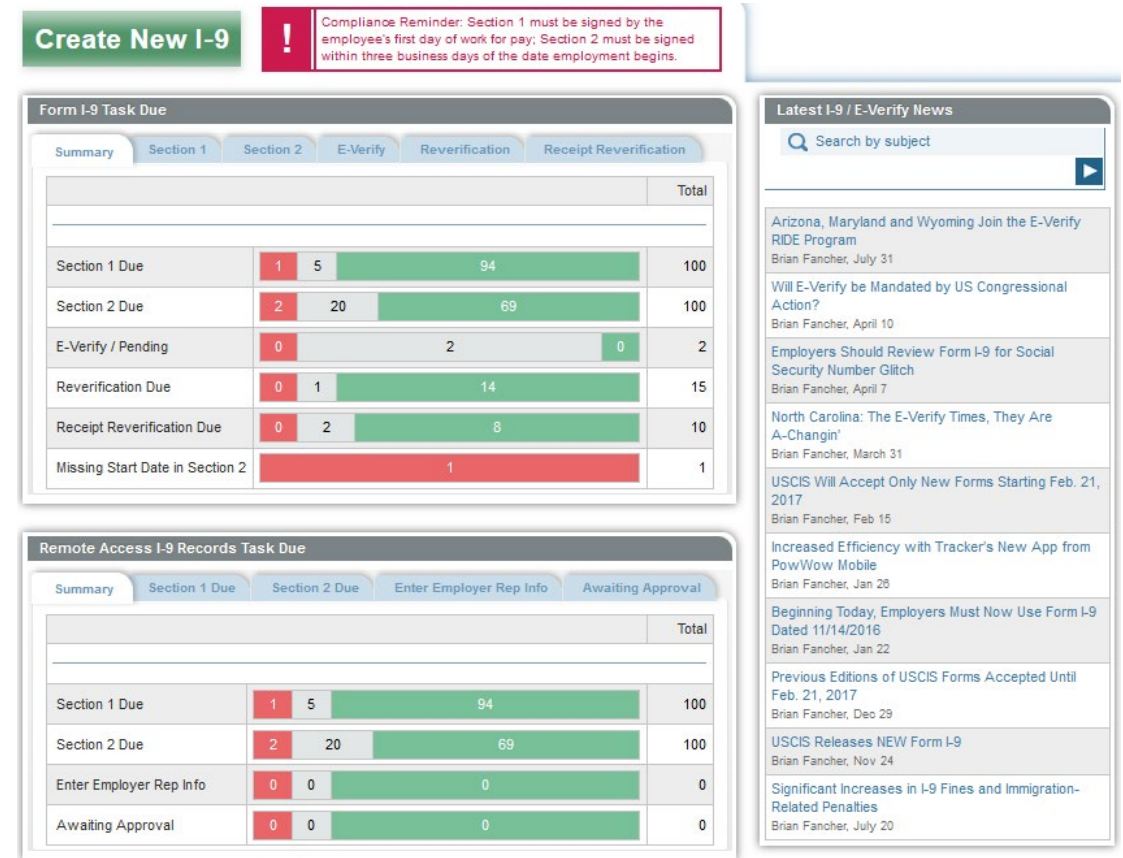
Additional Tracker Functions

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

- The Dashboard shows information on all I-9s which you have responsibility for as an I-9 Manager. Each section has options to refine the information you see.



USING THE TRACKER DASHBOARD

- **Form I-9 Task Due** shows important deadlines for all forms.
- **Remote Access I-9 Records Task Due** shows deadlines specifically for Remote Access I-9s.

Create New I-9

 **Compliance Reminder:** Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.

Form I-9 Task Due

Summary | Section 1 | Section 2 | E-Verify | Reverification | Receipt Reverification

				Total
Section 1 Due	1	5	94	100
Section 2 Due	2	20	69	100
E-Verify / Pending	0		2	2
Reverification Due	0	1	14	15
Receipt Reverification Due	0	2	8	10
Missing Start Date in Section 2			1	1

Remote Access I-9 Records Task Due

Summary | Section 1 Due | Section 2 Due | Enter Employer Rep Info | Awaiting Approval

				Total
Section 1 Due	1	5	94	100
Section 2 Due	2	20	69	100
Enter Employer Rep Info	0	0	0	0
Awaiting Approval	0	0	0	0

Latest I-9 / E-Verify News

Search by subject

Arizona, Maryland and Wyoming Join the E-Verify RIDE Program
Brian Fancher, July 31

Will E-Verify be Mandated by US Congressional Action?
Brian Fancher, April 10

Employers Should Review Form I-9 for Social Security Number Glitch
Brian Fancher, April 7

North Carolina: The E-Verify Times, They Are A-Changein'
Brian Fancher, March 31

USCIS Will Accept Only New Forms Starting Feb. 21, 2017
Brian Fancher, Feb 15

Increased Efficiency with Tracker's New App from PowWow Mobile
Brian Fancher, Jan 28

Beginning Today, Employers Must Now Use Form I-9 Dated 11/14/2016
Brian Fancher, Jan 22

Previous Editions of USCIS Forms Accepted Until Feb. 21, 2017
Brian Fancher, Dec 29

USCIS Releases NEW Form I-9
Brian Fancher, Nov 24

Significant Increases in I-9 Fines and Immigration-Related Penalties
Brian Fancher, July 20

DASHBOARD: FORM I-9 TASK DUE

- **Summary** is a visual overview of deadlines which require some action, including completions and reverifications.
- Three status colors:
 - **Red** is due today or overdue.
 - **Gray** is due within one week.
 - **Green** is an upcoming deadline more than one week away.



DASHBOARD: FORM I-9 TASK DUE

- **Each tab** can be clicked to list forms requiring action in the respective areas, along with due dates.

The dashboard features a green 'Create New I-9' button and a red compliance reminder box. The main section is titled 'Form I-9 Task Due' and contains a tabbed interface with 'Summary', 'Section 1', 'Section 2', 'E-Verify', 'Reverification', and 'Receipt Reverification'. The 'Summary' tab shows a progress bar for 'Section 1 Due' with a value of 94 out of 100. A red arrow points from the 'Section 1' tab to a detailed view of the tasks.

Create New I-9

! Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.

Form I-9 Task Due

Summary Section 1 Section 2 E-Verify Reverification Receipt Reverification

	Total
Section 1 Due	94 / 100

Form I-9 Task Due

Summary Section 1 Section 2 E-Verify Reverification Receipt Reverification

	Due Date	Employee Name	Start Date
✓	09/29/2017	ELSA, Princess A	9/30/2017

8 - 8 of 8 items

EDIT AN ELECTRONIC I-9

- On rare occasions, either you or the employee may need to edit the I-9 due to incorrect data having been entered previously, or the employee returns to enter their SSN.
- To edit a completed I-9, open the employee profile, and select the Form I-9.
- Click the **Review/Edit Selected I-9** button.
- The I-9 Summary page will open, and you can select tabs for each section to make edits.
- Any changes will require a new signature.

Form I-9 Record Summary

Review/Edit Selected I-9

Remote Test - Created 5/4/2017 12:20:36 PM Next Action: NONE

Created/On 5/3/2017 Start Date Entered 5/4/2017 Section 1 Completed 5/4/2017 Section 2 Completed 5/4/2017 NONE

EDIT AN ELECTRONIC I-9

- Changes to Section 1 must be made **only** by the employee. It is unlawful for anyone other than the employee (or their preparer/translator) to complete or change Section 1.
- Changes to Section 2 must be made by the I-9 manager or Designated Agent.
- After any changes, go to the **Summary** page and enter a note in the **Notes** box at the bottom of the page.

Audit Notes
View Existing Audit Notes

Audit Date	Audit Type	Audited By	Audit Batch	Action
No Audit Notes				

Create New Audit Note

Custom Audit Note ⓘ

Create Custom Audit Note

System Recommended Audit Note ⓘ

No Recommendations

Employment Information

Employer:	University of Illinois
Business Name:	University of Illinois (506 South Wright Street, Champaign, Illinois 61820)
I-9 Manager:	Janny Dye
Start Date:	5/5/2017
Termination Date:	

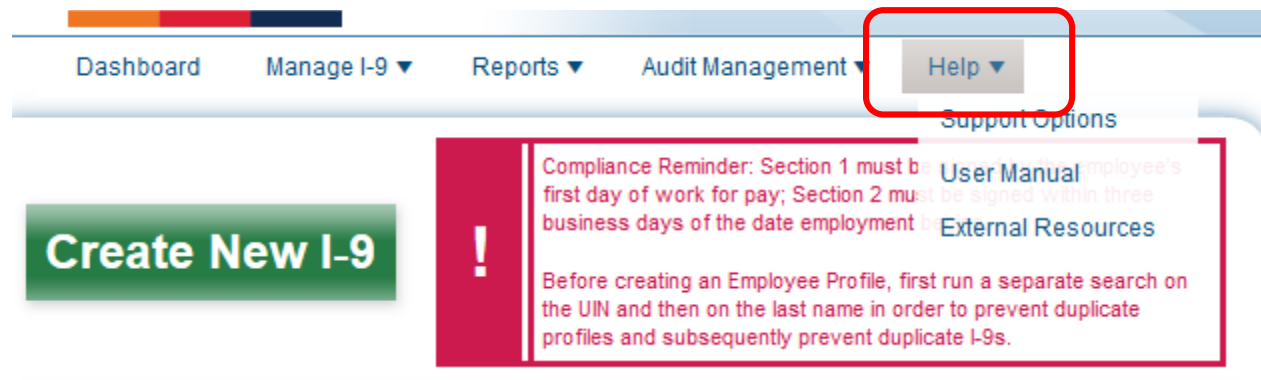
Audit History			
Section	Date	Audit History Event	Created By
2	5/4/2017 12:41:12 PM	Remote Employer Representative Signed Section 2	Ernesto Zepeda
1	5/4/2017 12:37:27 PM	Remote Hire Signed Section 1	Remote NA Test

Notes

Save

TRACKER AND I-9 HELP

- To view online help resources, hover over or click on **Help** in the navigation menu bar.
- Under the Help menu, you can find additional resources including the Tracker I-9 User Manual.



Tracker I-9 Examples

U.S. CITIZEN – SECTION 1

A Employee Name and Identification

First Name (Given Name):* Middle Initial:* Last Name (Family Name):* Other Last Names Used:*

U.S. Social Security Number:* Date of Birth:*

(###-##-####) (mm/dd/yyyy)

B Employee Address and Contact Information

Address (Street Number and Name):* Apt. Number:*

City or Town:* State:* Zip Code:*

Employee's Telephone Number:* Employee's Email Address:*

(###-###-####)

C Employee Employment Status

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

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

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (see instructions)

☐ 3. A lawful permanent resident

☐ 4. An alien authorized to work

Save/Validate

Social Security # is required for all employees due to E-Verify.

Enter physical address (cannot be a P.O. Box).

All fields must be filled or have "N/A."

Employee selects "A citizen of the United States."

Employee must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. Employee must complete the signature section to electronically sign Section 1.

U.S. CITIZEN – SECTION 2: PASSPORT PRESENTED

Issuing Authority defaults, and currently cannot be changed. I-9 Manager Unit enters Passport # and Expiration Date

Enter date employee began work for pay.

The screenshot displays two sections of the I-9 Manager application. Section A, titled 'Employment Verification Documents', includes a table for 'List A' with fields for Document, Issuing Authority, Document #, Expires, and Attachment. The 'Document' field is set to 'U.S. Passport', 'Issuing Authority' to 'U.S. Department of State', and 'Expires' to '07/04/2020'. A 'View/Upload File' button is next to the Attachment field. Below this is an 'Additional Information' section. Section B, titled 'Employment Information', includes fields for Employer, Worksite, Business Name, and Start Date. The 'Employer' is 'University of Illinois', 'Worksite' is 'C 2 FL - Business Administrati...', 'Business Name' is 'University of Illinois (809 S. Marshfield Avenue Chicago Illin', and 'Start Date' is '7/31/2017'. A 'Save/Validate' button is at the bottom right of Section B.

List A	
Document	U.S. Passport * ⓘ Reselect from list
Issuing Authority:	U.S. Department of State * ⓘ
Document #:	001234567 * ⓘ
Expires:	07/04/2020 * ⓘ
Attachment	View/Upload File

☐ Employee presented an acceptable receipt in lieu of an original document in List A ⓘ

Additional Information ⓘ

B Employment Information

Employer ⓘ University of Illinois

Worksite ⓘ C 2 FL - Business Administrati...

Business Name ⓘ University of Illinois (809 S. Marshfield Avenue Chicago Illin

Start Date: * 7/31/2017 ⓘ

☐ Employee hired for three days or less ⓘ

[Save/Validate](#)

If a passport is presented, a copy is required to be scanned and uploaded to comply with E-Verify rules.

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

I-9 Manager must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. I-9 Manager must complete the signature section to electronically sign Section 2.

U.S. CITIZEN – SECTION 2: DRIVERS LICENSE & SOCIAL SECURITY CARD PRESENTED

The issuing state must be selected. I-9 Manager enters Drivers License # and Expiration Date

Enter date employee began work for pay

A Employment Verification Documents* (The Employee Must Present One Document from List A OR one document from List B and List C).
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List B		List C	
Document Type:	Driver's License issued by state/territory	Document Type:	Social Security Account Number Card
Issuing Authority:	Illinois	Issuing Authority:	Social Security Administration
Document #:	E123456789	Document #:	123-44-5555
Expires:	07/04/2020	Expires:	
Attachment	View/Upload File	Attachment	View/Upload File
☐ Employee presented an acceptable receipt in lieu of an original document in List B		☐ Employee presented an acceptable receipt in lieu of an original document in List C	

B Employment Information

Employer	Worksite	Business Name
University of Illinois	C-2 FL - Business Administration	University of Illinois (600 S. Mathilde Avenue, Chicago, Ill)
Start Date:	☐ Employee hired for three days or less	
7/31/2017		

[Save/Validate](#)

Social Security Administration defaults but can be changed to reflect issuing authority on the card.

I-9 Manager enters SSN, which must match the SSN in Section 1.

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

I-9 Manager must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. I-9 Manager must complete the signature section to electronically sign Section 2.

PERMANENT RESIDENT – SECTION 1

Social Security # is required for all employees due to E-Verify.

Enter physical address (cannot be a P.O. Box).

Employee selects “A lawful permanent resident.”

The screenshot shows a three-part form titled 'PERMANENT RESIDENT – SECTION 1'. Section A, 'Employee Name and Identification', contains fields for First Name (Given Name), Middle Initial, Last Name (Family Name), Other Last Names Used, U.S. Social Security Number, and Date of Birth. Section B, 'Employee Address and Contact Information', contains fields for Address (Street Number and Name), Apt. Number, City or Town, State, Zip Code, Employee's Telephone Number, and Employee's Email Address. Section C, 'Employee Employment Status', includes a declaration statement, a list of three options (1. A citizen of the United States, 2. A noncitizen national of the United States, 3. A lawful permanent resident), and a field for Alien Registration Number/USCIS Number. A 'Save/Validate' button is located at the bottom right of Section C. Red arrows point from text boxes to the Social Security Number field, the Address field, the 'A lawful permanent resident' option, and the Alien Registration Number/USCIS Number field.

All fields must be filled or have “N/A.”

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 will automatically be prepended.

Employee must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. Employee must complete the signature section to electronically sign Section 1.

PERMANENT RESIDENT – SECTION 2: PERMANENT RESIDENT CARD PRESENTED

Issuing Authority defaults to USCIS; no change is needed.

I-9 Manager enters Document # (found on card starting with three letters other than USA followed by 10 numbers), and the Expiration Date

Enter date employee began work for pay.

A Employment Verification Documents* (The Employee Must Present One Document from List A OR one document from List B and List C).
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List A	
Document	Permanent Resident Card (Form I-5) <i>i</i> Reselect from list
Issuing Authority:	USCIS <i>i</i>
Document #:	SRC0000000001 <i>i</i>
Expires:	08/01/2018 <i>i</i>
Attachment	View/Upload File

☐ Employee presented an acceptable receipt in lieu of an original document in List A *i*

Additional Information *i*

B Employment Information

Employer <i>i</i>	Worksite <i>i</i>	Business Name <i>i</i>
University of Illinois	C 2 FL - Business Administrati...	University of Illinois (809 S. Marshfield Avenue Chicago Illin
Start Date:		
8/31/2017 <i>i</i>	☐ Employee hired for three days or less <i>i</i>	

[Save/Validate](#)

If a permanent resident card is presented, a copy is required to be scanned and uploaded to comply with E-Verify rules.

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

I-9 Manager must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. I-9 Manager must complete the signature section to electronically sign Section 2.

F-1 VISA HOLDER- SECTION 1

Social Security # is required for all employees due to E-Verify.

Employee selects "An alien authorized to work until."

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

Enter physical address (cannot be a P.O. Box).

The screenshot shows the 'Employee Name and Identification' (A), 'Employee Address and Contact Information' (B), and 'Employee Employment Status' (C) sections of the form. Red arrows point from explanatory text boxes to specific fields: from 'Social Security # is required...' to the 'U.S. Social Security Number' field; from 'Employee selects...' to the 'I am (check one of the following)' radio buttons, specifically '4. An alien authorized to work'; from 'Expiration date is the...' to the 'Date authorized to work until' field; from 'Enter physical address...' to the 'Address (Street Number and Name)' field; and from 'The Admission # is the...' to the 'Form I-94 Admission Number' field. A 'Save/Validate' button is visible in the bottom right of the form.

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

Employee must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. Employee must complete the signature section to electronically sign Section 1.

F-1 VISA HOLDER – SECTION 2: INTERNATIONAL PASSPORT AND I-94 PRESENTED

Passport: Country,
Passport #, and expiration
date

Select Form I-20 from the
Additional Documents
drop-down, select issuing
agency, enter document #,
expiration date.

Enter date employee
began work for pay.

The screenshot shows the 'Employment Verification Documents' form. Red boxes and arrows highlight the following fields:

- Document:** Foreign Passport with I-94 or I-94A
- Issuing Authority:** CHINA
- Passport Document #:** 123456789
- Expires:** 08/30/2018
- I-94 Issuing Authority:** USCIS
- I-94 Document #:** 06000000024
- I-94 Expires:** D/S
- Additional Documents:** F-1/M-1 Employee (Form I-20)
- I-20 Issuing Authority:** U.S. Immigration and Customs...
- I-20 Document #:** N000777777
- I-20 Expires:** 08/31/2018
- Attachment:** View/Upload File
- Save/Validate** button
- Employment Information:** Employer: University of Illinois, Worksite: C 2 FL - Business Administration, Start Date: 8/31/2017

I-94: Issuing agency,
Admission/Departure #
from the I-94; expiration
date will default with D/S.

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

I-9 Manager must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. I-9 Manager must complete the signature section to electronically sign Section 2.

J-1 VISA HOLDER- SECTION 1

Social Security # is required for all employees due to E-Verify.

Employee selects "An alien authorized to work until."

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

Enter physical address (cannot be a P.O. Box).

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

The screenshot shows the 'Employee Name and Identification' (A), 'Employee Address and Contact Information' (B), and 'Employee Employment Status' (C) sections of the form. Red arrows point from explanatory text boxes to specific fields: from the Social Security # box to the 'U.S. Social Security Number' field; from the address box to the 'Address (Street Number and Name)' field; from the employment status box to the 'An alien authorized to work until' radio button; from the expiration date box to the 'Date authorized to work until' field; and from the admission number box to the 'Form I-94 Admission Number' field. A 'Save/Validate' button is visible in the bottom right of the form.

Employee must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. Employee must complete the signature section to electronically sign Section 1.

J-1 VISA HOLDER – SECTION 2: INTERNATIONAL PASSPORT AND I-94 PRESENTED

Passport: Country,
Passport #, and expiration
date

Select Form I-20, select
issuing agency, enter
document #, expiration
date.

Enter date employee
began work for pay.

A Employment Verification Documents* (The Employee Must Present One Document from List A OR one document from List B and List C.)
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List A

Document	Foreign Passport with I-94 or I-94A	Reselect from list
Issuing Authority:	CHINA	
Passport Document #:	123456789	
Expires:	08/30/2018	
I-94 Issuing Authority:	USCIS	
I-94 Document #:	0600000024	
I-94 Expires:	DS	
Additional Documents:	J-1 Employee (DS-2019)	
DS-2019 Issuing Authority:	U.S. Department of State	
DS-2019 Document #:	N000888888	
DS-2019 Expires:	08/30/2018	

Attachment [View/Upload File](#)

☐ Employee presented an acceptable receipt in lieu of an original document in List A (i)

Additional Information (i) [Save/Validate](#)

B Employment Information

Employer (i)	Worksite (i)
University of Illinois	C 2 FL - Business Administration
Start Date:	University of Illinois (809 S. Marshfield Avenue Chicago Ill. 60607)
8/31/2017	

☐ Employee hired for three days or less (i)

I-94: Issuing agency,
Admission/Departure #
from the I-94, and
expiration date

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

I-9 Manager must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. I-9 Manager must complete the signature section to electronically sign Section 2.

H-1 VISA HOLDER- SECTION 1

Social Security # is required for all employees due to E-Verify.

Employee selects "An alien authorized to work until."

Note: The expiration date on the I-94 may include a **non-work-eligible** grace period, so actual work authorization date may differ.

Enter physical address (cannot be a P.O. Box).

The screenshot shows the 'Employee Name and Identification' (A), 'Employee Address and Contact Information' (B), and 'Employee Employment Status' (C) sections of the H-1 Visa Form. Red arrows point from explanatory text boxes to specific fields: from 'Social Security # is required...' to the 'U.S. Social Security Number' field; from 'Employee selects...' to the 'I am (check one of the following)' radio buttons, specifically 'An alien authorized to work until'; from 'Note: The expiration date...' to the 'Date authorized to work until' field; from 'Enter physical address...' to the 'Address (Street Number and Name)' field; and from 'The Admission # is the Admission or Departure # shown on the I-94' to the 'Form I-94 Admission Number' field. A 'Save/Validate' button is visible in the bottom right of the form.

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

Employee must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. Employee must complete the signature section to electronically sign Section 1.

H-1 VISA HOLDER – SECTION 2: INTERNATIONAL PASSPORT AND I-94 PRESENTED

Passport: Country,
Passport #, and expiration
date

A Employment Verification Documents* (The Employee Must Present One Document from List A OR one document from List B and List C.)
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

Document	Issuing Authority	Passport Document #	Expires	I-94 Issuing Authority	I-94 Document #	I-94 Expires	Additional Documents
Foreign Passport with I-94 or I-94A	CHBA	123456789	08/02/2018	USCIS	0600000024	Required	None

Attachment [View/Upload File](#)

☐ Employee presented an acceptable receipt in lieu of an original document in List A

Additional Information

B Employment Information

Employer	Worksite	Business Name	Start Date
University of Illinois	C 2 FL - Business Administration	University of Illinois (605 S. Mathews Avenue Chicago, IL)	8/31/2017

☐ Employee hired for three days or less

[Save/Validate](#)

I-94: Issuing agency,
Admission/Departure #
from the I-94, and
expiration date

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

Enter date employee
began work for pay.

I-9 Manager must click the Save/Validate button before they can electronically sign the form. A new electronic signature section will appear once all data is validated. I-9 Manager must complete the signature section to electronically sign Section 2.

Tracker I-9 Resources

RESOURCES: SYSTEM HR SERVICES WEBSITE

- <https://hr.uillinois.edu/policy/formi9>
 - Tracker I-9 training
 - Tracker I-9 job aids
 - U of I System Form I-9 Policy & Procedures
 - Links to other helpful I-9 resources

RESOURCES: USCIS M-274 HANDBOOK

- <https://www.uscis.gov/i-9-central/handbook-employers-m-274>
 - *The USCIS Handbook for Employers – Instructions for Completing Form I-9 (M-274)* is official guidance from USCIS for completing Form I-9.
 - The M-274 is well-written and can offer clarification for common questions.

CONTACT INFORMATION

- Contact your central HR or student employment office for any assistance:
<https://www.hr.uillinois.edu/contacts>
- Central HR and student employment offices can help with any questions you have related to Form I-9 or the Tracker I-9 system.

ACCESS TRACKER I-9 SYSTEM

- Access will be granted once:
 - You complete both required training courses, AND
 - Request for access is submitted by your Unit Security Contact person:
https://www.aitis.uillinois.edu/access/find_my_usc/
- Login to Tracker using U of I credentials:
 - <https://www.hr.uillinois.edu/policy/formi9>