Tracker I-9 Complete Overview

UCLA Implementation - April 2019
What is Tracker I-9 Complete?

- Web based I-9 Form
- Has majority of USCIS rules and compliance built in
- Offers dashboard view to assist users with compliance
- Required by UCOP for UCPath campuses
Why Use Tracker Complete

- Form I-9 Section 1 can be completed remotely by new hire after offer letter has been accepted
- Form has smart fields to ensure all necessary blanks are filled out
- Spring 2019 – DACSS integration
- Storage/Retention
- Compliance
- Required for UCPath campuses
Go Live Dates

• UCLA will transition to Tracker I-9 on April 1, 2019
• Last accepted paper I-9 Form will be for March 31, 2019 (Employer Certification Section signature date)
# Timeline for UCLA

<table>
<thead>
<tr>
<th>What</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Tracker</td>
<td>02/25</td>
</tr>
<tr>
<td>Required Training (Demo) of Tracker</td>
<td>03/04 – 03/19</td>
</tr>
<tr>
<td>Setup Users in Tracker Sandbox (CRU)</td>
<td>03/21</td>
</tr>
<tr>
<td>Users review training materials</td>
<td>03/04 – 03/31</td>
</tr>
<tr>
<td>Users play in Sandbox</td>
<td>03/21 – 03/31</td>
</tr>
<tr>
<td>Last date for paper I-9 Form (employer signature)</td>
<td>03/31</td>
</tr>
<tr>
<td><strong>Go live</strong></td>
<td><strong>04/01</strong></td>
</tr>
</tbody>
</table>
Getting Started

1. Define the I-9 Process for your Department
2. Define User Roles & Responsibilities
3. Tracker Training
4. Additional Information
Define I-9 Process for your Department

• How do you hire?
  • In person
  • Mass Hire
  • Out of State/Out of Los Angeles (using authorized representative /mobile form)

• Types of I-9’s does your department use?
  • No E-Verify
  • E-Verify

  E-Verify is an internet-based system that compares information from Form I-9 to government records to confirm that an employee is authorized to work in the U.S. At UCLA we E-Verify all Federal contracts which have an E-Verify clause

• Staffing?
  • Separate units for staff hires vs academic hires
  • Shared Service Center (e.g. HRPC-North)

• What types of I-9’s are used in your dept?
  • Standard hire process, is referred to as a “Remote I-9 Form”
  • Out-of-town/Out-of-State hire, is referred to as a “Mobile I-9 Form”
## 2. Define User Roles & Responsibilities

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities and Permission level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance User = I-9 Administrator</strong></td>
<td>Access to complete dashboard view, audit and manage I-9s, and access all reporting tools.</td>
</tr>
<tr>
<td><strong>Intermediate User = I-9 Manager</strong></td>
<td>Access to most dashboard view, manage I-9s, audit management, and all reporting tools.</td>
</tr>
<tr>
<td><strong>Basic User = I-9 Processor</strong></td>
<td>Dashboard view of when tasks are due. Initiate and update I-9s. Ability to only view audit notes, audit trail and I-9 record summary list.</td>
</tr>
</tbody>
</table>
Tracker Roles and Responsibility Matrix

- Lists the various access each user has in Tracker
- Departments should review the matrix to ensure that users are assigned the correct role
Suggestions for Roles Assignments

- **I-9 Processor** should be those who currently review documents and complete the paper I-9 Form
- **I-9 Manager** should be those who will oversee and can act as backup to I-9 Processor
- **I-9 Administrator** (limited users) should be those who have oversight and accountability for the organization

* Role can be assigned to those who are not CAO/CFO but have been designated to have oversight for the organization
## Tracker I-9 Roles Assignment Template

(*import template)

<table>
<thead>
<tr>
<th>User First Name</th>
<th>User Last Name</th>
<th>UCPATH Empl ID</th>
<th>UCLA UID</th>
<th>E-Mail Address</th>
<th>Work Phone No.</th>
<th>Username</th>
<th>I-9 Title</th>
<th>Tracker 1-9 Security Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Money</td>
<td>11114571</td>
<td>444444444</td>
<td><a href="mailto:grantmoney@phpmoney.uc.edu">grantmoney@phpmoney.uc.edu</a></td>
<td>310-794-8745</td>
<td>11114571</td>
<td>I-9 Administrator</td>
<td>Intermediate User Without E-Verify</td>
</tr>
</tbody>
</table>

**Security Roles:**
- Advance User without E-Verify
- Intermediate User without E-Verify
- Basic User without E-Verify

*Import template will be used in initial implementation. In April assignment to roles will be in DACSS by DSA.*
Role Assignment Post Go-Live

- For campus implementation, CRU team will upload users to Tracker I-9 system
- April 2019, DSA will assign Tracker user roles via DACSS
- CRU will continue to monitor assignment of I-9 Administrators
3. Requirements for Role Assignment

- Complete *I-9 Processing and Procedures* course
- Attend instructor-led I-9 Tracker System Training*
- Complete Tracker I-9 Online trainings
- Review Tracker I-9 manual and job aids

*Confirmed by CRU prior to granting access
Upcoming I-9 Processing and Procedures Classes

Wednesday, February 27th
Wednesday, March 6th
Friday, March 15th

Register for classes in UC Learning system (LMS)
Tracker Email Alerts

- Emails from Tracker will be sent from:
  employment.authorization@universityofcalifornia.edu
- I-9 Administrators
  - Will not receive notifications
  - They are required to check the Tracker dashboard on a regular basis
- I-9 Managers & I-9 Processors
  - Will receive all reminder notifications
Email Notification from Tracker to New Hire

- Email will come from employment.authorization@universityofcalifornia.edu
- Green highlight indicates custom fields
- Link to the new hire’s Tracker profile to fill out I-9
- Directions to present evidence of identity and U.S. employment authorization to employer
- List to “List of Acceptable Documents”

Also stated: “Your employer will contact you to arrange to review these documents so please come prepared”

Standard & Escalated Notifications go to:
- I-9 Managers
- I-9 Processors

Sent on:
- start date
- & daily at 8 AM

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Remote Access Form I-9 – Section 1 Only | Email Sample
Email 1, Notify Employee to Complete Section 1
From: employment.authorization@universityofcalifornia.edu
Subject: University of California | Instructions to Complete Your Form I-9
Dear [Employee Name],

Welcome to the University of California! We’re glad to have you join our community and be a part of this vibrant institution that contributes so much, every day, to people throughout California and around the world. As you begin your job, you’ll need to complete the usual paperwork, including the Form I-9, Employment Eligibility Verification form.

Federal regulations require that all employees (both citizens and non-citizens) complete Section 1 no later than their first day of work. Your first day of work is expected to be [Start Date].

Please review the Form I-9 instructions and complete Section 1 of the form using the following secure link:

[Secure Link]

IMPORTANT NOTE: You will not be able to return to this form after it has been electronically signed and submitted to your employer (i.e., The UC location you will be working in).

After completing Section 1 of the Form I-9
The next step is to present evidence of your identity and U.S. employment authorization. You can choose which documentation to present from the List of Acceptable Documents [available here]. Your employer will contact you to arrange to review these documents so please come prepared. Please note that all documentation must be unexpired and original.

Thank you, and we hope you enjoy working at UCI!

[University of California]

***DO NOT REPLY TO THIS EMAIL***
Reminder Section 2 Due - Email Alert

Standard & Escalated & Notifications go to:
• I-9 Managers
• I-9 Processors

Sent on:
• 3 days after start date
• daily at 8 AM

• If receipt is used, then reminder is sent 30, 15, and 3 days before 90 days have passed

From: employment.authorization@universityofcalifornia.edu
Sent: Wednesday, August 30, 2017 9:35 PM
To:
Subject: REMINDER: University of California New Hire | Form I-9 Section 2 is Due

This email is a notification that the employee listed below has completed Section 1 of their Form I-9.

Employee Name: Jennifer
Employee Expected Start Date: 8/22/2017
Employer: UCLA

The next step is to request work authorization documentation from the employee for you to complete and sign Section 2. Regulations require Section 2 of the Form I-9 be completed within three days of the date employment begins with few exceptions.
Please click on the following link to access the Form I-9 Record (requires secure logon) to complete Section 2: Click to Launch Tracker I-9

University of California
***DO NOT REPLY TO THIS EMAIL***
Section 3 Due (Reverification) Email Alert

Standard & Escalated Notifications go to:
• I-9 Managers
• I-9 Processors

Sent at 8AM:
• 90 days before expiration date
• 60 days before expiration date
• 30 days before expiration date
• 3 days before expiration date

From: employment.authorization@universityofcalifornia.edu
Sent: Wednesday, August 30, 2017 9:41 PM
To: Basic & Intermediate Users
Subject: Reminder: Form I-9 Section 3 Due (Reverification)

This is an automated notice that the Form I-9 for the employee listed below requires employment eligibility document reverification. Federal regulations require the employer to update the Form I-9 using Section 3 of the form, on or before the employee’s work authorization expiration date.

Employee Name: Josie Blue
Start Date: 10/31/2016
Work Authorization Expiration Date: 9/24/2017
Please click on the following link to access the Form I-9 Record (requires secure logon) to complete Section 3:
Click to Launch Tracker I-9

Thank you,
University of California
***DO NOT REPLY TO THIS EMAIL***
E-Verify for Tracker I-9

• Tracker system integrates with USCIS for E-Verify
• E-Verify process will move to Central Resource Unit (departments will no longer have access to generate E-Verify cases)
• Departments will be required to notify CRU of E-Verify hires/employees who transition to an E-Verify fund
4. Additional Information

- Tracker and UCPath has integration (inbound and outbound data)
- I-9 compliance will be monitored by UCPath, UCOP and UCLA CRU
Next Steps:

- Register for Tracker I-9 Demo Sessions
- Complete and submit Tracker I-9 Role Assignment Template to CRU (by March 15th)