



Tracker Electronic I-9

Tips for completing a Remote Hire (WebFax) I-9

Prepared by Cathy Menacher

University of Illinois at Urbana-Champaign

July 2011

Remote Hire Process (WebFax)

1. Click on the Create New Hire Login Option

The screenshot displays the Tracker software interface. The top left features the Tracker logo with the tagline 'Innovators in I-9 & Immigration Software'. The top right shows the University of Urbana-Champaign logo. A navigation bar includes 'Dashboard', 'Form I-9 Records', 'WebFax™ Inbox', 'E-Verify Cases', 'Reporting', 'News', and 'Re'. The main content area is divided into two columns. The left column, titled 'Manage Employees', contains five buttons: '>> Create New Form I-9', '>> Review I-9 Records', '>> Create New Hire Login' (circled in red), and '>> Run Reports'. The right column, titled 'Form I-9 Task Summary', displays several metrics: 'Enter Start Date in Section 2: 32', 'Form I-9 Section 1 Due: 20' with a bar chart showing 15 (red), 4 (yellow), and 1 (green); 'Form I-9 Section 2 Due: 29' with a bar chart showing 25 (red), 4 (yellow), and 0 (green); and 'E-Verify Due or Pending: 16' with a bar chart showing 16 (red), 0 (yellow), and 0 (green).

1.

Create Login

2. Select appropriate worksite
3. Click the radio button next to Single-Use New Hire Login Email
4. Enter last name, first name, Start Date and UIN
5. Check the Remote hire via Tracker WebFax box
6. Enter the new hire's email address
7. Click the Send New Hire Login Email button

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

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

2. Employer: University of Illinois

Worksite: U 1 LB - Medicine

I-9 Manager: Menacher, Catherine

New Hire Section 1 Login Page Options

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

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

Single-Use New Hire Login Email

4. Last Name: Vader

5. First Name: Darth

Middle Initial:

Start Date: 07/25/2011

Social Security #:

Employee ID:

6. Remote hire via Tracker WebFax™

Email Address: employee@gmail.com

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

Receive message that login will be sent; click OK when ready to create I-9 and send login

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

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

Employer: University of Illinois

Worksite: U 1 LB - Medicine

I-9 Manager: Menacher, Catherine

New Hire Section 1 Login Page Options

- Multi-Use New Hire Login Page
Allows multiple employees to complete Section 1.
- Single-Use New Hire Login Page
Sends a personalized welcome message to the new hire.

Single-Use New Hire Login Page

| | | |
|------------|-------------------|----------------|
| Last Name | First Name | Middle Initial |
| Vader | Darth | |
| Start Date | Social Security # | Employee ID |
| 07/25/2011 | | |

Remote hire via Tracker WebFax™

Email Address: employee@gmail.com

Send New Hire Login Email

*Expires 3 days after the Start Date

Windows Internet Explorer

A new Form I-9 will be created for this employee and an email message will be sent immediately to enable the new hire to complete and sign Section 1. Please review the Employer and Employee information and click OK to confirm.

OK Cancel

Confirmation that email was sent

New Hire Section 1 Login Page Options

- Multi-Use New Hire Login Page
Allows multiple employees to create a new Form I-9 and complete and sign Section 1 via a shareable link
- Single-Use New Hire Login Email
Sends a personalized welcome email to the employee with a secure link to complete and sign Section 1

Single-Use New Hire Login Email

Last Name

Vader

First Name

Darth

Middle Initial

Start Date

07/25/2011

Social Security #

Employee ID

Remote hire via Tracker WebFax™

Email Address

employee@gmail.com

Email Successfully Sent

Add Another New Hire

Unit to use WebFax Inbox to track status of I-9 Received prior to employee signing Section 1

Must wait until you receive an email that the I-9 has been completed, and/or the Approve Form I-9 button is activated

VADER, Darth [Attach](#) [Delete](#)

Next Action Needed: SIGN SECTION 1 Date: 7/25/2011

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



Not Done

I-9 Web Fax Confirmation

Tracker WebFax™ Confirmation

⚠ Alert: Remote hire has not completed the I-9 process. You will receive an email notification once the Tracker WebFax™ Form I-9 has been submitted from this individual. Reject the Form I-9 if the remote hire fails to complete the process.

[Approve Form I-9](#)

[Reject Form I-9](#)

Employee receives email

Dear Darth Vader:

Welcome to the University of Illinois. As a new employee, a federal Form I-9 is required to verify your eligibility to work in the United States. Department of Homeland Security regulations require that all employees (both citizens and non-citizens) complete Section 1 no later than your **first day** of work for pay. First day of work for pay is your first day in pay status. For example, if you have an academic appointment beginning August 16, then August 16 is your first day of work for pay.

You have two steps to complete the Form I-9. Please note that the second step requires that you bring your employment verification documents to a Designated Agent as noted below, preferably before but no later than your **third day** of work for pay.

Expected Start Date: 7/25/2011

STEP ONE: ONLINE - The Name and Identification, Employment Status, and Employment Verification Documents sections must be completed and electronically signed preferably BEFORE, but no later than ON, your FIRST day of work for pay. Please note that you do NOT use the File Attachment, you will not upload any copies of documents.

Access your Form I-9 online and complete the sections noted by visiting the following secure link using your Internet Explorer or Firefox web browser. Please enter your name as it appears on your Social Security Card, if applicable.

[Form I-9 for Darth Vader](#)

If this link is not active please copy the Web address below and paste it into your Web browser:

<https://uillinoisdev.trackeri9.com/I9/GotoPage.aspx?TabID=EMPLOYEELOGIN&I9Login=q6C9NnpFuJW6T90jqSkj65FP2aUt5rPGoclih%2butoaSB%2b2HnFDIcQ2vqUMdIgm%2f%2fmTUzIpmF8Yrws1o8zXxqlqSOx7HhKfswQTlqr5xeWG7wq%2f2CWziqzclBt0O0awN>

IMPORTANT NOTE: You will not be able to return to the I-9 after it has been electronically signed.

After completing and electronically signing Section 1 of the Form I-9, the next step is to print the **Form I-9** and **fax coversheet** from the electronic I-9 system, as well as the [Form I-9 Designated Agent Packet](#) found at <http://nessie.uihr.uillinois.edu/pdf/Policy/RemoteAgent.pdf>. You will then present these printed items, in addition to your original, unexpired documentation as evidence of your identity and U.S. employment authorization, to a designated agent for review. A designated agent is a personnel officer such as a Human Resources (HR) representative at your former employer or at a local college/university (preferred) or a notary, attorney, or accountant who is willing to complete the Form I-9 on behalf of the University of Illinois.

Link to
I-9

Designated
Packet Info

Employee receives email cont'd

For evidence of your identity and U.S. employment authorization, you will need to present either one document from List A, OR a combination of one document from List B and one document from List C. All documents must be original and unexpired. Only documents included in the "List of Acceptable Documents" are acceptable.

[Click here to view the List of Acceptable Documents](#)

https://uillinoisdev.trackeri9.com/I9/TrackerI9/PDF/ListOfAcceptableDocuments_EN.pdf

STEP TWO: IN PERSON - Preferably BEFORE your first day of work, but no later than ON your THIRD day of work for pay, you must present the printed items above and your original, unexpired documentation as evidence of your identity and U.S. employment authorization, to your designated agent for review and signature of the Form I-9. (If employment is for less than 3 days, this must be completed by no later than the close of business on your first day of work.) After the designated agent has reviewed and signed both the Form I-9 and Designated Agent Form, you must fax to the Tracker WebFax system (fax number will be printed on the fax coversheet) the following:

- Fax Coversheet
- Completed Form I-9
- Completed Designated Agent Form

NOTE: You will be responsible for paying all costs incurred for faxing and the designated agent's fee, if any, for services.

Sincerely,
University of Illinois

=====

Employee SSNs are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee's SSN without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. For a full description of the University of Illinois' Social Security number policy, please visit <http://www.ssn.uillinois.edu>.

DO NOT REPLY TO THIS EMAIL

If you are experiencing technical issues completing your electronic Form I-9, notify your unit representative or central HR office for assistance.

Fax
Instructions

Steps to be taken by employee

Access the I-9 online using the Form I-9 link provided in the email

Enter the information in Sections 1 & 2

Sign Section 1 electronically

Print the Form I-9 and Tracker fax coversheet from the electronic I-9 system

Print the Form I-9 Designated Agent Packet (using link in email)

Present printed I-9, original/unexpired documentation (used to complete Section 2) and the Designated Agent Packet to a designated agent for review and signing of Section 2 of the I-9 and completion of the Designated Agent packet.

Fax to the Tracker WebFax system (fax # on the Tracker WebFax coversheet) the:

- Fax Coversheet (must use the Tracker WebFax coversheet displaying the barcode)
- Completed Form I-9
- Completed Designated Agent Form

Start of I-9 by employee

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

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


Form I-9, Employment Eligibility Verification

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

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

Tracker I-9™ Remote Hire

Tracker I-9™ Remote Hire Instructions

1. Follow the steps below to complete and sign the Form I-9 electronically.
2. Please refer to the Help buttons  on the form or click the Read Form I-9 Instructions link at the top of this page for more information.
3. * Red asterisks denote a required field.

 [Form I-9 Instructions](#)  [Spanish Form I-9 Instructions](#)

Enter Employee Information and Verification

Name and Identification

| | | | | | |
|--------|------------------------------------|-----------------------------|------------------------------------|------------------------------|----------------------|
| Last * | <input type="text" value="Vader"/> | First * | <input type="text" value="Darth"/> | Middle | <input type="text"/> |
| Maiden | <input type="text"/> | Birth Date * | <input type="text"/> | SSN | <input type="text"/> |
| | | <small>(mm/dd/yyyy)</small> | | <small>(###-##-####)</small> | |

Employee enters information in Section 1

1. Verify name and make any corrections, enter Birth Date, Street, City, State, Zip Code
2. Select the appropriate Employment Status, enter additional information, if International

Enter Employee Information and Verification

Name and Identification

Last * First * Middle
Maiden Birth Date * SSN
(mm/dd/yyyy) (###-##-####)

1.

Address

Street * Apt.#
City * State * Zip Code *

Enter Information About Your U.S. Work Authorization

Employment Status *

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

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

2.

Employee starts Section 2

3. Click on Select Documents from List A, B, C link to access Lists of Acceptable Documents

Enter Information About Your Work Authorization Documents

Employment Verification Documents 

⚠ IMPORTANT: Your employer or its representative (e.g. notary) must examine these documents in person as required by law. If you are unable to present the documents you select, please contact your employer as soon as possible.

| List A | List B | List C |
|---|---|---|
| No Document Selected | No Document Selected | No Document Selected |
| Issuing Authority <input type="text"/> | Issuing Authority <input type="text"/> | Issuing Authority <input type="text"/> |
| Document # <input type="text"/> | Document # <input type="text"/> | Document # <input type="text"/> |
| Expires <input type="text"/> | Expires <input type="text"/> | Expires <input type="text"/> |

[Click to Select Documents from List A, B, C](#)

3.

Selecting Document Type

4. Employee selects appropriate document(s) from lists provided, click OK once document selected
5. Click Ok

Employment Verification Documents

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

COMPLETED: Click OK to continue and enter document details

| List A | List B | List C |
|---|--|---------------------------------------|
| Employment Authorization Document (I-766) | Driver's License or Non-driver's ID Card | Social Security Account Number Card |
| Foreign Passport with I-94 Must be unexpired. Must contain a Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the foreign national's nonimmigrant status, as long as the period of endorsement has not yet | U.S. Military card or draft record | DHS Employment Authorization Document |
| | Military dependent's ID card | Native American tribal document |
| | Canadian Driver's License | |
| | ID card issued by a government agency | |

4.

5.




OK

CANCEL

Employee enters document information in Section 2

6. Enter information required based on type of document(s) selected (Note: document(s) are selected from List A, no information can be entered in Lists B and C. If Lists B and C are selected, no information can be entered in List A)

6.

| List A | List B | List C |
|--|---|---|
| Foreign Passport with I-94 | None | None |
| Issuing Authority <input type="text" value="Turkey"/> | Issuing Authority <input type="text"/> | Issuing Authority <input type="text"/> |
| Document # <input type="text" value="V987654321"/> | Document # <input type="text"/> | Document # <input type="text"/> |
| Expires <input type="text" value="12/31/2014"/> | Expires <input type="text"/> | Expires <input type="text"/> |
| For I-94 Only | | |
| Document # <input type="text" value="12345678901"/> | | |
| Expires <input type="text" value="12/31/2012"/> | | |
| File Attachment  <input type="text"/> <input type="button" value="Browse..."/> | File Attachment  | File Attachment  |

Electronically signing Section 1 of the I-9

7. Employee will create/enter password and re-enter to confirm password
8. Read Attestation Statement, and click the 'I Agree' checkbox
9. Click the Sign Form I-9 electronically button

Create a Password and Sign Electronically

⚠ IMPORTANT: Review all the information entered in Steps 1, 2, and 3 and click the Sign Form I-9 Electronically button. If for any reason you are unable to complete this Form I-9, contact your hiring manager or HR representative.

Employee Signature

Print Employee Name

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

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

Password: 

Confirm:

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

I Agree

Sign Form I-9 Electronically

7.

8.

9.

Alert message prior to employee electronically signing I-9

10. Read Message from webpage; click ok when ready to submit form (cannot access Form I-9 after it is submitted)

10.

The screenshot shows a web browser window with a form titled "Create a Password and Sign Electronically". A modal dialog box titled "Message from webpage" is open, displaying an important message. The message text is: "IMPORTANT: You are signing Section 1 of the Form I-9. You must verify your submission before signing electronically. If there are any mistakes, click Cancel and make those corrections before continuing. Click OK only if you are ready to submit this form." The dialog has "OK" and "Cancel" buttons. Below the dialog, the form contains a yellow warning box with the text: "***IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM***". Below this, it says: "As part of your electronic signature, create a password of your choosing. You can enter any password that contains only letters and numbers and be between 5 and 25 characters." There are two password input fields labeled "Password:" and "Confirm:", both with masked characters. Below the fields is a statement: "I am aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this form." and a checked checkbox labeled "I Agree". At the bottom of the form is a button labeled "Sign Form I-9 Electronically".

Create a Password and Sign Electronically

Message from webpage

IMPORTANT: You are signing Section 1 of the Form I-9. You must verify your submission before signing electronically. If there are any mistakes, click Cancel and make those corrections before continuing. Click OK only if you are ready to submit this form.

OK Cancel

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

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

Password:

Confirm:

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

I Agree

Sign Form I-9 Electronically

Final instructions of next steps

11. Employee prints the Tracker WebFax Form I-9 and WebFax coversheet (cannot access again). Will need to fax the WebFax Coversheet, Form I-9 and Designated Agent form to Tracker (fax # on coversheet)

Tracker WebFax™

Tracker WebFax™ Instructions

1. Print Tracker WebFax™ Form I-9
2. Take your I-9 and Section 2 documents to your employer or its representative (e.g. notary) for review/signature.
3. Fax the Tracker WebFax™ Form I-9 and coversheet to the Tracker WebFax™ system (fax number is on the coversheet).

I have read and understand Tracker WebFax™ instructions

[Print Tracker WebFax Form I-9](#)

11.

WebFax Coversheet – must be printed and used to fax I-9 and Designated Agent form to Tracker to complete I-9 process



Tracker WebFax™



To: Tracker WebFax™ (secure electronic fax)

Fax: 415-840-0363

Date: 7/19/2011

Re: Completed Form I-9 Ready for Processing

From:

Fax:

Phone:

Comments:

Pages: 2

Process Form I-9

Tracker Barcode ID:

Having Trouble? Contact your hiring manager or human resources contact if you are not able to complete, sign, or fax your Form I-9 within 3 business days of your start date.

For support call: 888-888-8888

Ref# 461114-200000001-100000768-263

Electronically Completed I-9 by employee to be printed and taken to Designated Agent for review and signing of Section 2

| | | | | |
|---|-------------------|---|---|--------|
| Department of Homeland Security U.S. Citizenship and Immigration Services | | OMB No. 1615-0047; Expires 09/31/12 Form I-9, Employment Eligibility Verification | | |
| Read instructions carefully before completing this form. The instructions must be available during completion of this form. | | | | |
| ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. | | | | |
| Section 1. Employee Information and Verification <i>(To be completed and signed by employee at the time employment begins.)</i> | | | | |
| Print Name: Last Jordan | First Michael | Middle Initial | Suffix Name | |
| Address (Street Name and Number) 1 Main St. | | Apt. # | Date of Birth (month/day/year) 2/17/1963 | |
| City Anywhere | State Illinois | Zip Code 12345 | Social Security # | |
| 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): <input checked="" type="checkbox"/> A citizen of the United States <input type="checkbox"/> A non-citizen national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) _____ <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____ | | |
| Employer's Signature (Accepted Electronically) | | Date (month/day/year) 7/19/2011 | | |
| Preparer and/or Translator Certification <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</i> | | | | |
| Preparer's/Translator's Signature | | Print Name | | |
| Address (Street Name and Number, City, State, Zip Code) | | Date (month/day/year) | | |
| Section 2. Employer Review and Verification <i>(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)</i> | | | | |
| List A | OR | List B | AND | List C |
| Document title: U.S. Passport or U.S. Passport Card | | | | |
| Issuing authority: US Department of State | | | | |
| Document #: 123456789 | | | | |
| Expiration Date (if any): 12/31/2012 | | | | |
| Document #: | | | | |
| Expiration Date (if any): | | | | |
| CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 7/25/2011 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.) | | | | |
| Signature of Employer or Authorized Representative | | Print Name | Title | |
| Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) University of Illinois 807 South Wright Street, Champaign, Illinois 61820 | | | Date (month/day/year) | |
| Section 3. Updating and Reverification <i>(To be completed and signed by employer.)</i> | | | | |
| A. New Name (if applicable) | | B. Date of Birth (month/day/year) (if applicable) | | |
| C. If employer's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization. | | | | |
| Document Title | Document # | Expiration Date (if any) | | |
| I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) he or she examined appear to be genuine and to relate to the individual. | | | | |
| Signature of Employer or Authorized Representative | | | Date (month/day/year) | |

Designated Agent Form

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

FORM I-9 DESIGNATED AGENT FORM
Return by Tracker WebFax

Employee's Last Name Vader First Name Darth M.I. _____

To the Designated Agent: Review and complete *Form I-9* by no later than the employee's second day of work. If the employee is to be employed for less than 3 days, then complete by the end of the first day of work. Please follow the steps below. Use our *Form I-9 Checklist* and the *Form I-9 Lists of Acceptable Documents* to ensure proper completion.

- Using our electronic I-9 system, the employee will have already completed Section 1 of the Form I-9, as well as the details of their work authorization document(s) in Section 2. Please note that the employee's signature in Section 1 will state "(Accepted Electronically)".
- The employee must present to you his or her original, unexpired identification documents (see *Lists of Acceptable Documents*). The employee can present either:
 - Any one document from List A (NOTE: In some instances, two documents may be required to fulfill this requirement, i.e. foreign passport and I-94; refer to the USCIS I-9 Handbook M-274 for guidance) **OR**
 - Two documents – one from List B (identity) **and** one from List C (eligibility).

****Important: view only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes or photocopies of documents and laminated social security cards are unacceptable.****
- Compare the information entered in **Section 2 - Employer Review and Verification** to the information on the documents. If the information is accurate, proceed to step 4; if not, please ask the employee to contact his/her hiring unit for further instructions.
 - Complete the Form I-9 **Certification** section as follows (Notaries – please **do not** affix notary seal on the I-9):
 - Sign the Authorized Representative section and Date – enter the date you reviewed the employee's documents.
 - Print your Name and Title.
- Complete your information at the bottom of this form.
- Return the following to the employee: (Employee will return I-9, this form, and Coversheet via Tracker Web Fax)
 - Completed Form I-9
 - The employee's original Section 2 document(s)
 - This completed Form I-9 Designated Agent Form (p. 2 of this packet)

FOR COMPLETION BY THE DESIGNATED AGENT

Designated Agent Name: Luke Skywalker Title: HR Specialist
Business Address: Universal Studios 12 Station City, State, Zip Code: Los Angeles, CA 55
Designated Agent Phone #: (555) 555-5555 Email: skywalker@universal.com

To the Board of Trustees of the University of Illinois:

I understand and will comply with I-9 requirements as an agent of the University of Illinois.

Signature: Luke Skywalker Date: 7/15/11

The purpose for requesting information on this form is to verify the individual's eligibility for employment in the United States. The information contained on this form is proprietary to the University of Illinois and shall not be used for any purpose other than the intended purpose. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Citizenship and Immigration Services or Department of Labor Officers.

Unit I-9 Manager still receives incomplete notice after employee has completed the I-9, but prior to faxing documents

The screenshot displays the Tracker WebFax interface for the University of Illinois. The header includes the Tracker logo (Innovators in I-9 & Immigration Software), the University of Illinois name, and the locations: URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD. The user is identified as Catherine Menacrier. The navigation menu contains: Dashboard, Form I-9 Records, WebFax™ Inbox, E-Verify Cases, Reporting, News, Resources, and Help. The date is July 15, 2011.

A search bar is present with a magnifying glass icon, a text input field, a dropdown menu set to 'Name', and a 'Find' button.

The main content area shows a record for **VADER, Darth** with links for [Attach](#) and [Delete](#). Below the name, it states: **Next Action Needed: SIGN SECTION 2** Date: 7/28/2011. There is a [✓ Audit I-9](#) link, and other status information: Last Audit: None, Terminated: None, and a [Set](#) link. An **E-Verify** button is shown with the status **Not Done**.

A section titled **I-9 Web Fax Confirmation** contains a **Tracker WebFax™ Confirmation** header. Below it is a yellow alert box with a warning icon: **Alert:** Remote hire has not completed the I-9 process. You will receive an email notification once the Tracker WebFax™ Form I-9 has been submitted from this individual. Reject the Form I-9 if the remote hire fails to complete the process.

At the bottom of the confirmation section are two buttons: **Approve Form I-9** and [Reject Form I-9](#).

After employee has faxed the required documents


Unit I-9 Manager receives email indicating the I-9 has been received in Tracker.

Access the I-9 by clicking on the I-9 link in the email or click on the WebFax Inbox tab in Tracker.


Unit searches for I-9 using search capability instead of WebFax Inbox

Notice the I-9 appears to be incomplete, or Section 1 and Section 2 documents may show as complete. Please **DO NOT** take any action for Section 2 at this stage. Click on the Confirm Web Fax link at top of screen for status.

Search | _____ by | Name | _____

VADER, Darth [Attach](#) [Delete](#)  **Not Done**

Next Action Needed: SIGN SECTION 2 Date: 7/28/2011
[Audit I-9](#) Last Audit: None Terminated: None [Set](#)
Complete Tracker WebFax™ Confirmation - [Confirm Web Fax](#)

Section 1. Employee Information and Verification 

Name And Identification [Edit Section 1](#)


| | | | | | |
|--------|-------|------------|----------|--------|--|
| Last | Vader | First | Darth | Middle | |
| Maiden | | Birth Date | 8/4/1975 | SSN | |



Address


| | | | |
|--------|------------|-------|----------|
| Street | 1 Main St, | Apt.# | |
| City | Anywhere | State | Illinois |
| | | Zip | 12345 |

Employment Status

Employee Is: An alien authorized to work until 12/31/2012 Admission #: 12345678901
Last Reverified: Never
Last Updated: 7/15/2011

 [Section 1 Signed on: 7/15/2011](#)

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

Section 2. Employer Review and Verification 

Inter

Steps to be taken by Unit I-9 Manager

Click on the WebFax Inbox to track the progress of the I-9; DO NOT use the Search function

Tracker
Innovates in I-9 & Immigration Software

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Catherine

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

Manage Employees

- >> Create New Form I-9
- >> Review I-9 Records
- >> Create New Hire Login
- >> Run Reports

Form I-9 Task Summary

Enter Start Date in Section 2: [32](#)

Form I-9 Section 1 Due: [21](#)

| | | |
|----|---|---|
| 15 | 4 | 2 |
|----|---|---|

Form I-9 Section 2 Due: [29](#)

| | | |
|----|---|---|
| 25 | 4 | 0 |
|----|---|---|

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

| Due Date | Employee Name | Start Date |
|-----------|----------------------------------|------------|
| 5/23/2011 | PEREZ, Victor | 5/23/2011 |
| 5/31/2011 | SUPERMAN, Lois L | 5/31/2011 |
| 5/31/2011 | SMITH, Joe | 5/31/2011 |
| 5/31/2011 | HARRISON, Bella | 5/31/2011 |

Accessing the I-9 for tracking

Click on the Select link next to the name of the employee you wish to view

Start Date: NA Yes No Date Range

Section 1: NA Yes No Date Range I-9 Manager

Section 2: NA Yes No Date Range

| I-9 | Last Name, First Name | Date Created | Date Received | Start Date | Next Action | Due Date |
|------------------------|-----------------------|--------------|---------------|------------|----------------|------------|
| Select | BEAR, Yogi B | 06/09/2011 | 06/09/2011 | 06/09/2011 | SIGN SECTION 2 | 06/14/2011 |
| Select | FAX, Email | 07/14/2011 | - | 07/18/2011 | SIGN SECTION 1 | 07/18/2011 |
| Select | FLINSTONE, Fred H | 06/27/2011 | - | 06/27/2011 | SIGN SECTION 2 | 06/30/2011 |
| Select | FLINTSTONETWO, Fred F | 06/27/2011 | 06/27/2011 | 06/27/2011 | SIGN SECTION 2 | 06/30/2011 |
| Select | HARRISON, Bella | 05/18/2011 | - | 05/25/2011 | SIGN SECTION 2 | 05/27/2011 |
| Select | HARRISON, George | 05/25/2011 | - | 06/01/2011 | SIGN SECTION 2 | 06/03/2011 |
| Select | HARRISON, Iris | 06/21/2011 | - | 07/01/2011 | SIGN SECTION 2 | 07/06/2011 |
| Select | HARRISON, John | 06/22/2011 | - | 07/01/2011 | SIGN SECTION 2 | 07/06/2011 |
| Select | HARRISON, John | 07/12/2011 | 07/13/2011 | 07/15/2011 | SIGN SECTION 2 | 07/20/2011 |
| Select | HARRISON, Sue | 07/15/2011 | - | 07/15/2011 | SIGN SECTION 2 | 07/20/2011 |
| Select | KERBER, Test D | 07/12/2011 | - | 07/15/2011 | SIGN SECTION 1 | 07/15/2011 |
| Select | NEWTON JOHN, Olivia | 06/02/2011 | - | 06/16/2011 | SIGN SECTION 2 | 06/21/2011 |
| Select | RAMANI, Sandra | 06/27/2011 | - | 06/27/2011 | SIGN SECTION 1 | 06/27/2011 |
| Select | SEINFELD, Jerry M | 06/15/2011 | - | 06/15/2011 | SIGN SECTION 2 | 06/20/2011 |
| Select | VADER, Darth | 07/15/2011 | - | 07/25/2011 | SIGN SECTION 1 | 07/25/2011 |
| Select | WEBFAX, Email | 07/14/2011 | - | 07/18/2011 | SIGN SECTION 1 | 07/18/2011 |
| Select | WEBFAX2, Test | 07/14/2011 | - | 07/18/2011 | SIGN SECTION 2 | 07/21/2011 |

Unit I-9 manager will see "I-9 Received" message after employee has faxed documents to Tracker

VADER, Darth [I-9 Attachment](#) [Delete](#)
Next Action Needed: SIGN SECTION 2 Date: 7/28/2011
[✓ Audit I-9](#) Last Audit: None Terminated: None [Set](#)



I-9 Web Fax Confirmation

Tracker WebFax™ Confirmation

✓ **I-9 Received:** This I-9 has been received via Tracker WebFax™. Please review and accept or reject the form.

Section 1: Employee Information and Verification

Name and Identification ⓘ

| | | | | |
|--------|-------|------------|----------|--------|
| Last | Vader | First | Darth | Middle |
| Maiden | | Birth Date | 8/4/1975 | SSN |

Address

| | | | | | |
|--------|------------|-------|----------|----------|-------|
| Street | 1 Main St, | Apt.# | | | |
| City | Anywhere | State | Illinois | Zip Code | 12345 |

Employment Status

1. Review information entered by employee in Section 1

VADER, Darth  [I-9 Attachment](#) [New](#) [Delete](#)  **Not Done**

Next Action Needed: REVERIFY EMPLOYEE Date: 12/31/2012

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

Section 1. Employee Information and Verification

Name And Identification

[Edit Section 1](#)

| | | | | |
|--------|-------|------------|----------|--------|
| Last | Vader | First | Darth | Middle |
| Maiden | | Birth Date | 8/4/1975 | SSN |

Address

| | | | | | |
|--------|------------|-------|----------|-----|-------|
| Street | 1 Main St, | Apt.# | | | |
| City | Anywhere | State | Illinois | Zip | 12345 |

Employment Status


Employee Is:


An alien authorized to work until 12/31/2012

Admission #: 12345678901

Last Reverified: Never

Last Updated: 7/15/2011

 [Section 1 Signed on: 7/15/2011](#)

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

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

1.

2. Review information entered by the employee in Section 2

Section 2. Employer Review and Verification

Employment Verification Documents

| List A | List B | List C |
|-----------------------------------|--------|--------|
| Foreign Passport with I-94 | None | None |
| Issuing Authority <u>Turkey</u> | _____ | _____ |
| Document # <u>V987654321</u> | _____ | _____ |
| Expiration Date <u>12/31/2014</u> | _____ | _____ |
| Document # <u>12345678901</u> | | |
| Expiration Date <u>12/31/2012</u> | | |

Employer **University of Illinois**
Worksite **807 South Wright Street, Champaign, Illinois 61820**
I-9 Manager **Menacher, Catherine**

E-Verify Options

E-Verify OFF

Employee began employment on (Start Date): **7/25/2011**


Approve Form I-9

[Reject Form I-9](#)

2.

To View the Remote I-9

3. Click on the I-9 Attachment link. View the I-9 for correctness, and signature and date in Section 2 as well as the Designated Agent Form.

3. **VADER, Darth** [I-9 Attachment](#) [Delete](#)  **Not Done**

Next Action Needed: SIGN SECTION 2 Date: 7/28/2011
 Audit I-9 Last Audit: None Terminated: None [Set](#)

I-9 Web Fax Confirmation

Tracker WebFax™ Confirmation

✓ I-9 Received: This I-9 has been received via Tracker WebFax™. Please review and accept or reject the form.

Section 1: Employee Information and Verification

Name and Identification ⓘ

| | | | | |
|--------|-------|------------|----------|--------|
| Last | Vader | First | Darth | Middle |
| Maiden | | Birth Date | 8/4/1975 | SSN |

Address

| | | | | | |
|--------|------------|-------|----------|----------|-------|
| Street | 1 Main St, | Apt.# | | | |
| City | Anywhere | State | Illinois | Zip Code | 12345 |

Tracker Coversheet Received

To: Tracker WebFax™ (secure electronic fax)

Fax: 415-840-0363

Date: 7/15/2011

Re: Completed Form I-9 Ready for Processing

From:

Fax:

Phone:

Comments:

Pages:

2

Process Form I-9

Tracker Barcode ID:



Section 1 of I-9 Received in Tracker

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

Form I-9, Employment Eligibility Verification

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

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

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

| | | | |
|---|-------------------|-------------------|---|
| Print Name: Last Vader | First Darth | Middle Initial | Maiden Name |
| Address <i>(Street Name and Number)</i> 1 Main St, | | Apt. # | Date of Birth <i>(month/day/year)</i> 8/4/1975 |
| City Anywhere | State Illinois | Zip Code 12345 | Social Security # |

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

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

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #)

An alien authorized to work (Alien # or Admission #) 12345678901
until (expiration date, if applicable - month/day/year) 12/31/2012

Employee's Signature
(Accepted Electronically)

Date *(month/day/year)* 7/15/2011

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

| | | |
|--|------------|------------------------------|
| Preparer's/Translator's Signature | Print Name | |
| Address <i>(Street Name and Number, City, State, Zip Code)</i> | | Date <i>(month/day/year)</i> |

Section 2 of I-9 Received in Tracker

Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

| List A | OR | List B | AND | List C |
|---|----|--------|-----|--------|
| Document title: <u>Foreign Passport with I-94</u> | | | | |
| Issuing authority: <u>Turkey</u> | | | | |
| Document #: <u>V987654321</u> | | | | |
| Expiration Date (if any): <u>12/31/2014</u> | | | | |
| Document #: <u>12345678901</u> | | | | |
| Expiration Date (if any): <u>12/31/2012</u> | | | | |

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 7/25/2011 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

| | | |
|---|-------------------------------------|---|
| Signature of Employer or Authorized Representative <u>Luke Skywalker</u> | Print Name <u>Luke Skywalker</u> | Title <u>HR Specialist</u> |
| Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>University of Illinois 807 South Wright Street, Champaign, Illinois 61820</u> | | Date (month/day/year) <u>7/15/11</u> |

Section 3. Updating and Reverification (To be completed and signed by employer.)

| | | |
|--|--|---------------------------------|
| A. New Name (if applicable) | B. Date of Rehire (month/day/year) (if applicable) | |
| C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization. | | |
| Document Title: _____ | Document #: _____ | Expiration Date (if any): _____ |

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

| | |
|--|-----------------------|
| Signature of Employer or Authorized Representative | Date (month/day/year) |
|--|-----------------------|

Designated Agent Form

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

FORM I-9 DESIGNATED AGENT FORM
Return by Tracker WebFax

Employee's Last Name Vader First Name Darth M.I. _____

To the Designated Agent: Review and complete *Form I-9* by no later than the employee's second day of work. If the employee is to be employed for less than 3 days, then complete by the end of the first day of work. Please follow the steps below. Use our *Form I-9 Checklist* and the *Form I-9 Lists of Acceptable Documents* to ensure proper completion.

- Using our electronic I-9 system, the employee will have already completed Section 1 of the Form I-9, as well as the details of their work authorization document(s) in Section 2. Please note that the employee's signature in Section 1 will state "(Accepted Electronically)".
- The employee must present to you his or her original, unexpired identification documents (see *Lists of Acceptable Documents*). The employee can present either:
 - Any one document from List A (NOTE: In some instances, two documents may be required to fulfill this requirement, i.e. foreign passport and I-94; refer to the USCIS I-9 Handbook M-274 for guidance) **OR**
 - Two documents – one from List B (identity) **and** one from List C (eligibility).

****Important: view only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes or photocopies of documents and laminated social security cards are unacceptable.****
- Compare the information entered in **Section 2 - Employer Review and Verification** to the information on the documents. If the information is accurate, proceed to step 4; if not, please ask the employee to contact his/her hiring unit for further instructions.
 - Complete the Form I-9 **Certification** section as follows (Notaries – please **do not** affix notary seal on the I-9):
 - Sign the Authorized Representative section and Date – enter the date you reviewed the employee's documents.
 - Print your Name and Title.
- Complete your information at the bottom of this form.
- Return the following to the employee: (Employee will return I-9, this form, and Coversheet via Tracker Web Fax)
 - Completed Form I-9
 - The employee's original Section 2 document(s)
 - This completed Form I-9 Designated Agent Form (p. 2 of this packet)

FOR COMPLETION BY THE DESIGNATED AGENT

Designated Agent Name: Luke Skywalker Title: HR Specialist
Business Address: Universal Studios 72 Station City, State, Zip Code: Los Angeles, CA 55
Designated Agent Phone #: (555) 555-5555 Email: skywalker@universal.com

To the Board of Trustees of the University of Illinois:

I understand and will comply with I-9 requirements as an agent of the University of Illinois.

Signature: Luke Skywalker Date: 7/15/11

The purpose for requesting information on this form is to verify the individual's eligibility for employment in the United States. The information contained on this form is proprietary to the University of Illinois and shall not be used for any purpose other than the intended purpose. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Citizenship and Immigration Services or Department of Labor Officers.

Information has been reviewed and is ok

4. Click the **Approve Form I-9** button if information is correct; click the **'Reject Form I-9'** link if the information is incorrect and either delete the I-9 or **'Restart WebFax Process'**, which will allow you to resend the Remote Hire WebFax initial email so the employee can begin a new I-9.

| List A | List B | List C |
|-----------------------------------|--------|--------|
| Foreign Passport with I-94 | None | None |
| Issuing Authority <u>Turkey</u> | | |
| Document # <u>V987654321</u> | | |
| Expiration Date <u>12/31/2014</u> | | |
| Document # <u>12345678901</u> | | |
| Expiration Date <u>12/31/2012</u> | | |

Employer **University of Illinois**
Worksite **807 South Wright Street, Champaign, Illinois 61820**
I-9 Manager **Menacher, Catherine**

E-Verify Options

E-Verify OFF

Employee began employment on (Start Date): **7/25/2011**

4.

Approve Form I-9

[Reject Form I-9](#)

If approved, Unit I-9 Manager enters information from remote I-9

5. Enter name of the Designated Agent in the Signature of Employer/Authorized Representative
6. Enter the Designated Agent's title
7. Enter the date the Designated Agent signed the I-9
8. Save

Tracker WebFax™ Confirmation

✔ **I-9 Received:** This I-9 has been received via Tracker WebFax™. Please review and accept or reject the form.

Accept Form I-9

View the Form I-9 received via WebFax™ and enter the section 2 Employment Verification

[View Form I-9](#)

Signature of Employer or Authorized Representative (Print Name)

Luke Skywalker

Title

HR Specialist

Date (month/day/year)

7/15/2011

Save

[Cancel](#)

WebFax Remote I-9 Complete

Vader, Darth


 [I-9 Attachment](#) [New](#) [Delete](#)



Not Done

 I-9 Complete

Next Action Needed: NONE

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

| | | | | | |
|--------|-------|------------|----------|--------|--|
| Last | Vader | First | Darth | Middle | |
| Maiden | | Birth Date | 8/4/1975 | SSN | |


Address


| | | | | | |
|--------|------------|-------|----------|-----|-------|
| Street | 1 Main St, | Apt.# | | | |
| City | Anywhere | State | Illinois | Zip | 12345 |

Employment Status

Employee Is:
An alien authorized to work until 12/31/2012 Admission #: 12345678901
Last Reverified: Never

Last Updated: 7/15/2011

 [Section 1 Signed on: 7/15/2011](#)

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

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

Section 2. Employer Review and Verification

Edit Section 2