The Rollout of a New Electronic Tracker I-9 for New Hires and Re-Hires

**WHEN**
MARCH 1ST, 2020.

**WHAT**
- Starting March 1st, 2020, the Academic Resource Center will use a new electronic tool, called Tracker I-9, to collect Form I-9 for all new hires and rehires.
- The Form I-9 is a federal document used to verify the employment authorization of an individual hired in the United States.
- The tool will also be used to modify and e-verify existing employees, as needed.
- The system supports electronic storage and signatures.
- Other features include employment eligibility reverification, internal auditing, and multiple reporting options.
- This tool is currently used by Health Human Resources and some units on campus. Feedback from new hires has been generally positive as an easy-to-use system.

**WHY**
- UCOP now requires that all Form I-9s be entered into Tracker I-9, which will sync with UCPath at go-live.
- The UCPath system is designed to integrate with Tracker I-9 application ensuring accuracy, consistency, and centralized control.
- This will not replace the requirement for an in person onboarding on or before the employee’s hire date.

**WHO**
All new hires and rehires who receive pay from the University as well as non-salaried employees who are traditionally housed in the payroll system.