



TIP SHEET

All new employees are required to complete an I-9 form and must be E-Verified. This will require the creation of a Tracker Profile as well as a record in the PHR system.

1. Create the Tracker Profile ID

The mandatory components of the Tracker Profile include:

- First name
- Last Name
- Worksite (Primary Unit)



Profile

Employee Profile

Employee Information

First Name* Telka Middle Name Optional Last Name* Robinson Other Names Used (if any) Optional

Social Security Number XXX-XX-XXXX Employee ID Optional Employee Email Address* Optional Date of Birth Optional

Employer* University of Maryland, College... Worksite* VPAF-University Human Resou... I-9 Manager Telka Robinson

Notes

Save/Create I-9 Save Cancel

Required Fields

*The Tracker Profile must be completed prior to creating the employee's appointment. I9 Creators can also fill out the I9 form while in the system.

2. Locate the Profile ID

I9 Creators will be required to record the I9 Profile ID of each new employee in the PHR system.

* The number is currently 7 digits long but will

continue to grow as more profiles are entered*

https://integrationdev.i9complete.com/form-i9/secti.../6639

U of M MARYLAND

Dashboard Manage I-9 Manage E-Verify

Starting June 28, 2015 any new hires that start on that 9 and E-Verify completed.

Compliance Reminder: Section 1 must be signed by the must be signed within three business days of the date

I9 Profile ID

Employee Profile Form I-9

Employee Name: Telka Robinson

I-9 Create Date:

Worksite: VPAF-University Human Resources

I-9 ID:



I-9 Profile ID

3. Enter the Profile ID

I9 Creators will need to enter the Profile ID and click on the "Get I-9 Info" button to confirm.

Payroll - Human Resources

I-9 Information

USM Institution: College Park U ID: 115167544 NAME: Julie Hurlock

An employee profile and electronic I-9 form (if appropriate) must be created in the in campus I-9 system. Once created, the I-9 profile ID can be found in the I-9 system URL bar. ALL completed I-9 within 3 days of their actual 1st day of employment. Employees should NOT have a new I-9 created if changing campus units.

*I9 Profile ID:

I9 Form ID: Clear

Get I-9 Info

I-9 Profile ID

Tracker System Link

Go to Tracker System

NEW SCREEN
PHR I-9 Information Screen



Resources

**If Tracker profile has not been created, click on Tracker System link to create a new profile.*

Should you have any additional questions, please feel free to contact Stephen Toyer at 301.405.5683.