Rehire Checklist

Introduction

All new hires and rehires will complete a new Form I-9 in the Tracker I-9 Complete system.

I-9 Creator

- ☐ Click the green "Create New I-9" button on the Tracker I-9 Complete dashboard.
- ☐ Click the blue "Create New I-9 for Active or Inactive Employee"
- ☐ A search box will open up.
- ☐ Search by the employee's first and last name.
- ☐ When the search results come up, click on the employee's name that needs to complete a new I-9 form and select "View Selected Profile". The Employee Profile will open.
- ☐ The previous I-9 record should contain a green "Purge" button in the Employee Profile. Click the "Review/Edit Selected I-9" button to view the Summary tab in the "Form I-9" section if the I-9 is not in "Purge" status. Enter the Termination date from the previous appointment in the "Employment Status" box. If the Summary tab does not have a termination date listed, you will not be able to create a new I-9. Only one I-9 can be active at a time.
- ☐ Click on "Create New I-9" if the employee is with you at the time you enter their new I-9. If they are not on campus you can choose "Create Remote Access Form I-9" and the employee can complete Section 1 via an email link.

Employee

- ☐ Section 1: The employee completes a-d in Section 1.

I-9 Creator

- ☐ Section 2: The I-9 creator completes Section 2. I-9 creator enters in the documentation that the employee provides. All documents shown to the employer must be unexpired and original documents (Exception for TPS recipients/Permanent Residents with expired document and a I-797 please contact UHR) (No copies!) Employer electronically signs part C.