UC PATH: I-9 PROCESSING
Jim Corkill, Controller
Shannon Jackson, Payroll Specialist
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UNIVERSITY OF CALIFORNIA
SANTA BARBARA

UCSB
WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:

• Sessions are conducted via Zoom and will last no longer than 30 minutes
• Participants will be muted during the session
• Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
• The Mini Tune-up website will be updated with session details and information
Tracker I-9 Complete

- **I-9 Tracker Complete** is a new tool to create and track I-9 forms with the benefits of:
  - I-9s are processed digitally, eliminating the need to fill out paper forms.
  - Section 1 of the form is completed online by the employee before or on their first day.
  - Compliance of I-9 forms can be tracked over time:
    - Timeliness
    - Renewals
    - E-verify
New Hire Packet Processing

UCPATH NEWS – UPDATES: Changes to New Hire Packets & Employee Documentation Procedures

BFS Communications <communications@bfs.ucsb.edu>

to PPS

***** This message is being sent on behalf of Jim Corkill. Please do not reply to this message*****

TO: Campus Community
FR: Jim Corkill, Director, Controller, Business & Financial Services (BFS)
RE: UCPATH NEWS – UPDATES: Changes to New Hire Packets & Employee Documentation Procedures

Please read these important updates (in red) to the information previously sent about changes to the processing of new hire employee documentation in preparation for the transition to UCPath.
New Hire Packet Processing

Employees Hired On or After 9/27/18:

For new hires who will begin work on or after September 27, there are several changes to the documentation that will be required in order to properly onboard employees.

1. **State Oath of Allegiance:** A new Oath form will be required starting 9/27, and will be available on the BFS website at that time, here: [https://www.bfs.ucsb.edu/payroll/forms](https://www.bfs.ucsb.edu/payroll/forms). Departments MUST send Oath forms to BFS on or prior to the employee’s start date. Completed Oath forms will continue to be forwarded to BFS.

2. **Patent Acknowledgment:** The Patent will be completed by employees on the UCPath self-service website starting 9/27.

3. **Form W-4, Employee’s Withholding Allowance Certificate:** Form W-4 will be completed by employees on the UCPath self-service website starting 9/27.

4. **Direct Deposit:** Employees will complete their direct deposit enrollments once they are active in UCPath and the self-service website is available starting 9/27. As applies now, employees will receive paper checks until the direct deposit enrollment process is completed.
New Hire Packet Processing

Employees Hired On or After 9/27/18:

For new hires who will begin work on or after September 27, there are several changes to the documentation that will be required in order to properly onboard employees.

1. I-9 Verification:
   - Continue paper I-9 verification until further notice. After integration is finished, UCSB will switch to the online tool, Tracker, that UCPath mandates for completing I-9 work authorizations.
   - As previously communicated, when new employee information is entered into UCPath, an email is generated to the new hire, with instructions to complete the first section of the I-9 verification prior to arriving for work on campus. The employee will be directed to visit a predefined location or satellite site on campus to complete the verification process on or prior to their start date. More details about Tracker, including a Mini Tune-Up information session, will be coming soon.
I-9 Tracker Workflow

Every I-9 in Tracker has the same basic components:

- **Employee Profile**: UCPath interfaces with Tracker to create Employee Profile.
- **Section 1**: Tracker sends an email to the employee with a link to create Section 1 online.
- **Section 2**: Before or on first day, employee will visit a designated campus location to complete Section 2.

**Done!**
Questions & Answers

1. Can we have someone come in today to be hired with 10/1 start date using the current forms available? Or do we need to wait until 9/27? Yes, anyone hired prior to go live on Tracker 9/27 should be using the current forms. We sent out a memo detailing this information.

2. Hello I am unable to access the Staff New Hire Submissions Link. That link is not from Payroll, you will need to contact Amy Arnold in HR or Karen Moreno in Academic Personnel.

3. Can an employee go to a Tracker remote location? Tracker does have the capability for a remote section 2. If this is needed for your employee please contact Shannon in Payroll to have this set up.

4. Will we be able to see if the employee has completed the forms? You will be able to see the I-9 completed date in UC Path. Will we be able to review the forms to ensure completeness? No, there is also no situation where the department will need to. Will the system kick it back/not them complete the forms if not correct? If the employee does not come in to do their I-9 Payroll will be contacting your department for assistance in getting the employee to come in.
Questions & Answers

5. How will we know if they have completed the Tracker, Patent & W4 so we know when they can actually start? These documents will update the dates in UC Path. I assume all these are like current state where they are not allowed to start until these have been complete. You are correct in that assumption.

6. To confirm, the oath continues to only be for citizens, correct? Yes, only US Citizens are required to take the Oath.

7. How long is the I-9 valid for? An I-9 is valid for 3 years from the employee’s date of hire. However, if there is a break in service longer then the 6 month “Short work break”, we will need to complete a new I-9 when they come back.

8. What if the employee doesn't fill it out by their start date? If the employee does not fill out section 1 by their start date, they should not be allowed to work until it is completed.
Questions & Answers

9. How frequently will the data from UCPath uploaded to Tracker? **UC Path will upload to tracker in Real time. Tracker will update UC Path 4 times a day and overnight.**

10. Will we be notified if the employee doesn’t do the I-9 part? **Yes, Payroll will be contacting you as soon as the employee doesn’t come in on their first day and every day until they are not in compliance and then HR/UC Path will put the employee on a leave no salary.**

11. Does the Hire Template need to be approved by the Path Center before the Tracker action is triggered? **Yes**

12. What happens if the employee does not provide their ID before the start date? **They have to bring it in On their start date and go to the designated tracker location no later than their 3rd day.**
Questions & Answers

13. We might have missed this, but what are the hours of the I-9 centers? This information will be sent out in a communication before we go live.

14. Is there a reason that the Oath is not being completed where they are completing the I-9 section 2? The oath must be on their first day before they begin working. They can come in to complete their section 2 of the I-9 within 3 business days.

15. What about International students? The procedures for Glacier nominations will remain the same as the current process of departments nominating the employee. Tracker is equipped and users are trained to verify the proper international employees’ documentation for I-9 verifications.

16. I do not see a job aid in UCPath Sharepoint to gather new hire info to gather like you mentioned (in reference to question 2 on the screen now) Job aids regarding Tracker will be sent out before Go Live.
Questions & Answers

17. We don’t need to enter citizenship information anymore, correct? You will fill out the new hire template as instructed in the Template Transactions class. Any questions regarding filling this form out should be directed to Amy Arnold or Karen Moreno. That will come from Tracker to UCPath? Tracker does not update UC Path with any information other than that the form was completed and on what date.

18. How about moving to another position in another department, will I-9 stay valid? Yes, just as it is now, if an employee has no break in service moving from one department to another will not trigger the need for a new I-9.

19. If they complete their I-9 after their start date, will their start date be updated automatically in UC Path? No.

20. What ID’s will we need to initiate a new hire template in the first place? The department will need the basic information that the new hire template asks for along with a personal email address to have UC Path integrate into Tracker. However, the department will not be verifying ID’s for I-9 verification.
Questions & Answers

21. Why is BFS contacting departments to reach out to students if hiring information is not yet completed 100% if BFS is the department of record? **We will be contacting your department regarding your employee rather student, faculty or staff as you cannot allow them to work if they have not completed their hiring documents. As the department of employment, you will still be the best contact to reach the employee. Wouldn’t the department no longer be in the hiring process at that point?** **Departments are hiring the said employee and therefore need to make sure that the employee is complying prior to allowing them to start work.**

22. Will administrative staff have access to Glacier in addition to international employees to update type of visa or expiration date of visa? **The process for glacier is not changing.**

23. Voluntary Demographic/Disability info. entered into ESS now by the employee, no more forms? **You will need to contact HR regarding this form.**
Questions & Answers

24. Will we still need to use the "Statement Concerning Your Employment in a University Position Not Covered by Social Security" form? **This form is an HR form. Please contact HR for questions regarding this form.**

25. Are we still responsible for giving the ASE's the UAW election form? **That form is not a Payroll form, you will need to contact Farfalla in HR with union form questions.**

26. Could we create a report in Datawarehouse to review the status of I-9 completion so departments can review the status and communicate with the employee? **There is not a report via data warehouse for this. If the employee is not coming in as they should to complete their I-9, someone from the BFS team will be contacting your department. If you have a certain point of contact in your department for this, please email Shannon Jackson at: Shannon.jackson@bfs.ucsb.edu so that she can update our department contact list.**

27. What information do we need from the student to into ucpath to send them the email to get them to the tracker? **Your standard hiring template information along with a personal email address.**
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

WRAP UP