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Life Cycle

- **Initial I-9 Process**: Initial I-9 procedures that follow a Hire or Re-hire including completing I-9 Section 1, 2 and/or 3, as appropriate.

- **Initial E-Verify & GLACIER Set-up**: Initial E-Verify check for eligible Employees, based on funding in UCPath. Also, establishing a GLACIER profile for eligible Employees.

- **Termination**: Updates to Tracker and GLACIER, as appropriate, due to an Employee’s termination from UC.

- **Funding Changes**: Change in Funding (including a change due to Position Management update) that cause an Employee to become subject to E-Verify.

- **Personal Data Changes**: Updates to Tracker and GLACIER, as appropriate, when the employee experiences a relevant change in their personal data (e.g., Name change).

- **Documentation Changes or Expires**: Updates to Tracker and GLACIER, as appropriate, due to expiration of, or changes to and Employee’s work authorization documentation (e.g., visa expiration date, visa type, etc.).
Hire: Initial I-9 Process

**Initial I-9 Process**

**UCPath**
- Start
  - Hire action finalized in UCPath
- Receives I-9 verification information from Tracker

**Tracker I-9 Complete**
- Hire Information
  - Tracker receives information about Hire action from UCPath
  - Tracker generates a profile for the Employee
- Relevant I-9 Data
  - Tracker stores I-9 documentation

**BFS/Satellite Site I-9 Processor**
- Tracker Account Information
  - Employee
  - Completes I-9 Section 1 in Tracker using instructions from Tracker I-9 Complete
  - Verifies documents and assists completing I-9 Section 2 in Tracker
# Re-Hire: Initial I-9 Process

<table>
<thead>
<tr>
<th>UCPath</th>
<th>Tracker I-9 Complete</th>
<th>BFS/Satellite Site I-9 Processor</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Rehiring action committed to in UCPath</td>
<td>Tracker receives information about rehire action from UCPath</td>
<td>Tracker identifies the Employee’s previous I-9 and determines requirement for a new I-9</td>
</tr>
<tr>
<td></td>
<td>Hire action finalized in UCPath</td>
<td>Identifies the Employee’s previous I-9 and determines requirement for a new I-9</td>
<td>Tracker stores I-9 documentation</td>
</tr>
<tr>
<td></td>
<td>Receives I-9 verification information from Tracker</td>
<td>Tracker stores I-9 documentation</td>
<td>As appropriate, verifies documents and assists completion of I-9 Section 2 or Section 3 in Tracker</td>
</tr>
</tbody>
</table>
E-Verify: Initial E-Verify & GLACIER Setup

<table>
<thead>
<tr>
<th>UCPath</th>
<th>Tracker I-9 Complete</th>
<th>Employee</th>
<th>BFS I-9 Processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Employee hired on funds requiring E-Verify</td>
<td>Hire trigger from UCPath to E-Verify Employee</td>
<td>Receives notification and provides any additional documentation</td>
</tr>
<tr>
<td></td>
<td>If successful, flags Employee as having completed E-Verify</td>
<td>Finalizes results of E-Verify check</td>
<td>If unsuccessful, escalates issue to HR/APO for remediation</td>
</tr>
<tr>
<td></td>
<td>Receives results of E-Verify from Tracker</td>
<td>Tracker stores E-Verify documentation</td>
<td>Receives results of E-Verify from Tracker</td>
</tr>
</tbody>
</table>
GLACIER: Initial E-Verify & GLACIER Setup

<table>
<thead>
<tr>
<th>UCPath</th>
<th>GLACIER</th>
<th>GLACIER Administrator</th>
<th>Org./Dept. Admin.</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receives data from GLACIER and uses during tax calculation and payroll processing</td>
<td>GLACIER account created for Employee</td>
<td>Verifies eligibility for a GLACIER profile and establishes GLACIER profile</td>
<td>Submits GLACIER nomination for the Employee</td>
<td>Submits required forms to GLACIER Administrator</td>
</tr>
<tr>
<td>Relevant GLACIER Information</td>
<td>Sends visa, citizenship and residency information to UCPath</td>
<td>Revises Employee’s information, sends forms to IRS (as necessary) and marks the record as complete</td>
<td>GLACIER Account Information</td>
<td></td>
</tr>
</tbody>
</table>

Start

Identifies need for Employee to have a GLACIER profile

9/25/2018
Tracker: Personal Data Change

UCPath

- Personal Data Change processed in UCPATH

Tracker I-9 Complete

- Sends updated Personal Data to Tracker
  - Personal Information
- Receives updated work authorization and/or E-Verify information from Tracker
  - Updated Results

Org/Dept. Admin

- Org./Dept. Admin processes change in UCPATH using WFA.10.L – Personal Data Changes
  - Tracker generates a profile for the Employee
  - Stores updated work Authorization and/or E-Verify information
  - Notification

BFS/Satellite Site

- As necessary, receives notification from Tracker to update documentation
  - Updates documentation, as necessary

Employee

- Employees notifies Org./Dept. of Personal Data Change or Changes data in Employee Self-Service
  - Start
GLACIER: Personal Data Change

- **UCPath**: Processes a Personal Data Change, initiated by Employee or Org./Dept. Admin
- **GLACIER**: Pulls report of Employees who have updated Personal Data
- **GLACIER Administrator**: Works with Employee to ensure that Personal Data are updated in GLACIER
- **Org./Dept. Admin.**: Identifies need for Employee to have a GLACIER profile
- **Employee**: Submits GLACIER nomination for the Employee

UCPath processes a Personal Data Change, initiated by Employee or Org./Dept. Admin.

Report Data

UCPath receives data from GLACIER and uses during tax calculation and payroll processing.

GLACIER sends visa, citizenship and residency information to UCPath.

GLACIER administrator reviews Employee’s information, sends forms to IRS (as applicable) and marks the record as complete.

Org./Dept. Admin. submits GLACIER nomination for the Employee.

Employee updates Personal Data in GLACIER and/or submits required forms to GLACIER Admin.

UCPath processes a Personal Data Change, initiated by Employee or Org./Dept. Admin.
Changes: Documentation Changes or Expires

<table>
<thead>
<tr>
<th>UCPATH</th>
<th>GLACIER</th>
<th>GLACIER Administrator</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receives data from GLACIER and uses during tax calculation and payroll processing</td>
<td>Sends visa, citizenship and residency information to UCPATH</td>
<td>Monitors residency status, based on number of days in the country as entered in GLACIER</td>
<td>Employees updates information (e.g., residency status, visa details) in GLACIER</td>
</tr>
<tr>
<td>Updated Relevant Information</td>
<td>Reviews Employee’s information and marks the record as complete</td>
<td>Start</td>
<td>Start</td>
</tr>
</tbody>
</table>
Expiration: Documentation Changes or Expires

<table>
<thead>
<tr>
<th>UCPath</th>
<th>Tracker I-9 Complete</th>
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<th>GLACIER Admin.</th>
<th>BFS/Satellite Site</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receives data from GLACIER and uses during tax calculation and payroll processing.</td>
<td>Identifies that Employee’s documents have expired.</td>
<td>Processes update and sends visa, citizenship and residency information to UCPath.</td>
<td>Reviews Employee’s information and marks the record as complete.</td>
<td>Receives Notification from Tracker to re-verify Employee’s documentation.</td>
<td>Provides additional documentation for Tracker and, as needed, updates GLACIER.</td>
</tr>
<tr>
<td>Receives data from GLACIER and uses during tax calculation and payroll processing.</td>
<td>Updated Relevant GLACIER Information.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Changes: Funding Change
GLACIER: Termination

UCPath

GLACIER

GLACIER Administrator

Org./Dept. Admin.

Start

Account inactivate or terminated, as appropriate

Determines if account should be terminated or inactivated and takes action, as appropriate

Org./Dept. Admin notifies Payroll Office of Employee’s termination
## Tracker: Termination

<table>
<thead>
<tr>
<th>UCPath</th>
<th>Tracker I-9 Complete</th>
<th>Org./Dept. Admin</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Termination processed in UCPath</strong></td>
<td><strong>Tracker updates Employee's account to reflect termination</strong></td>
<td><strong>Org./Dept. Admin processes termination in UCPath using WFA.05.L - Termination</strong></td>
<td><strong>Stores I-9 for possible rehire</strong></td>
</tr>
<tr>
<td><strong>Sends Termination Information to Tracker</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>