The HR Worksite ID field designates the location where a new hire/rehire goes to complete the I-9 process, including E-Verify as appropriate and required. The HR Worksite ID tells the Tracker I-9 Complete tool into which work queue to place the employee for I-9 processing.

Hiring departments will:

- Populate the HR Worksite ID field for the position prior to entering a new hire/rehire transaction;
- Complete the new hire/rehire transaction; and
- Direct new hires/rehires to the appropriate I-9 location on or before their start date.

**Navigation**

**Step 1.** Log in to UCPath.

**Step 2.** Locate Position Record

- Select “PeopleSoft Menu” from the left sidebar
  - Organizational Development → Position Management → Maintain Position/ Budgets → Add/ Update Position Info: UC Position Data tab
- This takes you to the “Find an Existing Value/Add a New Value” page.
Job Aid: Entering HR Worksite ID in UCPath

- Enter appropriate information in the data fields (Position Number, Business Unit, and Department). **Note:** if the business unit and department fields are not populated, then the system will not find the position.

- Click the “Search” button to continue. The position record will open in a new page.

- Click the UC Position Data Tab.

**Step 3. Update the HR Worksite ID**

- Click on the search icon in the “HR Worksite ID” field to look up the valid values.
Job Aid: Entering HR Worksite ID in UCPath

- Select the appropriate HR Worksite ID from the list based on the hiring department/division. For detailed information, see job aid "HR Worksites for Tracker I-9 Complete and E-Verify"
  
  - For staff, student and faculty hires, enter “91” for BFS
  
  - If the position requires E-Verify (regardless of staff, faculty or student status), enter “95” for UCSB E-Verify

- Click the “Save” button to complete the update.