

June

**10**  
- 2011 -

For Immediate  
Release

## Tracker I9

Tracker I-9 will go live on July 11, 2011. This new online system was purchased by the University and will replace the current paper Form I-9 process on the UIC campus. Paper forms will not be accepted after 7/10/2011.

Some of the features of the new system will include:

- Error checking
- Elimination of paper form
- Quick and easy document search
- Remote hiring
- Secure electronic signature

The new system will continue to enforce standard Form I-9 practices, which will reduce audit risk exposure for the University. Tracker guides users through the electronic I-9 form's sections. Users will no longer mail the paper Form I-9 to human resources department, which should also speed up the hiring process. Users will need to refrain from keeping copies of any Form I-9 or supporting documents.

### Training

Training for Tracker is mandatory for users who will process a Form I-9. To ensure that the appropriate users receive training, training attendees will be identified based on the number of new hire transactions they process in the HR Front End system. Training will be done via an online webinar. This will allow users flexibility to attend the 2-3 hour training at their desk.

Webinars will take place on the following days:

6/22/2011  
6/24/2011  
6/28/2011  
6/29/2011  
7/06/2011

Please note: Registration invitations will be sent out to all identified users.

### Support

We will also be offering online labs for users to attend after the go live date. We currently plan on offering these labs on the following dates to users who attended training:

7/11/2011  
7/13/2011  
7/19/2011

If needed, additional labs will be added.

For additional support, you may contact UIC HRIS at [UICHRIS@uillinois.edu](mailto:UICHRIS@uillinois.edu) or 312-413-4848 with questions.