From: UCPath Center, University of California
Subject: UCPath Notice: Tracker Profile ID vs. I-9 ID
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UCPath_Vertical response 650x126 Email Header 2

UCPath Notice: Tracker Profile ID vs. I-9 ID

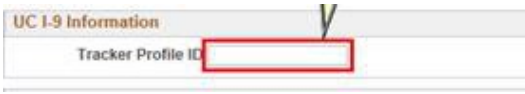
To: General UCPath Communications distribution

In an effort to ensure accurate profiles and reduce manual corrections, it is important to understand the different ID numbers used by *Tracker*:

- **Profile ID**: Generated and assigned when a Tracker profile is created. Each employee has only one Profile ID.

- **I-9 ID**: Assigned to each individual I-9. An employee can have multiple I-9 IDs associated with their profile.

Only the Tracker **Profile ID** should be listed within the following HR Template field:



When the Tracker Profile ID is **not** provided for a new hire with an existing profile, UCPath is unable to update the Tracker profile with the new hire's EMPL ID. The missing EMPL ID prevents I-9 data from populating in UCPath, and manual corrections are needed both in Tracker and UCPath.

Training Resources:

- Initiate Full Hire Template Transaction (Staff)
- Initiate Full Hire Template Transaction (Acad)
- Process Prepare for Hire – External New

- Process Prepare for Hire – External Previous Employee
- Job Aid: Complete the CSV File Template for Mass Hires

Thank you,

UCPath
(855) 982-7284
Monday - Friday from 8:00 a.m. - 5:00 p.m.

ucpath.universityofcalifornia.edu