# | REVIEWING FORM I-9 SECTION 1 |

New Employee to Complete

The steps in this process should be used for reviewing the information the employee enters in Section 1 of the Form I-9 to ensure that all required fields are filled out correctly. **There can be no blank required fields.** The steps in this process only refers to staff employees and fiscal year (FY) academic employees who have the *same start date and service date*. If you are working with an Academic Year (AY) employee please refer to the [academic job aid](https://fomucpathtraining.ucr.edu/Job_Aids/Faculty_Retroactive_Hire_Appoitment_Job_Aid.pdf).

|  |  |
| --- | --- |
| **Step** | **Action** |
| 1. | **Employee Profile**  The Employee Profile is where basic information about the newly hired employee is  entered and validated in Tracker by the *I-9 Transactor*. After you complete the  required fields on the Employee Profile section.      Click the green **Save/Create I-9**  You can **Save/Create I-9** which will launch Section 1 of an I-9.  **Save** will save the Employee Profile and allow you to add a new I-9 later or create a  New Remote Access Form I-9.  **Cancel** will cancel your changes.    There are three ways to create a new Form I-9 record in the Tracker I-9 system. Click  **Continue** after you choose the appropriate option**.**  **Note:** The Profile ID will be generated with or without a start date. |
|  | **Section 1 Data – Employee Name and Identification**    Employees must complete and sign Section 1 of Form I-9 no later than the  first day of employment, but not before accepting a job offer.   * The employee completes each field except for Social Security #.   + U.S Social Security Number (Optional). Providing a Social Security number is voluntary on Form I-9 unless the employee is participating in E-Verify. If the employee is participating in E-Verify and employee has applied for a Social Security number, this field is left blank until the Social Security number is received.      * All fields are required or must be declared N/A. Employees must enter “N/A” if they do not have a middle initial or Other last Names Used |

|  |  |
| --- | --- |
| 3. | **Employee Address and Contact Information**  This set of fields is for entering the following information as provided by the  Employee. N/A must be entered if Apt# is not applicable. |
| 4. | **Employee Employment Status**  A box must be selected to attest citizenship or immigration status. |
| 5. | **Electronic Signature**  Ensure the employee signs and dates Section 1 no later than their start date. The  electronic signature is the recommended way to process, store, and track I-9  records electronically at UCR.    The purpose of the paper signature option is to allow entry of existing paper Form  I-9 data into the Tracker I-9 system. |