# | COMPLETING FORM I-9 SECTION 2 |

UCR DEPT/SSC TO COMPLETE

The steps in this process should be used when completing the Form I-9 Section 2 in Tracker.

As the employer, it is important that Section 2 of the I-9 record

*is signed by the employer representative within three days of the employee start date.*

**Note: The HR Worksite ID must be included in Position in UCPath to ensure Tracker integration occurs**

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| **Step** | **Action** |
| 1. | **Employer Review and Verification.**  Employers must examine evidence of identity and employment authorization in  Section 2 within three business days of the date employment begins.   * Review and record the document title(s), issuing authority(ies), document number(s), and expiration date(s) if any. * Enter the employee's first day of employment, confirm the business name and address, and then save and validate. * Review Sections 1 and 2 and then use the Electronic process to sign and verify. |
| 2. | **Section 2: Employment Verification Documents**    In Section 2 of the Form I-9, the employer is required to enter information related to  employment and eligibility.  The I-9 transactor requests documentation from the  employee and enters the provided information. |
| 3. | **Employment Information**    Employer enter the following information: |
| 4. | **Employer Electronic Signature**  Section 2 of the I-9 record must be signed by the employer representative within three days of the employee start date. |
| 5. | **Form I-9 is complete** |