# | Tracker/UCPath Integration |

The steps in the process outline how data from Tracker I-9 and UCPath properly integrate. It is important to ensure that specific fields are populated to ensure proper Integration between UCPath and Tracker I-9.

**Note:** The *HR Worksite ID* is located in Position data in UCPath and is required to be entered prior to placing an employee in the Position to ensure the I-9 integration process occurs correctly for both the Regular Hire and Pre-Hire Process below.

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| **Step** | **Action** |
| 1. |

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| **Hire Type** | **Process** | **Description**  | **Tracker I-9** | **Integration**  |
| Regular Hire | Tracker First | The Employee Profile in Tracker I-9 is completed prior to submitting the UCPath Hire/Rehire Template | The I-9 is completed before the Hire template | The Tracker *Profile ID* must be manually entered on the Hire/Rehire template by the Template initiator to enable integration between UCPath and Tracker |
| Pre-Hire  | UCPath First | The Hire/Rehire Template is completed before the Tracker I-9 Employee profile is completed | The I-9 is completed after the Hire template | The I-9 Transactor must enter the *UCPath EMPL ID* in the Tracker Profile to ensure integration between Tracker and UCPath. |

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| 2. | **Tracker Profile ID** Once the Tracker Profile has been completed, the employee will be given a Tracker  Profile ID. This Profile ID must be entered in the UCPath Smart HR Template in the  Tracker Profile ID field to ensure proper system integration between Tracker and  UCPath |
| 3.  |  If the Tracker Profile ID was not entered on the Smart HR template at the time of hire  the I-9 transactor must input the EMPL ID generated from UCPath in the Tracker  Profile to ensure integration. |