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Introduction

This is a supplemental guide to the [Preparing and Extending the Offer - Part Time Faculty Recruitments](#) for the Form I-9 Process in CHRS Recruiting.

Form I-9 is initiated via CHRS Recruiting. While most of the process is done outside of the CHRS system between the new hire and University Personnel, departments can check the status of an I-9 through the CHRS Recruiting system.

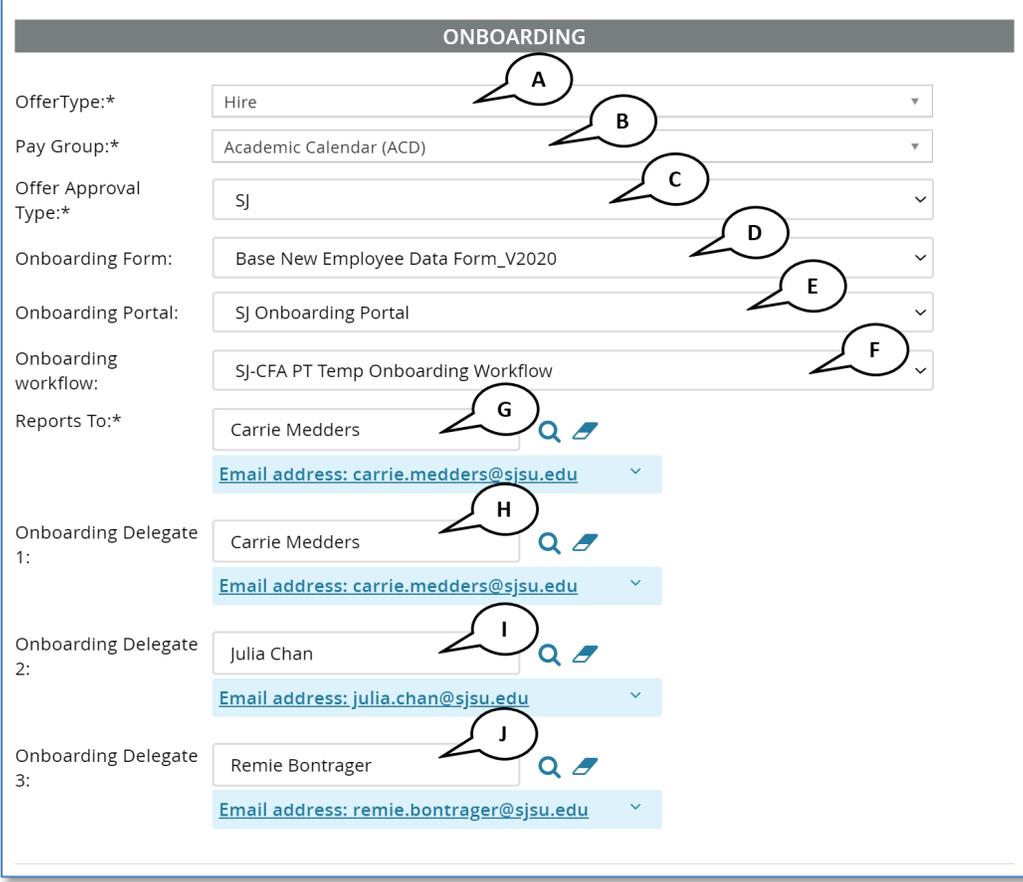
There are four (4) I-9 statuses an employee can be in:

- **EMPLOYEE SIGN**
- **EMPLOYER VERIFY**
- **NONE**
- **FAILED**

Remember: In order for the Tracker I-9 process to initiate, the "CSU Campus (Integration for 3rd Party Solutions)" must be set to San José State University on the job card.

Initiate an I-9 in CHRS Recruiting through the Offer Card

For detailed instructions on preparing the offer, refer to the [Preparing and Extending the Offer - Part Time Faculty Recruitments](#) user guide. The Onboarding settings required to initiate the I-9 process are detailed in this section.

| | |
|---|--|
| <p>Offer Card Onboarding details Selections:</p> <ol style="list-style-type: none"> 1. Offer type (A) – select the appropriate Offer Type (Hire or Rehire) 2. Pay Group (B) – select the appropriate Pay Group (ACD for AY, MST for 12-month) 3. Offer Approval Type (C) 4. Onboarding Form (D) 5. Onboarding Portal (E) 6. Onboarding Workflow (F) - select the appropriate workflow for your new hire. This selection is needed to initiate the I-9 process. If workflow is not selected, I-9 will not be initiated with Tracker I-9. 7. Reports To (G) 8. Onboarding delegate(s) (H-J) <p><i>Note: The name that appears in the Onboarding delegate section will have access to view New hire tasks on the dashboard.</i></p> |  <p>The screenshot shows the 'ONBOARDING' form with the following fields and callouts:</p> <ul style="list-style-type: none"> A: OfferType:* (Hire) B: Pay Group:* (Academic Calendar (ACD)) C: Offer Approval Type:* (SJ) D: Onboarding Form: (Base New Employee Data Form_V2020) E: Onboarding Portal: (SJ Onboarding Portal) F: Onboarding workflow: (SJ-CFA PT Temp Onboarding Workflow) G: Reports To:* (Carrie Medders) H: Onboarding Delegate 1: (Carrie Medders) I: Onboarding Delegate 2: (Julia Chan) J: Onboarding Delegate 3: (Remie Bontrager) |
| <p>Extend the offer online</p> <ol style="list-style-type: none"> 9. Submit the offer card once the background check has cleared and you have received the signed offer letter | |

| | |
|---|--|
| <p>New hire accepts offer online</p> <ul style="list-style-type: none">10. New hire accepts offer in CHRS Recruiting11. New hire fills out Base New Hire Employee Form12. When new employee submits Base New Hire Employee form, and email from Tracker I-9 is sent to the employee to begin the process | |
|---|--|

Viewing the I-9 Status in CHRS Recruiting

Once new employee accepts the offer and submits the Base New Hire Employee form, an email will be sent from Tracker I-9 to the employee to begin the process. The I-9 status will be available to view as long as you are listed on the offer card as the Onboarding delegate.

| | |
|---|--|
| <p>Dashboard View</p> <ul style="list-style-type: none"> In the dashboard view, select New hire tasks (A) | |
| <p>My new hire task view</p> <ul style="list-style-type: none"> Find employee name (A) Find task (B) Click on Search (C) | |
| <p>View all tasks</p> <ul style="list-style-type: none"> Click on View all tasks (A) | |
| <p>Complete I-9 Form with Tracker I-9</p> <ul style="list-style-type: none"> Click on Complete I-9 Form with Tracker I-9 (A) to view the status | |

**Status –
EMPLOYEE SIGN**

EMPLOYEE SIGN status (A) means the I-9 form needs the employee to complete their part by filling in Section 1 of the I-9.

Complete I-9 Form with Tracker I-9 [Close]

Step due: 23 Oct 2020

Tracker I9 is a CSU contracted vendor for I9 completion.

You will receive an email from Tracker I9complete@trackercorp.com, with instructions for completing Section 1 of your I9 Form. Please allow approximately 15 minutes after you have accepted your offer through PageUp to receive this email.

If you do not receive this email after the time allotted, please reach out university-personnel@sjsu.edu.

Work Compliance

i Resetting invitation may incur additional charges.

Status: EMPLOYEE SIGN **A** Last updated: 23 Oct 2020, 4:11pm

Notes: Section 1 is incomplete and must be completed.

[Complete section 2 here](#)

[Cancel] [Complete task]

**Status –
EMPLOYER VERIFY**

EMPLOYER VERIFY status (A) means the I-9 form is in the verification step with University Personnel. The employee will upload employment verification to ShareBase and UP will fill out Section 2 of the I-9 once proper employment documents are received.

Complete I-9 Form with Tracker I-9 [Close]

Step due: 23 Oct 2020

Tracker I9 is a CSU contracted vendor for I9 completion.

You will receive an email from Tracker I9complete@trackercorp.com, with instructions for completing Section 1 of your I9 Form. Please allow approximately 15 minutes after you have accepted your offer through PageUp to receive this email.

If you do not receive this email after the time allotted, please reach out university-personnel@sjsu.edu.

Work Compliance

i Resetting invitation may incur additional charges.

Status: EMPLOYER VERIFY **A** Last updated: 19 Feb 2021, 10:08am

Notes: Section 2 is incomplete and must be completed.

[Complete section 2 here](#)

[Cancel] [Complete task]

Status – NONE

NONE status (A) means the I-9 form is complete.

Complete I-9 Form with Tracker I-9

Step due: 23 Oct 2020

Tracker I9 is a CSU contracted vendor for I9 completion.

You will receive an email from Tracker i9complete@trackercorp.com, with instructions for completing Section 1 of your I9 Form. Please allow approximately 15 minutes after you have accepted your offer through PageUp to receive this email.

If you do not receive this email after the time allotted, please reach out university-personnel@sjsu.edu.

Work Compliance

i Resetting invitation may incur additional charges.

Status: NONE **A** Last updated: 19 Feb 2021, 10:14am

Notes: The I-9 record is complete and does not have a pending task.

[Complete section 2 here](#)

Buttons: Cancel, Complete task

Status – FAILED

FAILED status (A) means the I-9 process did not complete and no data flowed over to Tracker I-9. Either the admin or the new hire can contact [University Personnel](#) to have the new hire manually added into Tracker I-9.

Complete I-9 Form with Tracker I-9

Step due: 23 Oct 2020

Tracker I9 is a CSU contracted vendor for I9 completion.

You will receive an email from Tracker i9complete@trackercorp.com, with instructions for completing Section 1 of your I9 Form. Please allow approximately 15 minutes after you have accepted your offer through PageUp to receive this email.

If you do not receive this email after the time allotted, please reach out university-personnel@sjsu.edu.

Work Compliance

i Resetting invitation may incur additional charges.

Status: FAILED **A** Last updated: 16 Oct 2020, 3:49pm

Notes: At least one letter shall be included in First Name field

Buttons: Reset, Complete section 2 here

Buttons: Cancel, Complete task