Table of Contents

Table of Contents ............................................................................................................................ 1
Introduction .................................................................................................................................... 1
Initiate an I-9 in CHRS Recruiting through the Offer Card .............................................................. 2
Viewing the I-9 Status in CHRS Recruiting ...................................................................................... 4

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:

- **EMPLOYEESIGN**
- **EMPLOYERVERIFY**
- **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.

Offer Card Onboarding details Selections:
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)

Note: The name that appears in the Onboarding delegate section will have access to view New hire tasks on the dashboard.

Extend the offer online
9. Submit the offer card once the background check has cleared and you have received the signed offer letter
<table>
<thead>
<tr>
<th>New hire accepts offer online</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. New hire accepts offer in CHRS Recruiting</td>
</tr>
<tr>
<td>11. New hire fills out Base New Hire Employee Form</td>
</tr>
<tr>
<td>12. When new employee submits Base New Hire Employee form, and email from Tracker I-9 is sent to the employee to begin the process</td>
</tr>
</tbody>
</table>
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.

Dashboard View
- In the dashboard view, select New hire tasks (A)

My new hire task view
- Find employee name (A)
- Find task (B)
- Click on Search (C)

View all tasks
- Click on View all tasks (A)

Complete I-9 Form with Tracker I-9
- Click on Complete I-9 Form with Tracker I-9 (A) to view the status
**Status – EMPLOYEESIGN**

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

**Status – EMPLOYERVERIFY**

EMPLOYERVERIFY 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.
Status – NONE

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

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.