

# Tracker I-9 Reports

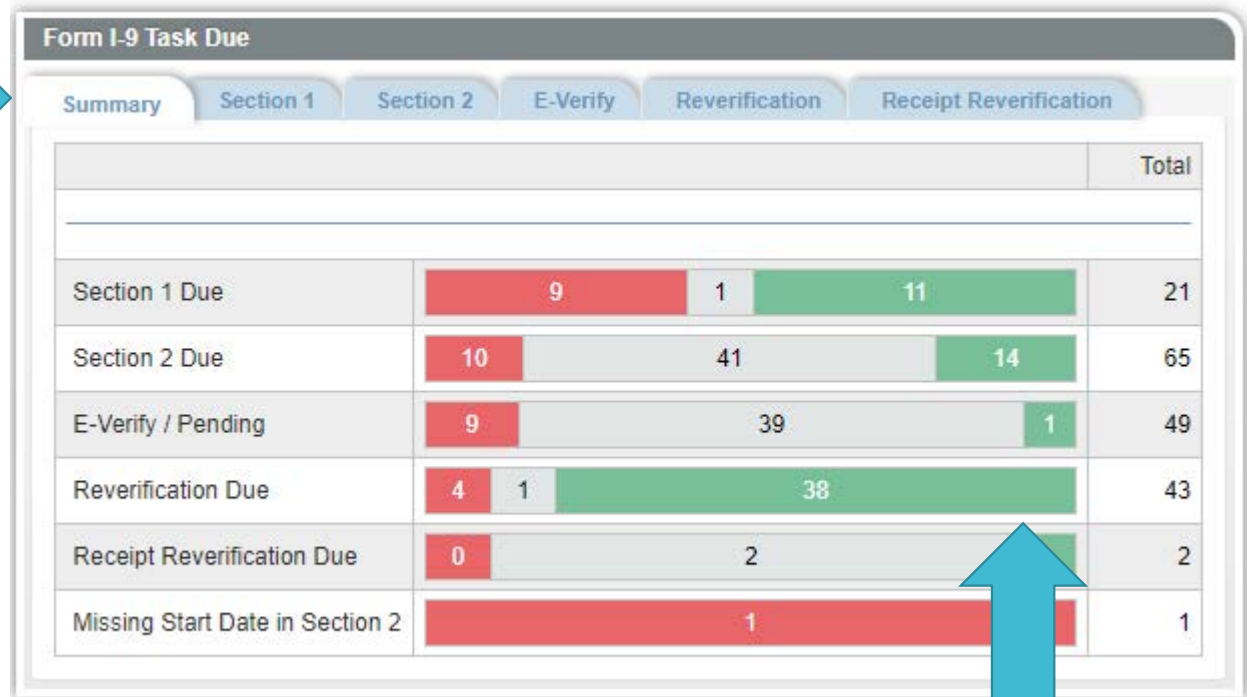
I-9 Management for Business Managers and Financial Officers

# Breakdown of Report Types

- Dashboards- Snapshots of current tasks needing to be cared for.
- Risk Alerts Report- Completed I-gs with Audit Recommendations.
- Incomplete I-g Report- I-gs with further tasks due and audit recommendations.
- I-g Record Summary List View- List of all I-gs created
- I-g Custom Reports- Run and save customized reports
- E-Verify/I-g Comparison Report- Shows mismatched information that needs to be updated.

# Using the Dashboards

The tabs will give you access to all employees with an action needed in that category sorted by Due date.



Due Date	Employee Name	Start Date
8/24/2019	WILSON, Alyssa L	8/24/2019
8/26/2019	ENOW, Savannah	8/26/2019
8/26/2019	FITZGERALD, Christine	8/26/2019
8/26/2019	GATES, Lyndsay R	8/26/2019
8/26/2019	JENSEN, Zachary D	8/26/2019
8/26/2019	JEPPSON, Carmen M	8/26/2019
8/26/2019	SHARP, Steve	8/26/2019

The numbers will take you to a sortable list for all employees in that status.

Employee I-9 Records

Start Date:  NA  Yes  No  Date Range:  to

Due Date:  NA  Yes  No  Date Range: 11/25/2019 to

Section 1:  NA  Yes  No  Date Range:  to

Section 2:  NA  Yes  No  Date Range:  to

Reverification:  NA  Yes  No  Date Range:  to

E-Verify Case:  NA  Yes  No  Date Range:  to

Terminated:  NA  Yes  No  Date Range:  to

Next Action Needed:  Reverification Due

Employer:  Utah State University

Worksite:  --Add--

I-9 Manager:  --Add--

I-9 Record Type:  --Add--

Full Name	Next Action	Due D.	Start D.	Emplo.	Worksite	Sectio. Compl.	Sectio. Compl.	E-Verify Case
ALL, Amanda D	Reverification Due	05/30/2020	06/01/2019	Utah State University	Northern Region	05/05/2019	05/05/2019	05/05/2019
BAGOE, Andrya G	Reverification Due	06/01/2020	06/12/2019	Utah State University	Electrical & Computer Engineering	06/13/2019	06/13/2019	06/13/2019
BAUSCHULTE, Matthew N	Reverification Due	07/31/2021	06/16/2019	Utah State University	Languages Philosophy & Communic. Studies	06/12/2019	06/12/2019	06/12/2019

### Employee I-9 Records

Start Date:  NA  Yes  No  Date Range  to

Due Date:  NA  Yes  No  Date Range 11/25/2019 to

Section 1:  NA  Yes  No  Date Range  to

Section 2:  NA  Yes  No  Date Range  to

Reverify:  NA  Yes  No  Date Range  to

E-Verify Case:  NA  Yes  No  Date Range  to

Terminated:  NA  Yes  No  Date Range  to

Next Action Needed

Reverification Due

Employer

Utah State University

Worksite

<All>

I-9 Manager

<All>

I-9 Record Type

<All>

Sort by:  
 Action Needed  
 Worksite (Department)  
 I-9 Manager

### Employee I-9 Records (38) [Export to Excel](#)

Full Name	Next Action	Due D...	Start D...	Empl...	Worksite	Sectio... Compl...	Sectio... Compl...	E-Verify Case ...
ALI, Amanda D	Reverification Due	06/30/2020	08/01/2019	Utah State University	Northern Region	08/05/2019	08/05/2019	08/05/2019
BAGCHI, Anindya C	Reverification Due	08/31/2020	08/12/2019	Utah State University	Electrical & Computer Engineering	08/13/2019	08/13/2019	08/13/2019
BAUSCHULTE, Matthias N	Reverification Due	07/31/2021	08/16/2019	Utah State University	Languages Philosophy & Communic... Studies	08/12/2019	08/12/2019	08/21/2019

Due D...  Start D...  Empl...

↑ Sort Ascending

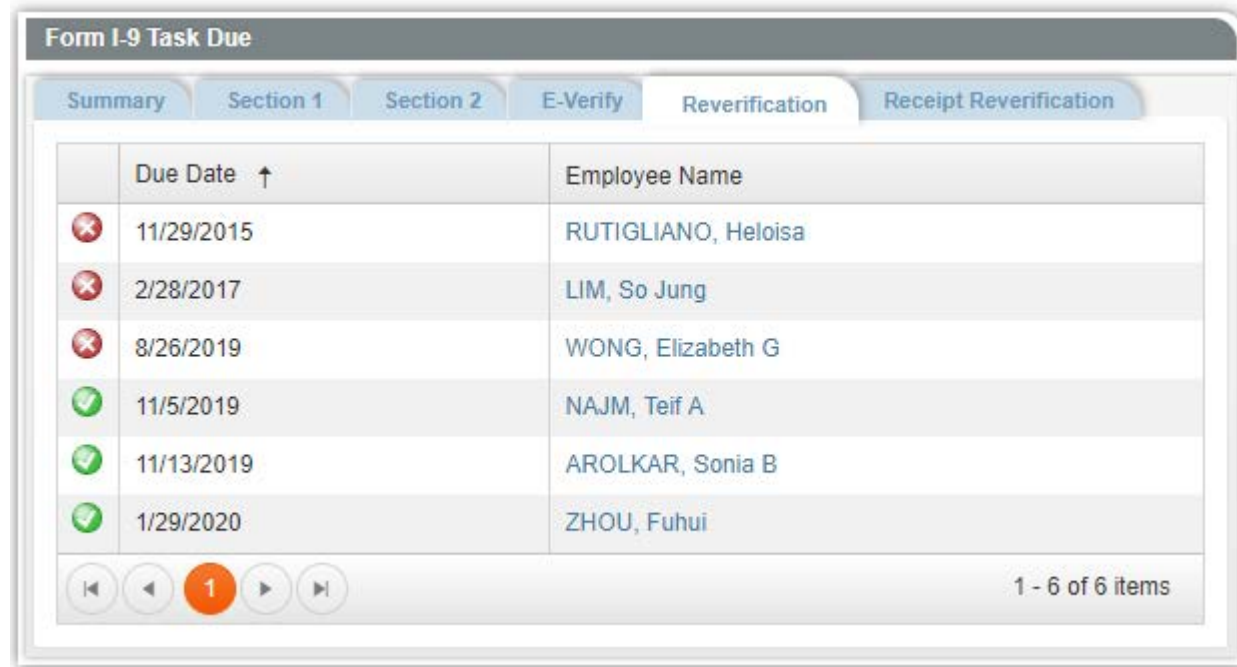
↓ **Sort Descending**

Columns

Sort ascending or descending.  
 Add or remove columns

# Using the Dashboards

# Using the Dashboards



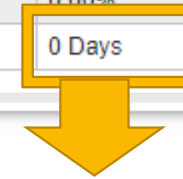
The screenshot shows a web application interface titled "Form I-9 Task Due". It features a navigation bar with tabs for "Summary", "Section 1", "Section 2", "E-Verify", "Reverification", and "Receipt Reverification". The "Reverification" tab is currently selected. Below the navigation bar is a table with two columns: "Due Date" (with an upward arrow icon) and "Employee Name". The table contains six rows of data. The first three rows have a red 'X' icon in the "Due Date" column, indicating expired or expiring documents. The last three rows have a green checkmark icon, indicating valid documents. At the bottom of the table, there are navigation controls (back, left, center '1', right, forward) and a page indicator "1 - 6 of 6 items".

Due Date ↑	Employee Name
11/29/2015	RUTIGLIANO, Heloisa
2/28/2017	LIM, So Jung
8/26/2019	WONG, Elizabeth G
11/5/2019	NAJM, Teif A
11/13/2019	AROLKAR, Sonia B
1/29/2020	ZHOU, Fuhui

- Use the Reverification tab to see International Documents that are about to expire.
- Employees should bring updated work authorization documents as soon as they receive it.
- Click the employee name to Create new Section 3
- We should never let a work authorization expire. If a benefitted employee's work authorization expires we need to put them on Leave without Pay, non-benefitted employees need to have all jobs terminated.

# Using the Dashboards

Organization Wide Summary		
Form I-9 Records	E-Verify Stats	System Status
Forms I-9 with Signature Count:	1696	
I-9s Currently In Progress:	86	
Percentage Audited:	0.00%	
Average Completion Rate:	0 Days	



Average Completion Rate:  
Measures days past the hire date until e-verify completed

Organization Wide Summary		
Form I-9 Records	E-Verify Stats	System Status
E-Verify Total:	1577	
Cases in Progress:	0	
TNC Rate:	0.00%	

# Audit Management: Risk Alerts Report

Dashboard Manage I-9 Manage E-Verify Reports **Audit Management** Help

Form I-9 Compliance Summary Report - Risk Alerts

Filter by Employer: Utah State University Worksite: <All> I-9 Manager: <All>

Filter Reset

This report lists Form I-9 Records that have Incurable Errors, including late signatures. It is recommended that you review each I-9 to correct any mistakes, complete any missing data, and add an Audit Note to show a good faith effort to maintain compliance.

- The system automatically identifies Form I-9 Records that may require an Audit Note to explain a late signature. Consider adding an Audit Note to the Form I-9 Records that appear on the Audit Recommendations tab. Click the button in the Action column and enter the audit information in order to add a new Audit Note.
- Click to the Audited Records tab to view a list of Form I-9 Records with Incurable Errors that have Audit Note that seeks to remediate the Incurable Error.

Form I-9 Compliance Summary Report - Risk Alerts [Export to Excel](#)

Audit Recommendations (25) Audited Records (14)

Name	Employer	Worksite	Manager	Start Date	Incurable Errors	Action
SUNDIN, Kojan R	Utah State University	Southern Region	Ashley Tullis	08/13/2019	1	<a href="#">Create Late Signature Audit Note</a>
ASTORGA, Elizabeth A	Utah State University	Academic & Instructional Services	Karen Christiansen	08/19/2019	2	<a href="#">Create Late Signature Audit Note</a>
WEAVER, Jaymeson	Utah State University	Women's Track & Field	Kalli Egbert	08/01/2019	2	<a href="#">Create Late Signature Audit Note</a>
GANESH, Jyothsna	Utah State University	Plants Soils & Climate	Keren Williams	08/06/2019	1	<a href="#">Create Late Signature Audit Note</a>
FURNISS, Rebekah	Utah State University	Business Services- Agriculture & Applied Sciences/Exte...	Wendy Blanchard	07/16/2019	1	<a href="#">Create Late Signature Audit Note</a>
BORDEN, Eden	Utah State University	English	Sara Johns	08/16/2019	2	<a href="#">Create Late Signature Audit Note</a>
PAAJANEN,	Utah State	Math Tutoring	Kalli Egbert	08/05/2019	4	<a href="#">Create Late Signature Audit Note</a>

Filter by:  
Worksite (Department)  
I-9 Manager

Incurable Errors:  
Issues that cannot be resolved

Action:  
Recommendation for action

# Audit Management: Risk Alerts Report

**System Recommended Audit Note**

Audit Date: 8/27/2019

Audit Type: Late Section 1/2 Signature

Audit Batch: (Utah State University Unassig... ▼)

Select a reason for the late signature(s):

- Late Signature Due to Oversight
- Late Signature Due to Missing I-9
- Late Signature Due to New I-9 Required
- Other Reason

Internal Note: An internal audit revealed that one or more sections of this I-9 record were not completed within compliance deadlines. This audit note acknowledges the oversight. Our company policy is to complete Section 1 no later than the employee's first day of work for pay; Section 2 must be completed within three business days of the date employment begins (unless the employee is hired for three days or less, in which case Section 2 must be completed on the employee's first day of work for pay).

Cancel Save

Adding Audit Notes shows good faith in the event of an ICE audit. This can reduce the overall fines assessed for incurable errors.



# Audit Management: Incomplete I-9 Report

**Form I-9 Compliance Summary Report - Incomplete I-9s**

Filter by: Employer: Utah State University | Worksite: <All> | I-9 Manager: <All>

[Filter](#) [Reset](#)

This report lists Form I-9 Records that have Curable Errors, including incomplete records. A Form I-9 Record is considered incomplete if Section 1 or Section 2 are not signed. It is recommended that you review each I-9 to correct any mistakes, complete any missing data, and add an Audit Note (if necessary) to show a good faith effort to maintain compliance.

- The system automatically identifies Form I-9 Records that may require an Audit Note to explain the reason why the record remains incomplete. Consider adding an Audit Note to the Form I-9 Records that appear on the Audit Recommendations tab. Click the Create Incomplete I-9 Audit Note button and enter the audit information in order to add a new Audit Note.
- Click to the Audited Records tab to view a list of Form I-9 Records with Curable Errors that have an Incomplete I-9 Audit Note.

**Form I-9 Compliance Summary Report - Incomplete I-9s** [Export to Excel](#)

Incomplete I-9s (1188) | Audit Recommendations (0) | Audited Records (0)

Name	Employer	Worksite	Manager	Start Date	Next Action	Due Date	Curable Errors
MI, Xiaoyan	Utah State University	Economics & Finance	Shauna Fairbanks	08/26/2019	Complete E-Verify	08/29/2019	2
ZHAO, Yiming	Utah State University	Computer Science	Vicki Anderson	08/26/2019	Complete E-Verify	08/29/2019	2
JANSSON, Olli N	Utah State University	Mechanical & Aerospace Engineering	Samantha Tervort	08/26/2019	Complete E-Verify	08/29/2019	3
HENRICHSEN, Hunter E	Utah State University	Computer Science	Vicki Anderson	08/26/2019	Complete E-Verify	08/29/2019	3
PYAKUREL, Samikshya	Utah State University	Plants Soils & Climate	Keren Williams	08/26/2019	Complete E-Verify	08/29/2019	3
LIU, Yu-Wen	Utah State University	Academic & Instructional Services	Karen Christiansen	08/23/2019	Complete E-Verify	08/28/2019	1
...	Utah State	Mechanical & ...	Samantha	...	Complete E-	...	...

Filter by:  
Worksite (Department)  
I-9 Manager


Curable Errors:  
Issues that can  
be fixed with an  
amendment.

# Audit Management: Incomplete I-9 Report

Curable Errors will show up under the Section that needs to be updated.

Use the tabs to navigate to the appropriate section of the I-9 to make an amendment.

The screenshot displays a web interface for "I-9 Record Summary Information". At the top, there are four tabs: "Summary", "Section 1", "Section 2", and "Section 3". Below the tabs, the title "I-9 Record Summary Information" is visible. A "Form I-9 Alerts" section contains a table with two columns: "Section 1" and "Section 2". A yellow warning icon is present in the "Section 2" column, indicating a curable error: "Document Expires date does not match Alien Authorized End Date."

Section 1	Section 2
	 Document Expires date does not match Alien Authorized End Date.

# View I-9 Information for all created I-9s

**Employee I-9 Records**

Start Date:  NA  Yes  No  Date Range  to

Due Date:  NA  Yes  No  Date Range  to

Section 1:  NA  Yes  No  Date Range  to

Section 2:  NA  Yes  No  Date Range  to

Reverify:  NA  Yes  No  Date Range  to

E-Verify Case:  NA  Yes  No  Date Range  to

Terminated:  NA  Yes  No  Date Range  to

Next Action Needed:

Employer:

Worksite:

I-9 Manager:

I-9 Record Type:

Filter By:  
 Worksite (Department)  
 I-9 Manager  
 Record Type  
 Date Ranges

## Reports: I-9 Record Summary List View

**Employee I-9 Records (1834)** [Export to Excel](#)

Full Name	Next Action	Due D...	Start D...	Empl...	Worksite	Sectio... Compl...	Sectio... Compl...	E-Verify Case ...
ABDELLAOUI, Hamza	E-Verify – Close Case	08/29/2019	08/26/2019	Utah State University	Biological Engineering	08/19/2019	08/19/2019	08/19/2019
ABEYTA, Taylon K	NONE		08/26/2019	Utah State University	Kinesiology & Health Science	08/26/2019	08/26/2019	08/26/2019
ABUJAYYAB, Mohammed	NONE		08/26/2019	Utah State University	Center for Civic Engagement & Service-Learning	08/26/2019	08/26/2019	08/26/2019
ACEVEDO, Taylor	NONE		08/22/2019	Utah State University	Dean-Jon M Huntsman School of Business	08/14/2019	08/14/2019	08/14/2019
ACKER, Samantha	NONE		08/26/2019	Utah State University	Conference Services	08/26/2019	08/26/2019	08/26/2019
					USU Eastern-			

# Reports: I-9 Custom Reports

Dashboard Manage I-9 Manage E-Verify **Reports** Audit Management Help

Choose Worksites

At least one selection is required.

- Select All
- Utah State University
  - (No Worksite Selected)
  - Academic & Instructional Services
  - Academic Resource Center
  - Access Center
  - Administration-Auxiliaries
  - Administration-Facilities
  - Admissions
  - Advancement Services
  - Advertising & Promotion
  - Aerospace Studies
  - Agricultural Experiment Station
  - Alumni
  - Analysis Assessment & Accreditation
  - Animal Dairy & Veterinary Sciences

Choose I-9 Information

Create Date From To

Citizen Status

- None
- Citizen
- Permanent Resident
- Authorized Alien
- Noncitizen National

Next Action

- NONE
- ENTER START DATE
- Complete Section 1
- Complete Section 2
- Receipt Reverification Due
- Complete E-Verify
- Reverification Due
- Purge
- Awaiting Approval
- Enter Employer Rep Info
- RESOLVE ERRORS

The top section of the page let's you set general parameters.

# Reports: I-9 Custom Reports

The bottom section lets you create a custom report with as much or as little information as you want.

Choose Report Fields

Drag and drop fields to add them to the report

Available Fields

All

Created On	Next Action Due Date	Employment Status
Employee ID	SSN Last Four	Tracker Employee Profile ID
Birth Date	Section 1 Signed	Last Section 1 Amendment Date
Last Section 1 Amended By	I-9 Created By	I-9 Manager Name
A-Number	Reverification Due Date	Admission or Alien Number
Alien Authorized Until	Terminated Date	Employee Address
Employee City	Employee State	Employee Zip
Employer	External WorksiteID	Contains I-9 Attachment (*)
I-9 Record Type	Section 1 Signature Type	I-9 ID
Full SSN	Security Group	Employee Profile Full SSN
Section 2 Signed	Section 2 Signed By Name	Section 2 Signed By Title
Last Section 2 Amended By	Last Section 2 Amendment Date	List A Doc Types
List A Doc Issuing Auth	List A Doc Title	List B Doc Title
List A Doc Number	List A Doc Expiration	List A Doc Number (I-94)
List A Doc Expiration (I-94)	List B Doc Types	List B Doc Issuing Auth

Use drop down to sort report fields.

Selected Fields

Employee Profile Worksite
Employee Name
Start Date
Next Action

Drag and Drop grey boxes to indicate information you want included in the custom report. Also move selected fields in order you want them to appear on the report.

To run a saved report  
choose either:  
My Reports: Personally  
customized report  
Shared Reports:  
Customized reports  
created for group use

Choose saved report from the drop  
down list  
Run Report

Report Type: My Reports

Select Report: Add New Custom Report

Run Report Reset Manage Reports Cancel

#### Choose Report Fields

Drag and drop fields to add them to the report or rearrange the order of the Selected Fields.

##### Available Fields

Employee Profile

Tracker Employee Profile ID	Employer	External WorksiteID
Security Group	Employee Profile Full SSN	Next Action

##### Selected Fields

Employee ID
Employee Profile Worksite
Employee Name
Start Date
I-9 Manager Name

# Reports: I-9 Custom Reports

# Reports: I-9 Custom Reports

be signed within three business days of the date employment begins.

[Export List to Excel](#)

**Save As New Report** **Edit Report** **Cancel Report**

Employee ID	Employee Profile Worksite	Employee Name	Start Date	I-9 Manager Name
A02326585	Special Education & Rehabilitation	LEWIS, Jodie R	01/06/202	Rhonda Derrick
A02326646	Special Education & Rehabilitation			Derrick
A02326676	Facilities Maintenance			Costa
A02326691	Regional Campus-Southeastern Utah			Keogh
A02326714	Financial Aid Office			us
A02326783	USU Blanding			Ekker
A02326853	Center for Civic Engagement Service-Learning			eslauriers
A02326984	Dean-Jon M Huntsman School of Business		08/26/2019	Mickey Ekker
A02327057	Facilities Operations	OSWALD, Ryan	08/19/2019	Chad DeVries
A02327114	Art & Design	SARETTE, Kristin E	08/15/2019	Scott England
A02327140	Dining Services	DURRANT, Ethan T	08/19/2019	Makena Brown
A02327207	USU Blanding	YOUNG, Lisa	08/16/2019	Mickey Ekker
A02327287	Business Services-Business &	BRYAN, Lvdia	08/19/2019	Joan Norton

**Save As New Report** **Edit Report** **Cancel Report**

Name \*

Report Type \*

<select one>

Description

**Continue**

**Cancel**

1821 - 1840 of 1856 items

# E-Verify/I-9 Comparison Report

## E-Verify I9 Comparison Report

Filter by Employer: Utah State University Worksite: <All> I-9 Manager: <All>

Filter Reset

This report lists all records where there is a difference between what data is on the most recent I-9 record and what was last submitted to E-Verify. Click on the Employee Name to view the I-9 record or click Open to display the comparison.

Export to Excel

### E-Verify Cases (61)

Employee Name	Last I-9 Signed By	Last Signed Date	Last E-Verify Submitted By	Last Submission Date	Open E-Verify / I-9 Comparison
AK [redacted]	AK [redacted]	9/9/2019	Ch [redacted]	9/10/2019	Open
W [redacted]	W [redacted]				
Aly [redacted]	Al [redacted]	8/28/2019	Ma [redacted]	8/19/2019	Open
And [redacted]	Sc [redacted]	9/16/2019	Sc [redacted]	9/16/2019	Open
Ar [redacted]	Ch [redacted]	9/26/2019	Ch [redacted]	9/26/2019	Open
Ar [redacted]	Ar [redacted]	9/6/2019	Sc [redacted]	9/6/2019	Open
Ari [redacted]	Ri [redacted]	7/26/2019	Joy [redacted]	7/29/2019	Open
Br [redacted]	Ge [redacted]	9/11/2019	Ge [redacted]	9/11/2019	Open
Br [redacted]	Sh [redacted]	9/20/2019	Sh [redacted]	9/20/2019	Open
Ch [redacted]	Ei [redacted]	9/10/2019		9/11/2019	Open



# E-Verify/I-9 Comparison Report

Summary Section 1 Section 2 Section 3

## I-9 Record Summary Information

Form I-9 Alerts

Section 1	Section 2
-----------	-----------

Tasks

Description	Status
No Tasks	

Warning! There is a difference between what data was sent to E-Verify as compared to the I-9 record. Click E-Verify/I-9 Comparison to view the details.

E-Verify I9 Data Change Report

Field Name	I-9 Value	E-Verify Value	Last I-9 Signed by	Last I-9 Signed Date	Last E-Verify Submitted by	Last Submission Date
Section 1: SSN	539 [redacted]	529 [redacted]	[redacted] d	9/16/2019	[redacted] d	9/16/2019

There are two ways to resolve any differences above:

1. Update the I-9 record to reflect what was submitted to E-Verify
2. Under special circumstances, you may choose to accept the difference(s) above and remove this record from the E-Verify/I-9 Comparison Report by clicking the checkbox below.

Remove this record from the E-Verify/I-9 Comparison Report.

Save And Close

This information is on the I-9

This information is on the E-verify tab

Only remove record if directed by HR

# E-Verify/I-9 Comparison Report

The screenshot shows a table titled "E-Verify I-9 Data Change Report" with three columns: "Field Name", "I-9 Value", and "E-Verify Value". The first row is "Section 1: SSN", with "539" in the I-9 Value column and "529" in the E-Verify Value column. Two blue arrows point from the I-9 and E-Verify values to callout boxes. The I-9 callout box says "This information is on the I-9" and the E-Verify callout box says "This information is on the E-verify tab".

Field Name	I-9 Value	E-Verify Value
Section 1: SSN	539	529

This information is on the I-9

This information is on the E-verify tab

1. Verify which piece of information is correct with the employee or by examining the documents.
2. Have employee make any necessary amendments to Section 1 or you make amendments to Section 2
3. Once the information has been updated this employee will be removed from the report.