What is it
Responsibility for I-9 verification and scanning shifts to BFS and its delegated satellite sites. BFS will handle E-Verify for the campus.

Roles and Responsibilities
Employee completes I-9 online using Tracker and provides supporting documentation. Non-resident aliens must also complete a GLACIER profile and provide associated tax information.

Org Unit/Dept directs new hires/rehires to appropriate locations on campus, either BFS or a satellite site, for I-9 verification and creates GLACIER nominations for non-resident aliens.

GLACIER Administrator reviews nominations and submit forms to IRS (as necessary) to complete GLACIER profiles.

BFS/Satellite Site I-9 Processor reviews I-9 online via Tracker and validates supporting documents. BFS I-9 Processor completes the E-Verify process as needed.

The Process
Employee
- Completes I-9 online using Tracker, then brings supporting documents to BFS or a satellite site for verification
- Non-resident aliens must also complete a GLACIER profile and provide associated tax information to BFS/Payroll
- Update personal data via Employee Self-Service (ESS); some changes may affect I-9, GLACIER, E-Verify and/or UCPath records

Org Unit/Dept
- Conducts departmental onboarding and directs new hires/rehires to BFS or satellite site for I-9 verification
- Creates GLACIER nominations (as needed)
- Notifies administrators of employment status changes to make appropriate record updates in I-9, GLACIER, E-Verify, and/or UCPath

GLACIER Administrator
- Reviews nominations to verify eligibility, establish or update profiles, and (as needed) submit forms to IRS to ensure the completion of GLACIER records
- Works with employee to determine necessary employee data changes and makes the edits accordingly
- Take appropriate action to update GLACIER record per employment status

BFS/Satellite Site I-9 Processor
- Reviews I-9 online using Tracker
- Validate, scan, and upload supporting documents to Tracker
- Completes E-Verify (as needed, BFS only)
- Works with employee to update documentation and/or re-verification of I-9 and/or E-Verify (as needed, BFS only)
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<tbody>
<tr>
<td>Initial I-9</td>
<td>Required for all Employees working in the U.S.</td>
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<tr>
<td>Initial E-Verify Check</td>
<td>Required for Employees working in a position funded by a federal contract or subcontract that includes FAR E-Verify clause.</td>
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<tr>
<td>Initial GLACIER Set-up</td>
<td>Required for all foreign nationals receiving a taxable payment from the UC for services provided while in the U.S.</td>
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