

Soder, Paula

From: Soder, Paula
Sent: Friday, February 15, 2019 4:35 PM
To: Soder, Paula
Subject: ONBOARDING Solution Update: enhancements, student environment and Tracker I-9 Complete
Attachments: ONBOARDING_SolutionUpdates.pdf

Dear ONBOARDING Solution Users:

We are excited to share exciting news regarding updates in functionality to the ONBOARDING Solution. I have attached a document with greater details on the enhancements outlined at the end of this message that were delivered to production.

Currently we are developing functionality for student hires in partnership with Career Services and we are on schedule to deliver it to production to be available for use by the end of March, 2019.

Additionally, per UCPath requirements, UC San Diego is implementing an electronic I-9 solution by Tracker called *I-9 Complete* to manage the Form I-9 and E-Verify processes.

All ONBOARDING Solution users will automatically be provisioned as users in Tracker. We are currently remediating functionality of the ONBOARDING Solution to remove the current form I-9, and direct users to Tracker during the signing ceremony.

This week, you will receive an e-mail from Tracker with your credentials to access Tracker's training and test environment. We are preparing additional training materials that will be shared with you in the coming weeks. Additionally, a [Tracker I-9 Complete Manual](#) is available electronically and I encourage you to visit the Form I-9 Preparation.

If you do not receive credentials to the training and test environment by 2/22/2019, please let me know so that I can look into any issues. Also, let me know if you currently submit cases to E-Verify, so that the additional E-Verify access can be provisioned for you.

Once implemented, Tracker will be the official system of record for I-9 Forms, and you will access the system with your SSO credentials.

Summary of ONBOARDING Solution enhancements delivered to production:

1. Core hire forms compliance with AB119; represented employees are not asked questions regarding disclosure of information to employee organizations.
2. Core hire forms option for employees to report gender as nonbinary in compliance with the gender recognition act.
3. Identification of onboarding transaction as New Hire or Rehire.
4. Addition of a *free form text field* to communicate additional comments to the account creator. In the case of a rehire transaction, *free form text field* automatically populates previous credentials that are available.
5. Communications sent to new hire: initiator receives copy of the Welcome Letter and First Day Reminder Letter.
6. Additional field in offer letter: *First Day Appointment With...* this field allows to distinguish between the initiator and someone else for the first day appointment. The information in this field populates the welcome and reminder letters sent to the employee with information regarding who and where to report to on the first

day. This can be a person's name (E.g. Paula Soder), a department name (E.g. HDH Human Resources), or any other information that identifies first day point of contact.

7. Foreign address in offer letter: If you need to send an offer letter to a candidate that has a foreign address, the first option of state dropdown (--) bypasses the required state field. In the city field you can populate *city, state and country*.

Please continue to send in your suggestions and feedback for improvements, and don't hesitate to reach if you are experiencing any issues, have questions, or would like to schedule a training session for your department.

With all best wishes,

Paula

Paula F. Soder, PhD

UCPath Lead Human Resources SME | BFS-PMBI

psoder@ucsd.edu | 858-534-3586

UC San Diego | 9500 Gilman Drive | La Jolla | CA 92093

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