

HR Front End Transaction – Visa Change

Transaction Type – Employee Data Change

Routing required – Home Org Unit, Campus HR (see note if home org is Fellowship Office)

The University of Illinois uses Tracker for completing I-9s. The employee must complete and sign (electronically) Section 1 on or before their first day of work for pay. The appropriate I-9 Manager or Designated Agent must complete and sign (electronically) Section 2 no later than the third day of work for pay. The I-9 must be completed in Tracker before the HR Front End transaction is routed to campus human resources/Student Employment. Campus human resources/Student Employment will return any transaction that does not have an I-9 completed in Tracker. Should a transaction be returned, the unit must ensure the I-9 is complete in Tracker, then route the transaction once again to campus human resources. Failure to complete the I-9 in a timely manner and/or attached to the HRFE transaction can delay payment to the employee.

HR Front End procedure (details – steps)

Note: Employee's Home Org typically must initiate this transaction

Find employee, go to ERV

1. Select Employee Data from the transactions menu
2. Click on EMPLOYEE GENERAL INFORMATION to open data fields
3. Enter Visa Type and Expiration Date (or if only extension, enter new Expiration Date)
4. Click Save
5. If additional changes are needed, for example reappointment, click Add Change button
6. See appropriate (depending on employee group) Reappointment Tips Sheet
7. Review all changes, Route.
8. Department retrieves from Group Inbox, Take Ownership, review and Route
9. Central HR retrieves from Group Inbox, Take Ownership, review and Apply