

Date: November 7, 2023

To: UCPath Functional Users, Business Officers and AP Analysts in Academic Units

From: Tamara Berton, AP UCPath Manager

Re: HR Worksite ID on Academic Non-Student Positions

All individuals hired at UC must [complete an I-9 form](#) to verify their identity and confirm employment authorization. The **HR Worksite ID** field in UCPath must be set up on the **Position** *before* the **Hire Template** is initiated to properly route the I-9 form to the employee and assign the appropriate University authorized representative in Tracker.

To ensure proper routing and assignment of department authorized representatives to validate and complete the I-9 process, Academic Personnel has added the **HR Worksite ID** to *New* and *Reappointment* forms for academic non-students. Departments who participate in the I-9 validation process must provide their **Worksite ID Department Code** on all appointment forms moving forward.

The screenshot shows the 'Position Information' section of a UCPath form. It includes fields for 'Create New Position' (unselected), 'Use Existing Vacant Position' (selected with value 40925090), 'FTE Identifier' (SS23d), 'Location' (HSSB-2001), and 'Reports To Position Number' (40031345). A dropdown menu for 'Worksite ID' is open, showing a list of department codes. The dropdown is highlighted with a red rounded rectangle. The list includes: 'Choose One', '8-162 (AASP - Asian Studies)', '8-099 (ADMS- Registrar & Financial Aid)', '8-218 (AFFA- Title IX Office)', '8-093 (ASTD - Associated Students)', '8-102 (ATHL - Athletics)', '8-133 (CARE - Career Services)', '8-217 (CFTM- Carsey-Wolf Center)', and '8-092 (CHLD - Childcare)'. To the left of the dropdown, a table lists various fields: 'Required Document', 'Department', 'Department', 'Copies of', 'Start-up', and 'UCSB Bid'.

**Note: Actual placement of HR Worksite ID in AP Folio and PDF forms may vary slightly by form.*

If the **HR Worksite ID** is left blank, the position will be set to the default “91 – BFS” and the I-9 processing will route through *Business and Financial Services* for validation. If the routing on an existing Hire is incorrect – departments should contact BFS via [ServiceNow](#) so the **Tracker** system can be updated manually.