Immigration Tracker HR Portal – Quick Reference Guide

Immigration Tracker Website: <u>https://uams.casemgmtsys.com/</u>

Obtaining Immigration Tracker Portal Access

- 1. Email <u>AskImmigration@uams.edu</u> and request portal access.
- 2. You will receive a "Welcome to Tracker IMS" email from support@trackercorp.com. Click on the link in that email to set up your User ID and password.

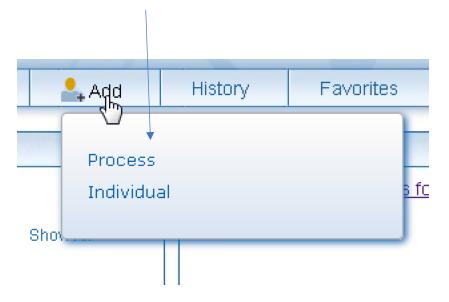
Navigating the Immigration Tracker HR Portal

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- 1) Home: click Home button from anywhere in Tracker portal to return to Dashboard
- 2) Individual: Search for an Individual
- 3) Add: add a Process/Individual from anywhere in Tracker
- 4) Options: Self-service area for password management and dashboard configuration
- 5) Log Off: click to log out of Tracker web portal

Opening a Case

- 1. Hover over or click on the Add button
- 2. Click on Process



3. Under "New Service Request," open the Process drop-down box. Choose the type of case you'd like to initiate (H-1B or J-1 Consular).

University of Arkansas for	Medical Sciences · C	lient Number#	ŧ	/
Main Phone: (501) 686-7073 Primary Contact: Contact Phone: Primary Signatory: Signatory Phone: Website: www.uams.edu	Headquarters: Headquarters for University of Arkansas for Medical Sciences 4301 W. Markham St., #564 Little Rock Arkansas 72205	Assistant: Co Assistant: Ha Assistant: Lin		
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ORGANIZATION DETAILS >	NEW SERVICE REQUEST		/	
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DOCUMENTS	QUESTIONNAIRES TO BE CON	IPLETED		

4. For a <u>new employee</u>, click on "UAMS Intake – Add New Process/Employee" (blue hyperlink).

For an <u>existing employee</u>, select the employee in the "Individual" dropdown list, then click on "UAMS Intake – Add New Process/Employee" (blue hyperlink).

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OCUMENTS >	
TASKS	Questionnaire Process Status Last Updated

Completing an Intake

- 5. Provide as much information as possible in Intake. (Asterisks indicate required fields.)
- 6. In the Employment Status drop-down box, please choose the appropriate selection using the following definitions:
 - **Current** (N/A do not use)
 - **Current/Intended** For extensions of the current position existing employees only
 - Intended For new employees or promotions/transfers of existing employees
 - **Previous** (N/A do not use)

Employment

EmploymentStatus*	- Select an Option - 💌	
The field is required.	- Select an Option -	
Job Title*	Current	
	Current/Intended	
Job Duties*	Intended	
	Previous	

7. In the Worksite drop-down box, please select the location(s) where the employee will be working.

Worksite*	_
- Select an Option -	-
- Select an Option -	
University of Arkansas for Medical Sciences: AHEC Mountain Home	
University of Arkansas for Medical Sciences: Arkansas Children's Hospital	
University of Arkansas for Medical Sciences: CAVHS (VA Hospital)	
University of Arkansas for Medical Sciences: Headquarters for University of Arkansas for Medical Sciences	
University of Arkansas for Medical Sciences: UAMS	
University of Arkansas for Medical Sciences: UAMS and ACH	
University of Arkansas for Medical Sciences: UAMS, VA, and ACH	
University of Arkansas for Medical Sciences: University of Arkansas for Medical Sciences	
Similarly situated employees information Section	

- 8. Click on "Save and Exit" to save the information and return to the Intake at a later time.
- 9. Click on "Submit Questionnaire" button to submit the information to the UAMS Immigration Services team.

Contact the Immigration Services office if you need assistance. <u>AskImmigration@uams.edu</u> 501-686-8132