



Remote Employee Form I-9 Process Overview and Requirements

for U.S. Citizens and Permanent Residents

Overview of the Form I-9 Requirements and Responsibilities

Purpose of Process:

Since the new employee is a remote hire and is not able to complete the Form I-9 Employment Eligibility Verification Process directly with a University employee, the employee and unit must coordinate to identify an Authorized Representative who can assist in completing Form I-9 according to the federal requirements.

Federal Requirements:

The Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS) requires all employers to verify that all employees are eligible to work in the United States.

All steps in this process may be completed up to 365 days prior to the employee's first day of work for pay, as long as the employee has accepted the job offer. These steps must be completed no later than is explained in the requirements that follow.

On or before their first day of employment:

- The employee must complete Section 1 of the form

Within three (3) days from the first day of work for pay:

- The employee must present their original documentation in-person to the employer or their authorized representative for review. This documentation (see options on lists A, B, and C of Form I-9) validates the employee's eligibility to work in the United States.
- The employer or authorized representative must review the original documentation in-person and complete section 2 of Form I-9 attesting to the fact that they have reviewed the documentation.



Remote Employee Form I-9 Process for U.S. Citizens and Permanent Residents

Hiring Unit Instructions

1. Inform the employee of the requirements of the Remote Employee Form I-9 Process.
2. Provide remote employee with the following items along with their offer letter:
 - Remote Employee Hire/Rehire Overview and Requirements located on the first page this packet.
 - Form I-9 (blank) https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf, which includes a “List of Acceptable Documents” for the employee.
 - Authorized Representative Instructions (*part of this document—see below*)
 - Authorized Representative Authorization Form (*part of this document—see below*)
 - Envelope with prepaid postage for remote employee to return the completed Form I-9 to the unit HR Office
3. Work with the employee to identify an Authorized Representative. If needed, find an Authorized Representative for the employee.
4. Communicate with the Authorized Representative to answer questions and provide instruction as needed.
5. Ensure the remote employee returns the documentation within the timeline required.
6. Review the documents returned from the remote employee to ensure compliance. The paper form information is then entered into I-9 Express and the paper form is uploaded into the online system using the “upload paper I-9 feature.”

Selecting an Authorized Representative

The Authorized Representative can be any person who the employee might know (except a family member) or a local person identified by the hiring unit.

The College and University Professional Association for Human Resources, CUPA-HR, maintains an I-9 Reciprocal Processing Consortium that can assist in providing remote representative services. Information is available at <https://www.cupahr.org/knowledge-center/i-9%20consortium>. The Twin Cities campus is a member of CUPA-HR, and the OHR Contact Center can provide more information.

Foreign national remote employee verification should be directed to the OHR Contact Center for further guidance.

For Assistance

Contact OHR at ohr@umn.edu or 800-756-2363.



Remote Employee Form I-9 Process for U.S. Citizens and Permanent Residents

Remote Employee Instructions

1. Understand the federal requirements of the Form I-9 Employment Eligibility Verification Process.

Federal Requirements:

The Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS) requires all employers to verify that all employees are eligible to work in the United States. All steps in this process may be completed up to 365 days prior to the employee's first day of work for pay, as long as the employee has accepted the job offer. These steps must be completed no later than is explained in the requirements that follow.

On or before their first day of employment:

-The employee must complete Section 1 of the form

Within three (3) days from the first day of work for pay:

-The employee must present their original documentation in-person to the employer or their authorized representative for review. This documentation (see options on lists A, B, and C of Form I-9) validates the employee's eligibility to work in the United States.

-The employer or authorized representative must review the original documentation in-person and complete Section 2 of Form I-9 attesting to the fact that they have reviewed the documentation.

2. Complete Section 1 of Form I-9 on or before your first day of employment.
3. Review the documentation and forms provided by your hiring unit.
4. Work with your hiring unit to identify an Authorized Representative.
5. Ensure your Authorized Representative completes the Authorized Representative Authorization Form.
6. Present your original documentation to the Authorized Representative for review.
7. Once the Authorized Representative completes Section 2, use the stamped envelope provided to mail the form, postmarked the same day, to your hiring unit.



I-9 Authorized Representative Authorization Form

Employee: Give this form to the Authorized Representative before they complete Section 2 of Form I-9.

Remote Employee Information	
Employee Name	Employee ID Number (If known)
Date of Birth	Date of Hire (found in PeopleSoft)

Note: Date of hire must be entered into the certification section of the completed Form I-9 by the Designated Agent

Hiring Unit Information	
Unit Name	Unit Contact Name
Unit Contact Job Title	Unit Contact Phone Number
	() -

Hiring Unit Contact Signature: _____ Date _____

Authorized Representative Information	
Representative Name	Representative Organization
Representative Address	Representative City
Representative State / Agent Zip	Representative Phone number
/	() -

Authorized Representative Signature: _____ **Date** _____

The University of Minnesota authorizes the above designated Agent to act as our Representative for purposes of completing Form I-9 for our employee named in Section 1 of the form. The U of M authorizes the above Agent to sign in Form I-9 Section 2 as (on behalf of) the employer once they have reviewed the correct documentation that verifies the remote employee's employment eligibility.



Remote Employee Form I-9 Process for U.S. Citizens and Permanent Residents

Authorized Representative Instructions

The University of Minnesota is requesting that you serve as an Authorized Representative to review U.S. employment eligibility documents for a newly hired remote employee.

Please note that if you are a Notary Public, we are not requesting that you notarize this form.

1. Review the “Overview of the Form I-9 Requirements and Responsibilities” for an understanding of the process and the federally required timeline.
2. Review and complete the I-9 Authorized Representative Authorization Form.
3. Review the Form I-9 (https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf), which includes a “**List of Acceptable Documents**” for the employee and the Authorized Representative Form which should be provided by the employee. Verify the employee has completed Section 1 of Form I-9 accurately, before you complete Section 2 of Form I-9.
4. The remote employee will provide employment eligibility documents of their choosing from the “List of Acceptable Documents” on page three of Form I-9. **Only original documents can be accepted.** Faxes, scanned copies, laminated Social Security cards, expired documents, and photocopies are unacceptable documents and cannot be used in any combination to complete Form I-9.
5. Complete the Certification section of the Form I-9:
 - a. Enter the remote employee’s date of hire/rehire as listed on the Agent Authorization Confirmation Form provided to you by the University of Minnesota hiring unit.
 - b. Sign the Authorized Representative Review section of the Form I-9 (Employer’s Agent) section.
 - c. Date the Form I-9 with the day you review the employee’s employment eligibility documents and complete the form.

Below is a sample of the Certification for Section 2 of Form I-9:

Certification			
attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.			
The employee’s first day of employment (mm/dd/yyyy): _____		(See instructions for exemptions.)	
Signature of Employer or Authorized Representative	Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)	First Name (Given Name)	Employer’s Business or Organization Name	
Employer’s Business or Organization Address (Street Number and Name)	City or Town	State	Zip Code

7. If you have questions, please contact the Hiring Unit Contact listed on the Authorized Representative Confirmation Form.
8. Please provide all completed and signed forms to the remote employee. The remote employee is responsible for returning them to the Hiring Unit Contact.