



Human Resource Service Center

Instructions for Completing the Form I-9 Remotely: I-9 Partners

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NOTICE: We will no longer use Box to upload or hold any supporting documents per ISO compliance guidelines. Documents must now be uploaded by the employee in Workday. Any and all UT Box folders and information contained therein must be moved to the employee's Workday profile and the box folder must be destroyed.

1. Provide your employee with the remote Form I-9 instructions & a copy of the Paper Form I-9
2. You must review the completed Paper Form I-9, Workday Form I-9 Section 1, and supporting documents.
 - Supporting documents and Paper Form I-9 will be found in the employee's Workday profile under: Personal > Documents
3. Once the documents are received, review the form for completeness and accuracy.
 - a. Make sure all required sections have been filled in.
 - b. Make sure there are no scratch-out or white-out used on the form.
 - c. Verify the document number and expiration date recorded on the form match the documents the employee provided.
 - d. Verify the employee's start date is correct (as listed in Workday).
 - e. Ensure the address listed in the verifier section is for University of Texas at Austin HR Records:
 - i. Employer's Business or Organization Name: University of Texas at Austin HR Records
 - ii. Employer's Business or Organization Address: 1616 Guadalupe St., Suite 1.408
 - iii. City: Austin
 - iv. State: TX
 - v. Zip Code: 78701
4. Make or request any required corrections.
 - a. Per USCIS website: [USCIS I-9 Central – Self-Audit and Correcting Mistakes](#)
 - b. Corrections needed on Page 1 can ONLY be made by the employee.
 - c. Corrections needed on Page 2 can be made by the employer.
 - i. I-9 partners cannot complete blank sections, they can only make corrections to information already recorded
 - d. To correct the form:
 - i. Draw a line through the incorrect information.
 - ii. Enter the correct information.
 - iii. Initial and date the correction.

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5. Complete Section 2 in the Workday task using the information recorded on the Paper I-9 Form and supporting documents.
- a. Scans of the employee's supporting documents must **be attached in the attachment section of the Form I-9 if the employee presents:**
- US Passport/Passport Card
 - Employment Authorization Card (EAD card)
 - Permanent Resident Card (Green Card)
 - If List B & C documents are **used, please attach a photo ID from Type B to the employee's Form I-9 so we can verify identity in E-Verify.**

Attachments



Drop files here

or

Select files

enter your comment

Process History

-  Platini Nguyen (pn5388)[C] (Contract Ended) - 1 week ago
Complete Form I-9 - Submitted
-  Angela Solomon (ads5325)
Review Form I-9 - Awaiting Action

Approve Send Back Add Approvers ...

- A copy of the U.S. Passport, Employment Authorization Document (**front and back**), and Permanent Resident Card (**front and back**) must be uploaded and attached to the Form I-9. (Shown on the previous page). If List B & C documents are used, please attach a photo ID from Type B to the employee's Form I-9 so we can verify identity in E-Verify.

6. The only documents that should remain in the Personal>Documents section in Workday after the Form I-9 is completed for the employee is the Paper Form I-9.

The rest of the supporting documents should be deleted after reviewed or attached to the I-9 (if they meet the qualifications from Step 5a).