The University of Texas at Austin
Human Resources

Human Resource Service Center
Instructions for Completing the Form I-9 Remotely: Employees

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*Please read the instructions below for completing **Section 1 of the Form I-9 electronically in Workday** AND **Section 1 and Section 2 of the paper Form I-9**.*

Overview

In response to the COVID-19 pandemic, the Human Resources Service Center (HRSC) at The University of Texas at Austin will continue follow the relaxed guidelines of the USCIS, to allow faculty, staff, and student employees to complete the Form I-9 remotely as part of the "hybrid" business process. This process is for employees who are unable to come into their department, college or school unit to have their Section 2 completed by a UT Austin HR Representative in person.

In order to allow the HR professionals at the University of Texas at Austin to properly process your Form I-9 remotely, you MUST complete a two-step process:

*Complete the <u>paper</u> Form I-9 both Sections 1 and *2 AND Complete Section 1 of the Form I-9 "to do" task in Workday. The completed signed paper Form I-9, along with a copy of supporting documents used to verify your ability to work in the United States of America, **MUST** be uploaded in the Documents Tab in Workday (A paper Form I-9 is attached for your convenience).*

1. **Log into Workday** using your UT EID and password.

   - Click on your customized picture or cloud icon on the upper right corner of the page, and select "Home" in the drop-down menu.

   - Scroll to the bottom of the home/welcome page and click the "Manage Profile" link

   Recommended for You

   View Your Worker Profile

   See job details, update career information, and edit additional data

   Manage Profile

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- Click on the '**Employment Eligibility Verification**' task (I-9) to complete Section 1 of the Form I- 9 within Workday.

- Your department HR Representative will verify your information on your **acceptable employment documents** AFTER you upload them as a PDF and **NOT** a JPEG (i.e. driver's license, state id, passport, I-20, etc.) in Workday.

- Go to "View Profile" page in Workday and complete the following steps: click personal + documents + "Add" + I-9 documents, to enable you to upload your documents. *See Adding documents in Workday Screenshots below.*

In order to allow the HR professionals at the University of Texas at Austin to properly process your Form I-9 remotely, you MUST complete a two-step process:

*Complete the <u>paper</u> Form I-9 both Sections 1 and *2 AND Complete Section 1 of the Form I-9 "to do" task in Workday. The completed signed paper Form I-9, along with a copy of supporting documents used to verify your ability to work in the United States of America, **MUST** be uploaded in the Documents Tab in Workday (A paper Form I-9 is attached for your convenience).*

2. To complete *Section 2 of the paper Form I-9, You must select a known individual 18 years or older to be your "Authorized Representative" they must follow the format below when completing Section 2:

- **Signature of Employer or Authorized Representative:** If using an Authorized Representative, the individual verifying the acceptable employment eligibility documents must sign his/her name.

- **Today's Date** (ex: mm/dd/yyyy): Enter the date the acceptable employment eligibility documents were verified.

- **Title of Employer or Authorized Representative:** The Authorized Representative must write/type "Representative."

- **Last Name of Employer or Authorized Representative:** The Authorized Representative must write/type the person's last name.

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- **First Name of Employer or Authorized Representative:** The Authorized Representative must write/type the person's first name.

- **Employer's Business or Organization Name:** The University of Texas at Austin

- **Employer's Business or Organization Address (Street Number or Name):** 1616 Guadalupe Street, Suite 1.408 – **OR** – your CSU or department's address *as you should be returning your documents directly to your HR contact and only submit to the HRSC if your department or CSU contact is not available.*

- **City or Town:** Austin

- **State:** Texas

- **ZIP Code:** 78701

5. Save and submit your completed Form **I-9 form and then upload the scans of your acceptable employment documents in Workday.**
- To upload those documents:
  - Navigate to Worker Profile (click your picture located in the top left-hand corner)
  - Select Personal
  - Select the Documents Tab
  - Select Add

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Adding Documents in Workday
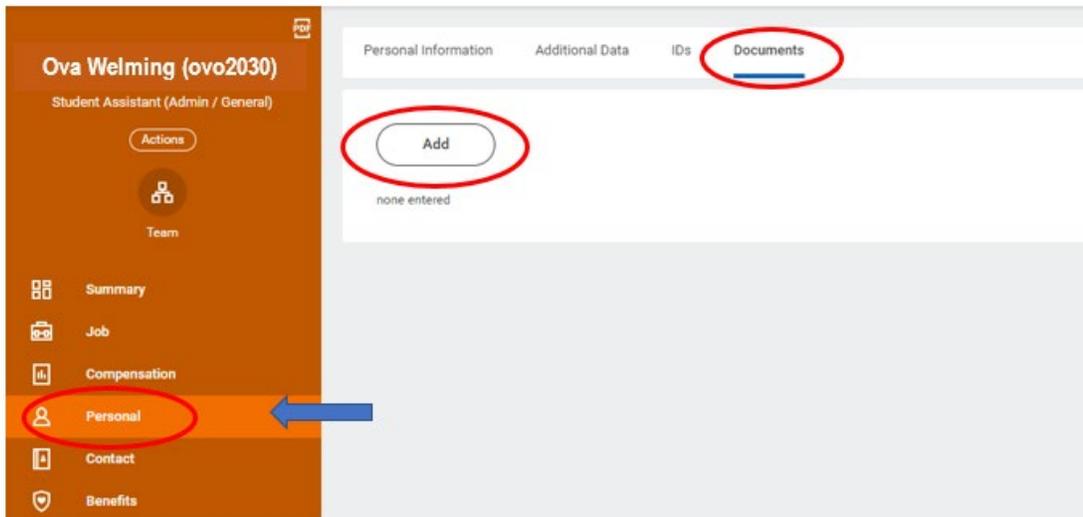
- Drop or Select Files

- Select Document Category: I-9 Documents

- Click OK

- Documents are now visible on the Worker Profile under Personal -> Documents

- According to USCIS federal guidelines, **Form I-9 may be completed 45 days PRIOR to an employee starting work and NO LATER THAN the 3rd business day of hire.**

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> ➢ *Any employee who has failed to complete their Form I-9 within the federally mandated timeline must be terminated. Therefore, to avoid any undue stress to an employee, this needs to be communicated to the employee before they start so they can either complete their I-9 prior to their start date or already have it completed by day one.*

6. Lastly, **the employee should send an email to their HR contact or I-9 Partner** processing the employee's I-9 in their respective CSU or department and **mark it to that person's attention** *(for example: 'Jane Doe", Executive Partner, I-9 Partner, etc.)* **at the HR contact's email address** *(for example: "i9partnerat ut@austin.utexas.edu").* To let them know once the I-9 task is complete, along with a contact phone number.

- You may call them should you encounter any problems or need to get in touch with the employee. This way, the I-9 Partner can be notified that the employee has completed their task and then the can do their part.

> ➢ *Step 6 is a crucial lesson learned from the I-9 compliance audit conducted in Spring of 2020. Departments that followed these steps have successfully identified any errors on the part of the employee and get those issues quickly resolved to be in compliance and meet any and all deadlines. Additionally, by clearly communicating the expectations to the employee at onset as to what is needed from them in order for them to start their job, they are much more likely to comply as they already have questions. This serves as a best practice to establish rapport with your new employee, especially when they are located in a remote location.*

> ➢ *If the employee indicates to you that they do not have a fax or scanner, it is encouraged that you give them various options of finding ways to get a hold of one. The employee can take a picture of their documents using a smartphone and converting the document(s) into a PDF. The employee can choose how they wish to send or have their documents emailed or faxed over to their UT representative on their own.*