Instructions for Completing Form I-9 Remotely: Employees

Overview
In response to the COVID-19 pandemic, the Human Resources Service Center (HRSC) at The University of Texas at Austin will follow the relaxed guidelines of the USCIS, and will allow faculty, staff, and students to complete their Form I-9 remotely if they choose not to come into their department, CSU or make an appointment with the HRSC to have Section 2 completed by a UT Austin HR Representative.

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 by completing Section 1 of the I-9 form “to do” task in Workday and uploading a Paper Form I-9 (wet signature required) along with the copies of the documents you provided to verify your ability to work in the United States of America. (A paper Form I-9 is attached for your convenience).

1. Log into Workday using your UT EID and password.
   - Click on the welcome message or go to the upper right corner of the page, and click on the Inbox icon.
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- Click on the ‘Employment Eligibility Verification’ task (I-9) to complete Section 1 of Form I-9 within Workday.

- Under normal circumstances, your department HR Representative would verify your acceptable employment documents in person. However, due to the COVID-19 crisis, USCIS has relaxed the guidelines and now allows an employee to have Section 2 of the Form I-9 verified by any person who is age 18 or over. This may include: a notary, a family member, a friend, a neighbor, etc.

In order to allow us to process your I-9 remotely, you WILL need to complete the Paper Form I-9 in addition to completing your Section 1 I-9 “to do” task in Workday. You will need to upload the completed signed paper form into Workday along with a copy of the documents you provided to verify your ability to work in the United States of America. (A paper Form I-9 is attached for your convenience).

This Paper Form I-9 needs to be printed out to provide a wet signature. However, you can scan or take a picture of your documents using a smartphone and converting the document(s) into a PDF file.

2. If you select a known individual to be your Authorized Representative to complete Section 2 of the Paper Form I-9, the “Authorized Representative” 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.

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

3. Save and submit your completed *Workday Form I-9 (Section 1).*

4. You will then upload your completed Paper Form I-9 and the scans/photos 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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- 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 for pay.**

- Please destroy your paper copy of the Paper Form I-9 **after** you have uploaded it into Workday.

5. 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. 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.