

Remote I-9 Documents - Department

Department Action Items

On or Before Employee's First Day

Providing Employee with Required Items

Step 1: Provide employee with the following four (4) items:

- a. [Form I-9](#). Either send the link to the form on the USCIS website, or attach the fillable pdf in an email.
- b. [PCC Telecommuting Agreement](#).
- c. Reference to applicable telecommuting provisions of applicable contracts.
- d. [Link to Telecommuting Spaces information](#)

Step 2: Collect completed I-9 Section 1 and Telecommuting Agreement.

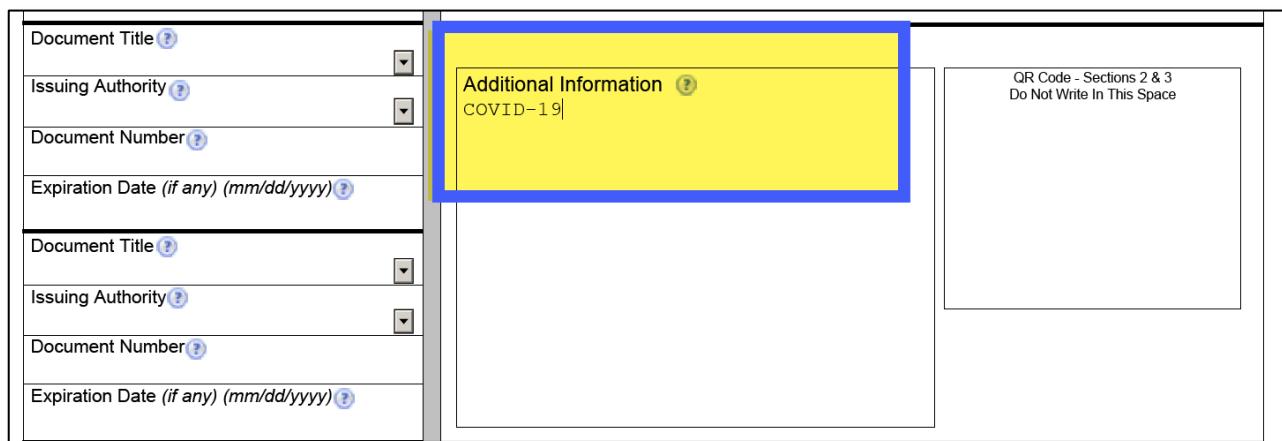
Within Three (3) Business Days of Employee's Start Date

Completing Section 2 of I-9 Form

Step 1: Complete Section 2 of the I-9 Form.

- Review copies of Documentation.
- Ensure documents relate to employee and are unexpired.

Step 2: In Additional Information box, write, "COVID-19".



The image shows a screenshot of a web-based I-9 form. On the left, there are two vertical columns of input fields for 'Document Title', 'Issuing Authority', 'Document Number', and 'Expiration Date (if any)'. On the right, there is a large central area for 'Additional Information'. This central area is highlighted with a yellow box and contains the text 'COVID-19'. To the right of the central area, there is a box labeled 'QR Code - Sections 2 & 3' with the instruction 'Do Not Write In This Space'.

Step 3: Physically sign the I-9 form (Electronic signature will not be accepted).

Remote I-9 Documents - Department

Signature of Employer or Authorized Representative 	Today's Date (mm/dd/yyyy) 	Title of Employer or Authorized Representative 
Last Name of Employer or Authorized Representative 	First Name of Employer or Authorized Representative 	Employer's Business or Organization Name 
Employer's Business or Organization Address (Street Number and Name) 		City or Town 
		State  ZIP Code 

Submitting and Maintaining I-9 Form and Telecommuting Agreement

Step 1: Include with completed I-9 Form and Telecommuting Agreement the following employee information:

- Employee's Name
- Employee's G Number
- Employee's Department
- Employee's Title
- Employee's Position Number and Suffix

Step 2: Send copy of the I-9 and Telecommuting Agreement with employee information to HRIS-group@pcc.edu for processing.

Step 3: Maintain original I-9 form for reverification when reverifying employee's physical documents and updating Section 2.

Reverifying Documents and Updating Section 2:

Verification of the physical documents and updating Section 2 is required within three days of PCC returning to in-office operations, or when the [USCIS flexibility deadline](#) ends, whichever comes first.

Step 1: Physically meet with employee and review the physical Identification and Right to work in the United States document(s) presented with original I-9 submission. If the employee presents new or updated documents, you will need to complete a new Section 2.

Step 2: Add "Physically Examined", your initials, and the date in the Additional Information box

Step 3: Forward completed I-9 to HRIS-group@pcc.edu.

Additional Information 
COVID-19
Physically Examined KK 11.29.2021

Additional Resources

[Acceptable Documents](#)

[Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

[I-9 Central](#)

[I-9 Instructions](#)

[I-9 Form](#)