

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:

- [Form I-9](#). Either send the link to the form on the USCIS website, or attach the fillable pdf in an email.
- [PCC Telecommuting Agreement](#).
- Reference to applicable telecommuting provisions of applicable contracts.
- [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 screenshot shows the I-9 Form Section 2 completion interface. On the left, there are two sets of fields for Document Title, Issuing Authority, Document Number, and Expiration Date (if any). The 'Additional Information' box is highlighted in yellow and contains the text 'COVID-19'. To the right of the 'Additional Information' box is a 'QR Code' box with the text 'QR Code - Sections 2 & 3' and 'Do Not Write In This Space'.

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

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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
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Additional Resources

[Acceptable Documents](#)

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

[I-9 Central](#)

[I-9 Instructions](#)

[I-9 Form](#)