

Remote I-9 Documents - Employee

Employee Action Items

IMPORTANT:

Original Document(s) showing Identity and Right to work in the United States must be copied and submitted to Department in addition to completed and signed I-9 Form and completed Telecommunication Agreement.

On or Before the First Day of Hire

I-9 Form

Step 1: Complete Section 1 of provided I-9 Form.

Step 2: Physically sign I-9 Form (Electronic signatures will not be accepted).

Signature of Employee ?	Today's Date (mm/dd/yyyy) ?
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Step 3: Scan and send signed I-9 Form Section 1 and copies of Original Document(s) to Department. Document may be faxed.

Telecommuting Agreement

Step 1: Complete provided Telecommuting Agreement.

Step 2: Sign the Agreement. Signature may be electronic.

Step 3: Scan and send to Department; Document may be faxed.

Within Three (3) Business Days of Returning to Normal PCC Operations:

- Physically meet with department or PCC representative and show the physical Identification and Right to work in the United States document(s) presented with original I-9 submission.

Additional Resources

[Acceptable Documents](#)

[I-9 Central](#)

[I-9 Instructions](#)