Remote I-9 Documents - Employee

Employee Action Items

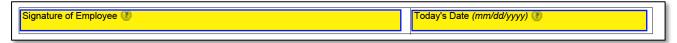
IMPORTANT:

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).



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