

# Remote I-9 Forms and Hiring

## Presentation

### Introduction

- This presentation covers changes in practices when completing and submitting I-9 forms and other hiring paperwork while working remotely.
- Detailed instructions are available both in the [HR Paperwork Contingency](#) and in the following process guides found on the [HRIS website](#):
  - [Remote Form I-9 Department](#)
  - [Remote Form I-9 Employee](#)

## Process Adjustments

### By end of employee's first day

- Department provides the following four (4) items to the employee:
  - 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](#). Be sure to provide the correct agreement based on the employee's classification:

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<a href="#">Tax Deferred Annuity Plan Enrollment Form [pdf] - Instructions on HR website (Tax Deferred Annuity 403(b) page.)</a>	<a href="#">Tax Forms</a>
<a href="#">Telecommuting Template - Faculty &amp; Academic Professional [doc]</a>	<a href="#">Telecommuting Template - Classified [doc]</a>
<a href="#">Telecommuting Template - Casual [doc]</a>	<a href="#">Telecommuting Template - Management &amp; Confidential Exempt [doc]</a>
	<a href="#">Termination Form [doc] - Print, complete, return as instructed.</a>

- Reference to applicable telecommuting provisions of applicable contracts:
  - Faculty and Academic Professional Agreement section 6.213
  - Classified Agreement section 10.251
- [Link to Telecommuting Spaces information](#)
- Employee completes **Section 1 of Form I-9** and **Telecommuting Agreement**.

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- I-9 Form Section 1 must be **printed and physically signed**. Electronic signatures will **not** be accepted.
- Documents proving identity and right to work **can** be photocopies or photographs to avoid in-person contact.
- Signature on Telecommuting Agreement **can** be electronic.
- Department collects employee's completed I-9 Form Section 1 and Telecommuting Agreement

### By end of employee's third day

- Department completes I-9 Form Section 2.
  - Adds into 'Additional Information' box, 'COVID-19'.

The screenshot shows the I-9 Form Section 2 interface. On the left, there are two sets of dropdown menus for 'Document Title', 'Issuing Authority', 'Document Number', and 'Expiration Date (if any) (mm/dd/yyyy)'. The 'Additional Information' box is highlighted in yellow and contains the text 'COVID-19'. To the right of this box is a larger empty box labeled 'QR Code - Sections 2 & 3 Do Not Write In This Space'.

- **Prints and physically signs I-9 Form Section 2**. Electronic signatures will not be accepted.

The screenshot shows the I-9 Form Section 2 interface. The 'Signature of Employer or Authorized Representative' and 'Today's Date (mm/dd/yyyy)' fields are highlighted in yellow. Other fields include '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', and 'ZIP Code'.

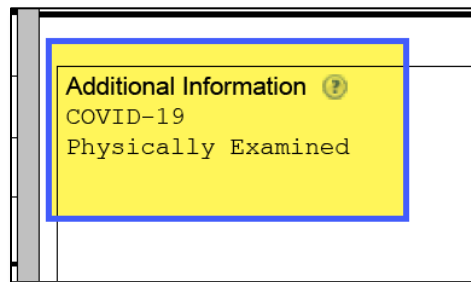
- Sends completed I-9 Form and Telecommuting Agreement in an email directly to [HRIS-group@pcc.edu](mailto:HRIS-group@pcc.edu) with the following information:
  - Employee's Name
  - Employee's G Number
  - Employee's Department
  - Employee's Title
  - Employee's Position Number and Suffix (if applicable)

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- Department keeps the original I-9 Form on file for additional verification when PCC returns to in-office operations.

### Within three business days after returning to in-office operations

- Employee provides physical, original documents proving identity and right to work to department
- Department physically examines documents and ensures documents are
  - Original
  - Acceptable
  - Unexpired
- Department adds, 'Physically Examined' into the Additional Information box in Section 2 of the original I-9 Form, and submits to [HRIS-group@pcc.edu](mailto:HRIS-group@pcc.edu).



### The Remote I-9 Deadline

- The Department of Homeland Security (DHS) has set a deadline on when employers can accept I-9 forms remotely and examine photocopies of documents as opposed to the original, physical documents. This deadline keeps getting extended due to ongoing circumstances related to the Corona virus pandemic.
- You can view the latest extension date by visiting HRIS's website. It will appear in the 'Process Adjustments' box both in the [News and Announcements tile](#) under 'I-9 Processing during remote operations' and also the [Training Materials and Personnel Actions](#) tile.
- The current deadline is January 31, 2021, however DHS is prone to extend these deadlines within a few days of the deadline itself. HRIS will send out a communication when the deadline gets extended as soon as this information becomes available, hopefully with a greater window for collecting the forms.
- There are also instructions in how to fill out the I-9 form which include a section on common mistakes and how to avoid them [here](#).



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## Q & A Session

The following questions are grouped into categories based on what the questions relate to.

### **Signing the I-9 Form While Working Remotely**

**Q: How does a department physically examine documents from out-of-state employees?**

A: The same way as before working remotely. Someone who represents PCC physically examines the documents and signs the documentation on PCC's behalf. This does not need to be a PCC employee. Sometimes an HR representative from the current employer will do this on behalf of PCC. Sometimes a community college will do this on behalf of another community college. For example, PCC has represented a different community college and has signed an I-9 form for their new hire.

**Q: Can a Notary Public be used to witness a signature and verify identity?**

A: Signing-off on I-9 forms is not a Notary responsibility. Some will sign-off on I-9 forms and some won't. PCC would accept a Notary.

### **Submitting I-9 Forms While Working Remotely**

**Q: Can an employee's G Number be included in an email to HRIS-group@pcc?**

A: Different regulations apply to students as compared to employees. Internal PCC email is encrypted, so as long as there is a business reason to include an employee's G Number in the email's title, this is acceptable.

**Q: What if the employee is a student employee?**

A: If the employee is a student, the G Number is still an employee's data and can be included in the email's title. However, do not include 'student' in the email title.

**Q: Can a hiring department meet with an employee in-person somewhere off campus?**

A: Yes, you can meet with a new employee in-person to fill out the I-9 in the traditional manner.

**Q: Can you submit the I-9 to HRIS using the PASS AODoc instead of in an email?**

A: The PASS AODoc is used to submit documents electronically for approval in addition to routing the document. The I-9 form cannot be approved using the PASS AODoc, and must be physically signed. That said, you can attach your completed and signed I-9 form to a PASS AODoc and route it to HRIS that way instead of attaching it to an email to HRIS.

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## Returning to In-Office Operations

**Q: Are departments to submit the I-9 form to HRIS twice?**

A: Yes. The I-9 form must be submitted twice: once upon hire, and the second time after returning to in-office operations, after it's been updated by the department.

**Q: Upon return to in-office operations, do departments need to resubmit supporting documents to HRIS?**

A: The only form that will need to be re-submitted to HRIS upon return is Section 2 of the I-9 form after it has been updated.

**Q: Once PCC returns to in-office operations, will PCC keep these process adjustments? Or will they return to how they were before working remotely?**

A: These process adjustments only apply to while PCC is in remote operations.

## Resubmitting I-9 Forms After Returning to In-Office Operations

**Q: If a department hires a temporary employee and their job ends before we return to in-office operations, will the department need to follow up with them and physically examine their documents even if their job has ended?**

A: Put "No longer employed as of (end date)" in the Additional Information box in Section 2 of the I-9 form and submit it to HRIS after returning to the office, so that in the case of an audit, we have evidence that the employee was no longer employed as of the end-date prior to PCC's return to in-office operations. Also, send in a Termination Form if the employee is no longer working at PCC.

**Q: With the reorganization coming, how can departments keep new employees hired during remote operations straight upon returning to on-campus operations and having new assignments in other areas?**

A: Keep good documentation to make this as easy as possible upon return to on-campus operations.

**Q: If, under the reorganization, a department representative finds themselves under a different department or under a different manager or supporting different employees once operations return to on-campus, how should they move forward as far as updating Section 2 and resubmitting it to HRIS goes? Should they leave the I-9 forms with someone else from the prior department, or should they themselves follow up with the employees and physically examine their documents upon return to on-campus?**

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A: At this point, HR isn't 100% certain of the best answer. It is likely that the department representative themselves, even if placed somewhere else upon return, will need to follow up with the employees from their previous post and complete and re-submit the I-9 form. This could be difficult and hinges upon how far into the reorganization PCC is upon returning. In the meantime, HR will be working with COLT to ensure PCC keeps federal regulation and will come up with some guidelines on how PCC will handle this once we get closer to returning to in-office operations.

**Q: Does HR have the ability to run reports based on hire date? I.E. if someone leaves a department and is replaced, will HR be able to provide the list of new hires that need to have their I-9 forms resubmitted to the replacement?**

A: HR can't tell which representatives sat with an employee and physically reviewed documents/filled out the I-9 in-person, vs. those employees who filled out their I-9s remotely. HR can inform departments of who was hired during remote operations, but the responsibility of tracking who needs to have their documents physically examined and their I-9 resubmitted upon return falls upon the department.

### **Large Numbers of New Employees**

**Q: Is there any flexibility with the timeline of having to resubmit an updated I-9 form to HRIS upon return? The concern is that a department has hired a large number of employees under a grant and it's hard to envision how smoothly it will go to physically examine everyone's documents and update Section 2.**

A: Unfortunately, the three business-day deadline of resubmitting Section 2 is a federal requirement with no flexibility. Per the Department of Homeland Security, all updated I-9 forms will be due to HRIS by the end of the third day after returning to in-office operations.

**Q: A department has hired a large number of student employees at once, a large portion of whom didn't have printers and could not print and sign their I-9 forms. The department therefore mass-mailed out paper copies of the I-9. The department had PCC envelopes and a printer and wrote the department's mail code on the envelopes. The department then brought the envelopes to the Central Distribution Center to send out.**

## What's Next

The next Coffee Talk with HRIS will be on Thursday, February 11<sup>th</sup>, 2021 10:00-10:30am. It will address when to fill out an EPAF vs. when to fill out a MAP.

Invitations have been sent to the admin-assistant group. If you know someone not included in this email group who could benefit from this meeting, please feel free to share the invitation with them. All are welcome!

Bring questions that don't necessarily have to relate to the topic.