

## Remote Hire I-9 Processing Instructions for the Employee

New hires are required to complete Section 1 of the Form I-9 on or before their hire date and have their identity and employment authorization documents verified by an Authorized Representative no later than three business days after their hire date.

If you are not near one of the UO campuses (Eugene, Portland, and Charleston), your hiring department can help you find a Human Resource or Payroll Professional that is willing to act as an Authorized Representative for I-9 purposes on the university's behalf. If you are unable to find a Human Resource or Payroll Professional, you may contact a notary public.

Please follow these instructions to ensure the Form I-9 and supporting documents are completed and submitted properly. **As required by law, failure to complete the Form I-9 in a timely manner will result in termination.**

- Print the Form I-9 with its instructions and list of Acceptable Documents.
- Complete Section 1 – Employee Information and Attestation.
  - Enter your legal last name, first name, and middle initial as it appears on your Social Security Card.
  - Enter any other legal last names you have previously used (maiden name or prior married name).
  - Enter your address, apartment number, city or town, state, and zip code. No P.O Boxes or work addresses are allowed.
  - Enter your date of birth in the mm/dd/yyyy format.
  - Optional fields – Social Security Number, E-mail Address, and Telephone Number.
  - Check the appropriate box indicating your citizenship/immigration status and complete the additional information for that status.
  - Sign and date Section 1
  - **Important – Do Not leave any fields in Section 1 blank.** If you are not providing information in a field, enter N/A.
  - If you **didn't** use a Preparer and/or Translator to assist you in completing Section 1, check the “I did not use a preparer or translator” box under your signature.
  - If you **did** use a Preparer and/or Translator to assist you in filling out Section 1, check the “A preparer(s) and/or translator(s) assisted the employee in completing Section 1” box under your signature. That individual must then sign and complete the additional fields underneath the checkboxes.
- Review the list of Acceptable Documents and choose which documents you will present to the Authorized Representative for verification of your identity and employment authorization. One document from List A OR one document from List B and one document from List C must be presented. **Important** – All documents must be **originals** and **unexpired**. No photocopies are accepted, but a certified copy of your birth certificate is acceptable.
- Take the documents you have chosen, along with your Form I-9, to the Authorized Representative for completion **no later than** the close of business on your third business day of employment.
- Once the Authorized Representative has verified your documents and completed Section 2 of the Form I-9, mail the original form and all photocopies of the documents you presented to the address provided by your hiring department on the Letter to Designated Authorized Representative.