

## Remote I-9 Process

Using a simple eForm, your department can request the Shared Services Center (SSC) to use a remote I-9 process for new hires or existing employees who are not located near a University of Michigan (U-M) I-9 facility. This document contains an overview of the steps in this process.

### Notes:

- Federal timelines for I-9 completion apply to all I-9's, including those completed via the remote I-9 process. Employees must complete Section One of the I-9 on or before the date of hire and Section Two within three days of hire. In order to meet these timelines, as required by federal law, all remote I-9 requests must be made at least ten business days in advance of the date of hire.
- For additional details on our I-9 service, we encourage you to visit the [SSC Employment Services Web Page](#).

### Process Overview

#### 1. **Department: Submits Remote I-9 eForm.**

Complete and submit the eForm to initiate the remote I-9 process. When you submit the form, a "case" is created in the ServiceLink request tracking system and you are sent an email with a link to the case information. By clicking the link at any time, you are able to view, end-to-end, the status of the entire remote I-9 process. The Remote I-9 Request eForm is located on the [SSC website eForms page](#).

#### 2. **SSC: Identifies third-party I-9 agent and coordinates appointment.**

The SSC identifies a remote agency who will act on behalf of U-M to complete the I-9 verification process with the remote employee. Then, the SSC works with the agency and the employee to coordinate an appointment time.

#### 3. **Remote Employee: Confirms appointment time with agency.**

#### 4. **SSC: Sends instructions for completing / returning remote I-9 paperwork.**

The SSC sends instructions for completing and returning the necessary paperwork to both the I-9 agency and the remote employee.

#### 6. **I-9 Agency / Remote Employee: I-9 verification appointment takes place and paperwork is completed.**

#### 7. **I-9 Agency: Certifies I-9, notifies SSC that paperwork is complete, and then mails it to U-M.**

#### 8. **SSC: Notifies requesting department that agency has completed I-9 paperwork.**

#### 9. **SSC: Receives mailed paperwork, enters I-9 information in M-Pathways, and then resolves ServiceLink case.**

### Questions?

If you have questions, please contact the SSC at [sharedservices@umich.edu](mailto:sharedservices@umich.edu) or call [\(734\) 615-2000](tel:(734)615-2000), option 5 to speak with an Employment representative.