Remote I-9 Process

Using a simple **Remote I-9 request eForm**, your department can request the Shared Services Center (SSC) to initiate a remote I-9 for new hires or existing employees who are not located near a 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, it is encouraged that a remote I-9 request is submitted immediately after the employee has accepted an offer*. Remote I-9s can take up to 2 weeks or longer to complete depending upon the employee's location and the ability to locate an agent who is willing to complete an I-9 on behalf of U-M.
- For additional details on our I-9 service, please visit the SSC I-9 Processing Web Page.

Remote I-9 Process Overview

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

   When submitted, a ticket is created in the TeamDynamix (TDx) request tracking system and an email confirmation with a link to the ticket is sent to the requestor. By clicking the link at any time, you are able to view the status of the remote I-9. The remote I-9 eForm is also located on the SSC I-9 Processing web page (see Remote I-9 Service).

2. *Remote Employee:* Identifies agent and coordinates an appointment.

   The remote I-9 process allows the employee to locate an agent. The SSC will provide the employee with a list of generic recommendations (e.g., local employers, local universities, banks) via the TDx ticket. The employee must provide information back to the SSC about the identified agent. The SSC will review the information, determine if the individual has experience completing I-9s and will authorize the individual to serve as an agent for U-M.

3. *Remote Employee:* Confirms appointment date and time with agent.

4. *SSC:* Sends instructions in a Remote I-9 packet to the employee which outlines how to complete & return the remote I-9.

5. *Agent / Remote Employee:* I-9 appointment takes place and paperwork is completed.

6. *Remote Employee:* Notifies SSC via the TDx ticket that paperwork is complete, and attaches completed remote I-9 to TDx ticket.

7. *SSC:* Receives completed remote I-9, audits & enters I-9 into M-Pathways, and closes TDx ticket. If corrections are needed, follow up with the employee will occur via the TDx ticket.

Questions?
Please contact the SSC at sharedservices@umich.edu or call (734) 615-2000, option 5 to speak with an Employment representative.

SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN