

OFFICE OF THE ASSOCIATE VICE PRESIDENT OF FINANCIAL OPERATIONS AND CONTROLLER
Payroll Department

I-9 PROTOCOL FOR DEPARTMENTS WORKING REMOTELY

WHAT YOU NEED TO KNOW

- The Department of Homeland Security updated their requirements for completing Form I-9 to accommodate those working remotely.
- The Payroll Department has consulted with the General Counsel to determine the best way to proceed.
- We have outlined steps below to guide departments through the process.

WHAT YOU NEED TO DO

- All new and re-hired employees must work with their hiring department to complete Form I-9.
- The department should determine if a full Form I-9 is truly needed. If the employee is a rehire and has completed an I-9 in the last 3 years at UConn, and the basis of employment is the same, then the department can complete Section 3 of the Form I-9 **with no input or documents needed from the employee**. If you are unsure how to complete Section 3, or if you are unsure if the employee completed an I-9 in the last 3 years, please reach out i9@uconn.edu, and we will be happy to provide guidance.
- If a full I-9 is needed, the employee is still required to complete and sign page 1 of Form I-9 by their date of hire. This can be done remotely.
- If the employee is not able to present their documents in person by day 3, then the employee must send copies of documents to you via a secure vehicle such as OneDrive. Instructions on how to set this up are included below.
- Departments should complete section 2 based on the copies that have been securely received. In section 2 the following comment should be noted in the "Additional Information" box: "Due to COVID19, copies of documents were examined on <date>."
- Departments should send this preliminary form with the proper note in the "Additional Information" box and document copies to payroll using this link: [Upload I9 here](#)
- Once normal business operations resume, the employee has 3 days to present their original documents in person to the UConn representative who originally completed section 2. A second comment must then be included in the "Additional Information" box in section 2,

stating “Original documents physically examined on <date>.” **Remember, you MUST examine the new employee’s original documents in person within 3 days after we resume normal, on-site operations.**

- If the employee was on a short term appointment and is no longer with the University and therefore you cannot meet in person to review original documents, please make a note in the “Additional Information” box as follows “contract expired prior to normal business resuming.”
- The final form I9 with appropriate comments, signatures if still needed, and copies of documents if not previously provided must be sent Payroll using this link: Upload I9 here

ADDITIONAL INFORMATION

- Learn how to request files from your employee on OneDrive here:
<https://confluence.uconn.edu/ikb/file-storage/onedrive/requesting-a-file-on-onedrive>
- Please note employees should not send I9s to payroll directly.
- A great resource for Form I-9 questions is the training presentation on the UConn Payroll website available here: i9 Center.
- Please remember to use the new form available here, this is the only form that is acceptable: Form I-9. Form I-9s submitted on the old form will be returned to the departments.

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