Remote Hire Checklist

Introduction

A remote hire is when an employee cannot physically be on campus to complete their Form I-9, in which case Sections 1 and 2 have to be completed remotely. This typically happens when an employee who is employed by the University of Maryland works out of state and even sometimes out of the country.

I-9 Creator

☐ You will create a new I-9 for a new employee or active or inactive employee.
☐ Complete the employee profile and click “Save/Create I-9”
☐ Click “Create Remote Access Form I-9 - Section 1 and Section 2” (third option)
☐ Click “Continue”
☐ Enter Employee Information: start date and email address
☐ Enter Employer Representative Information: Email Address, First Name, Last Name, Title, and Phone Number. (Email Address is the only required field) and click “Continue”.

Employee

☐ An email will be sent to the employee with a link instructing them to complete Section 1.
☐ Section 1: The employee completes name and identification, address and contact information, employment status, and signature (a-d) in Section 1.

Employer Representative

☐ An email will be sent to a notary or employer representative that the University of Maryland designates with a link instructing them to complete Section 2.
☐ The employer representative chooses to accept or decline to complete Section 2.
☐ After accepting, the employer representative will complete Section 2 on behalf of the University of Maryland. The employer representative then selects the documents that the employee provides, either from List A or Lists B and C. Documents must be unexpired and original (no copies).
☐ The employer representative will enter the documents(s) and verify by electronically signing (a-b) in Section 2.
☐ After the employer representative completes Section 2, they will receive a Section 2 completion message, which concludes the authorized representative process.
I-9 Creator

☐ You will approve or reject the I-9.

https://uhr.umd.edu/i9