
Remote Hire Checklist

Introduction

A remote hire is an employee that does not physically work at or within a reasonable distance of the University of Maryland, College Park campus. An “Authorized Representative” must be used to complete Section 2 of the I-9 if the employee is not able to visit the University of Maryland, College Park campus to present their acceptable documents.

I-9 Creator

- The I-9 creator must search for the employee in the Tracker I-9 Complete system.
- The I-9 creator will click “Create New I-9”.
- 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 Authorized Representative Information: Email Address, First Name, Last Name, Title, and Phone Number. (Email Address is the only required field) and click “Continue”.
- The I-9 creator will download and update the “Sending Remote Section 2 with Authorized Representative” Word document from the UHR Training Resources webpage. (<https://uhr.umd.edu/info-services/i9-and-e-verify-system/training/>)
- “Sending Remote Section 2 with Authorized Representative” Word document has two sections. The first section contains instructions for the I-9 creator, the second section is an email template that is sent by the I-9 creator to the Authorized Representative.

Employee

- The I-9 creator will send remote section 1 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

- After completion of Section 1 an email will be sent to the Authorized Representative that the University of Maryland designates with a link instructing them to complete Section 2.
- The Authorized Representative chooses to accept or decline to complete Section 2.
- After accepting, the Authorized Representative will complete Section 2 on behalf of the University of Maryland. The Authorized Representative then selects the documents that

the employee provides, either from List A or Lists B and C. Documents must be unexpired and original. (Exception for TPS recipients/Permanent Residents with expired document and a I-797 please contact UHR) (no copies).

- The Authorized Representative will enter the documents(s) and verify by electronically signing (a-b) in Section 2.
- After the Authorized Representative completes Section 2, they will receive a Section 2 completion message, which concludes the Remote Section 2 process.

I-9 Creator

- The I-9 creator will approve or reject the I-9.