

## Remote I-9 Process

Remotely completing an I-9 can ONLY be done if you do not physically live in the area or will not travel here to complete new hire paperwork. The steps to completing this remote process are explained below:

1. Our HR office will send you invitation to complete Section 1 of the I-9, you will be receiving an email from HireRight that includes the link and password to complete Section 1
2. Once you have completed Section 1, search your area for a proxy employer (company or university) that participates in E-Verify that would physically allow you to go in to present your documents
  - a. Most university HR offices are very helpful with this, explain that you are working or teaching remotely and they are usually happy to help you. Please be considerate of their time and make an appointment if necessary
3. Once you find someone who is willing to complete this I-9 for you, please collect the following information from the proxy employer (company or university) and send an email to [fscott@uccs.edu](mailto:fscott@uccs.edu) (this MUST be completed before you go in to present your documents, we have to explain to the employer our process)
  - a. Full Name
  - b. Title
  - c. Phone Number
  - d. Email
4. The next step will be in the hands of the proxy employer (company or university) that is completing your I-9, UCCS HR will send the proxy employer temporary credentials to log into our E-Verify system and complete the document for you
5. Please make sure you look over the list of acceptable documents and present the unexpired documents to the proxy employer (company or university) that is doing the E-Verify for you
  - a. Typically employees will bring a SSC and Driver's License OR a Passport
6. Once the participating proxy employer (company or university) completes the I-9, please contact [fscott@uccs.edu](mailto:fscott@uccs.edu) so that we know it is complete and then we are able to get you hired into our UCCS system
  - a. We will then reach out to your hiring authority with your Employee ID# once it is generated (24-48 hours)

Thank you for your patience with this electronic process, we are happy to have you a part of UCCS!