

How to Initiate a Form I-9 for a Remote Hire

Understanding the Form I-9 Process for Remote Hires

A remote hire is an employee who will work at a remote location within the United States and 35 miles or more from the main University campus.

A Form I-9 and subsequent E-Verify verification must be completed within the same federal deadlines that apply to local hires. Section 1 of the Form I-9 must be completed on or before the date of hire and Section 2 and the E-Verify verification must be completed within three business days of the date of hire.

Before You Begin

Before you begin, you must determine if the new employee will work entirely from a remote location or on campus for any percentage of time (not a remote hire). Depending on where the employee will be working, one of the following will apply:

- If your employee **is not** a remote hire:

Refer to the “How to Initiate a Form I-9 in LawLogix” reference card available in the **Form I-9 Information for Departments** section of the HR Toolkit located on hr.unc.edu.

- If your employee **is** a remote hire:

Proceed with the steps below to initiate a Form I-9 for a remote hire.

Submitting a Remote Hire Request to the OHR I-9 Unit

To submit a remote hire request, you must complete the steps below **at least 2 weeks in advance** of hiring the remote employee.

1. Complete the **Remote Hire Request Form**, which is located in the [I-9 and E-Verify Compliance Manual](#) (see **Remote Hires** section). Click on the “Request a Remote I-9” link in the Remote I-9 Decision Tool to access the form.
2. Obtain a signed copy of one of the following documents: SHRA or EHRA Non-Faculty Conditions of Employment (COE)*, Faculty AP-2a or a Work-Study aid acceptance letter.

*For SHRA Permanent employees, a written verification from the Talent Acquisition Partner which states that an offer was made and accepted will suffice until the signed Conditions of Employment/offer letter is provided.
3. Submit the completed **Remote Hire Request Form** and signed document AP-2a, Conditions of Employment or Work-Study acceptance letter to: eevquestions@listserv.unc.edu.
4. Wait for notification from the OHR I-9 unit before allowing the employee to begin work for the university.

Note: Remote hire requests submitted to the OHR I-9 unit less than two weeks in advance of the hire date could result in a delayed hire date.



OHR I-9 Unit Completes Remote Hire Request

The OHR I-9 unit follows the steps below to complete the Form I-9.

1. Work with the new hire and hiring department I-9 preparer to select a Remote Agent (an individual who is knowledgeable about the Form I-9 process, is located near the remote employee's work site or home address and can sufficiently act on behalf of the university).
2. Coordinate with the new hire and Remote Agent to complete the Form I-9.
3. Notify the hiring department that the Form I-9 has been completed and clear the employee to begin work.

Note: The employee may only begin work once the OHR I-9 Specialist notifies the hiring department that the Form I-9 has been completed.

Questions?

If you require further assistance, please contact the OHR I-9 Unit via the I-9 Hotline at (919) 962-0985 or eevquestions@listserv.unc.edu.