Remote I-9 Collection
During COVID-19 Emergency

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• Understand Harvard’s responsibilities regarding the completion of the Form I-9
• Understand new employee communication and employee responsibilities for Section 1
• Understand employer responsibilities for Section 2
• Process for submitting completed Form I-9 to Central Payroll
• GLACIER process for employees with an active, paid appointment
• FAQs
What is the Form I-9

• The Immigration Reform and Control Act of 1986, requires that employers “must verify the identify and employment eligibility of each person hired, complete and retain a Form I-9 for each employee and refrain from discriminating against individuals on the basis of national origin or citizenship.” Individuals cannot be put on a payroll until an I-9 has been completed.

• Section 1 of the I-9 must be completed by the employee once they have accepted an offer of employment, but no later than the first day of work.

• Section 2 of the I-9 must be completed by a Harvard I-9 Administrator by the end of the 3rd day of work. Employees must submit, in person, with original unexpired documents.

• Section 3 of the I-9: Harvard does not currently use Section 3 when collecting the paper Form I-9, but instead requires a new Form I-9. If an employee has completed the Electronic Form I-9, Section 3 must be completed when an employee’s employment authorization or documentation of employment authorization has expired "reverification“, or employee is rehired within 3 years of the date that Form I-9 was originally completed, or employee has a legal name change.
When to Complete Form I-9

A new Form I-9 is completed for:

- New employees (never worked for Harvard)
- Rehires who have a break in service
- Reverification / Updates
  - Employees whose work authorization has expired, OR
  - The employee has a legal name change.

Section 3 is completed for by those Employees who previously completed Electronic I-9 Form and used:

- Employees already in the Electronic I-9 system whose work authorization has expired (an I-9 Administrator is only required to reverify work authorization document(s), OR
- Rehires who have a break in service, whose information is in the electronic I-9 system, and whose original Form I-9 was completed less than 3 years ago, OR
- The employee has a legal name change.
Who Must Complete the Form I-9

### I-9 Required

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Pay Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC</td>
<td>Pres + Fell Special Contracts</td>
</tr>
<tr>
<td>WPT</td>
<td>Pres + Fell Weekly Part Time Trade</td>
</tr>
<tr>
<td>WRT</td>
<td>Pres + Fell Weekly Regular Trade</td>
</tr>
<tr>
<td>WTM</td>
<td>Pres + Fell Weekly Temp/Students</td>
</tr>
<tr>
<td>PFX</td>
<td>Pres + Fell Exempt</td>
</tr>
<tr>
<td>PON</td>
<td>Pres + Fell OT Eligible Non Union</td>
</tr>
<tr>
<td>POU</td>
<td>Pres + Fell OT Eligible Union</td>
</tr>
<tr>
<td>MFC</td>
<td>Pres + Fell Faculty</td>
</tr>
<tr>
<td>MIP</td>
<td>Pres + Fell Internal Post Doc</td>
</tr>
<tr>
<td>MTF</td>
<td>Pres + Fell Teaching Fellows</td>
</tr>
</tbody>
</table>

### I-9 is Not Required

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Pay Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPD</td>
<td>Non Paid Appointments</td>
</tr>
<tr>
<td>MST</td>
<td>Student Stipends</td>
</tr>
<tr>
<td>MEP</td>
<td>Nonemployee Post Docs</td>
</tr>
<tr>
<td>Outsourced</td>
<td>All outsourced payrolls (All Source, Etc.)</td>
</tr>
</tbody>
</table>

All employees on a Harvard PeopleSoft payroll are required to complete an I-9.

Form I-9 is not required for individuals receiving a stipend or not receiving a paycheck from Harvard.
What Form I-9 to Use

Be sure to use the version of the Form I-9 with a 10/21/2019 version date and a 10/31/2022 expiration date.

- All hiring departments should transition over to using the 10/21/2019 version by 4/30/20. After 4/30/20 I-9’s that are not the 10/21/19 version will be returned to hiring departments.
- Schools in the electronic I-9 pilot do not need to do anything unless they are accepting a paper I-9 form.
DHS Flexibility in Form I-9 Requirements

On March 20, the Department of Homeland Security (DHS) announced flexibility regarding the in-person review of Section 2 documents during the COVID-19 Emergency.

DHS has not eliminated the in-person verification requirement; but has granted a temporary and discretionary deferral regarding viewing of original documents during the COVID-19 emergency.

- A new hire still must complete Section 1 of the Form I-9 on or before the first day of employment.
- Employers still must complete Section 2 within three business days of hire
  - Employees may inspect documents remotely during the COVID-19 Emergency.

Upon resumption of normal operations, the new employee must bring in their original documentation for review by the Harvard I-9 Administrator.

Harvard I-9 Administrator or Hiring Department
- Sends email to new employee via Accellion/Kiteworks with Form I-9 form and Instructions

New Employee
- Clicks on link in email and follows steps to create a guest Kiteworks account and downloads Form I-9 and instructions.
- Downloads and completes Section 1 of form and collects appropriate Section 2 documentation.

Form I-9 Section 2 Completer
Household Member
- A Harvard I-9 Administrator will walk the household member through the process as well as view the section 2 documentation using Zoom. Section 2 completer must be sure to note “COVID-19” in the additional information box. OR

Harvard I-9 Administrator
- If an adult household member is not available, Section 2 may be completed using Zoom by a Harvard I-9 Administrator.
- The new employee must sign and attach the completed and signed section 1 of the form I-9 as well as the appropriate preparer / translator box checked replying the original Kiteworks email (they may need to log back in to Kiteworks).
- I-9 Administrator enters detailed section 2 information and views documents via Zoom.
- I-9 Administrator signs as Section 2 completer, noting “COVID-19” in the additional information box.

New Employee
- Replies to original email (may need to log back into Kiteworks) attaching completed I-9 with photos of Section 2 documentation (if possible).
- If Section 2 is being completed by a Harvard I-9 Administrator, the I-9 Administrator will contact new employee upon receipt to review and complete section 2 via Zoom.

New Employee
- Replies to original email (may need to log back into Kiteworks) attaching completed I-9 with photos of Section 2 documentation (if possible).

Harvard I-9 Administrator or Hiring Department
- Receives Kiteworks file with I-9, downloads to desktop and reviews I-9 for completeness or contacts new employee to complete Section 2 via Zoom.
- Emails ufs_crt@Harvard.edu for individual email address to forward I-9 via Kiteworks.
- Reviews I-9 and updates I-9 Table in PeopleSoft.

Central Payroll
- Sends I-9 Administrator an individual email address to forward completed I-9 via Kiteworks.
- Reviews I-9 and updates I-9 Table in PeopleSoft.

Harvard I-9 Administrator or Hiring Department
- Hires employee in PeopleSoft when “eligible to work” box is checked.
- Upon resumption of normal operations, must contact the employee to bring in their original Section 2 documentation and update the I-9 form. Additional directions forthcoming.
- If school has approved level 4 HRCL storage, temporarily stores documents for review upon resumption of normal operations. Documents must not be stored on desktop. Remove materials using Identity Finder or other system to remove from laptop.

Central Payroll
- Sends I-9 Administrator an individual email address to forward completed I-9 via Kiteworks.

New Employee
- Upon resumption of normal duties, must bring in original, unexpired Section 2 documentation for review within three business days. Additional directions forthcoming.
Sample Email to New Employee

Most schools and units have a standard template and process used for new employees. Please contact your local HR or Faculty Planning/Affairs Office for a school-specific template as well as processes around communication Massachusetts Paid Family and Medical Leave.

Sample Email to New Employee:
Congratulations on your new position with SCHOOL/UNIT/DEPT!

In accordance with federal law, Harvard requires all employees to complete a Form I-9 as part of the employment eligibility verification process. All information collected is protected by industry standard SSL encryption.

- Section 1 of the Form I-9 must be completed any time after an offer of employment is accepted but no later than your first day of work.
- Section 2 of the Form I-9 must be completed by your third day of work and requires you provide appropriate original, unexpired documentation in person (see below regarding temporary changes in documentation requirements due to COVID-19).

Form I-9 COVID-19 Remote Document Review Process:
Due to the restrictions in travel due to the COVID-19 public health emergency, the Department of Homeland Security has temporarily relaxed the in-person review of the Section 2 documentation and will allow Section 2 documentation be reviewed through remote video by a Harvard I-9 Administrator.

- During this period, the Form I-9 Section 2 may be completed by an adult member of your household (with assistance from a Harvard I-9 Administrator). A Harvard I-9 Administrator will view the Section 2 documents remotely or the Harvard I-9 Administrator will complete section 2 and the documents A Harvard I-9 Administrator will view the Section 2 documents remotely or the Harvard I-9 Administrator will complete section 2 and the documents will be reviewed remotely via video by the Harvard I-9 Administrator.
- Within three business days of return to normal operations, you must bring, in person, your original documentation for in-person verification. Additional details will be made available upon resumption of normal operations.

Please see the attached instructions for both the employee and the household member.
New Employee Process (No Harvard Key)

• To receive a secure file that has been sent to you from the Accellion/Kiteworks web application tool, go to your email inbox.
• You will have received an email message from a Harvard I-9 Administrator.
• Sent file links have an expiration date of 14 days.
  o Note: Non-Harvard recipients should check their spam/junk email folders if they don’t see the expected email.
  o Note: Microsoft Edge, Chrome or Firefox are recommended browsers for best experience. It is recommended to clear your browser cache or run the session in a “new incognito window” to avoid being sent to an old login screen.
• Click on the file hyperlink displayed at the bottom of the message.
• Sign in using the email address that the message was sent.
• Click “Next”
• You will be prompted to create a password if you have not signed in before.
New Employee Process (No Harvard Key) (continued)

• Upon successful log-in you will see the following screen:

• Select the attachment and download the Form I-9 and any instructions to your desktop.
• Complete and sign Section 1 of the I-9
  • Be sure to check appropriate box under Prepare and/or Translator Certification Section and complete, section if a preparer and/or translator is used.
• Coordinate with the Harvard I-9 Administrator to set up a video call to walk through the Section 2 completion process (either by a household member or for the I-9 Administrator and allow the Harvard I-9 Administrator to review the Section 2 documents).
**New Employee Section 1- Example**

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard</td>
<td>John</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Address:**

- **Street Number and Name:** Harvard Yard
- **City or Town:** Cambridge
- **State:** MA
- **ZIP Code:** 02138

**Date of Birth:** 11/26/1987

**U.S. Social Security Number:** [Redacted]

**Employer’s E-mail Address:** john_harvard@harvard.edu

**Employee’s Telephone Number:** 6175551212

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am:**

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (See Instructions)
- [ ] A lawful permanent resident (Alien Registration Number/USCIS Number):

  - **Date of Alien Registration Number:** 12/31/2021
  - **Alien Registration Number/USCIS Number:** [Redacted]

**Aliens authorized to work must provide one or more of the following document numbers to complete Form I-9:**

- **Alien Registration Number/USCIS Number:**
- **Alien’s Permanent Number:**
- **Alien’s Passport Number:**
- **Country of Issuance:**

**Preparer and/or Translator Certification (check one):**

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

**Preparer and/or Translator Certification:**

- **Name:** [Redacted]
- **Today’s Date (mm/dd/yyyy):** [Redacted]

Be sure to check appropriate box under Prepare and/or Translator Certification Section and complete, section if a preparer and/or translator is used.
To return documents, go back to the original email and select “reply all” and upload your completed Form I-9. If possible, take pictures of your section 2 documents and upload the completed Form I-9 and document pictures to the original email and send.
Household Member - Section 2 Completer Instructions

See instructions at Guidance Regarding I-9 Collection During COVID-19

NOTE: A Harvard I-9 Administrator will assist you with every step of this process and review the documents via Zoom.

An adult household member can act as Harvard University’s representative to examine the identity and employment authorization document(s) for a new employee.

The household member would serve as Harvard’s representative and:

- Examine the new employee’s documents:
  - Examine each original document the employee presents to determine if it reasonably appears to be genuine and relates to the person presenting it.
  - In the Section 2 spaces provided, record the document title, issuing authority, document number, and expiration date (if any). **Note:** Generally, only unexpired, original documents are acceptable, except that an employee may present a certified copy of a birth certificate. Faxes, photocopies, and laminated social security cards are unacceptable. See the list of “Acceptable Documents” for additional guidance.

- Complete and sign the USCIS Employment Eligibility Verification Form I-9.
  - Enter “COVID-19” in the Section 2 Additional Information box.
  - Enter the employee’s first day of employment.
  - Sign the Authorized Representative section.
  - Date the form.
  - Enter your Title as “Authorized Representative,” your Last Name, and First Name.
  - Enter “Harvard University” for the Employer’s Business Name.
  - Enter the Employer’s Business Address (COVID-19, Central Payroll, 1033 Massachusetts Ave., Cambridge, MA 02138)

- Photos of the documents should be included with the Form I-9 if at all possible.
## Household Member Section 2 - Example

1. Examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it.
2. In the spaces provided, record the document title, issuing authority, document number, and expiration date (if any). Note: There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.
3. Complete the “Certification” section of the I-9 Form, as follows:
   - Enter “COVID-19” in the Section 2 Additional Information box.
   - Enter the employee’s first day of employment.
   - Sign the Authorized Representative section.
   - Date the form.
   - Enter your Title as “Authorized Representative,” your Last Name, and First Name.
   - Enter “Harvard University” for the Employer’s Business Name.
   - Enter the Employer’s Business Address (COVID-19, Central Payroll, 1033 Massachusetts Ave., Cambridge, MA 02138)
4. Photos of the documents should be included with the Form I-9 if at all possible.

NOTE: A Harvard I-9 Administrator will assist you with every step of this process and review the documents via Zoom.
REQUIRED DOCUMENTS

A Harvard I-9 Administrator will view Section 2 documentations via Zoom. If possible, copies of the documents should be included with the Form I-9 submission.

List A: Establish both identity and employment authorization, OR
List B: Establishes identity only - To meet E-Verify requirements list B documents must have a photograph, AND
List C: Establishes work authorization only

There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.

See Form I-9 on the USCIS website at https://www.uscis.gov/i-9 for a complete list of allowable documents.

Most common additional documentation to collect based on visa type:

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>Common Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-1B VISA Type</td>
<td>Foreign passport, I-94 or I-94A, I-707</td>
</tr>
<tr>
<td>F-1 VISA Type</td>
<td>Foreign passport, I-94 or I-94A, I-20</td>
</tr>
<tr>
<td>J-1 VISA Type</td>
<td>Foreign passport, I-94 or I-94A, DS-2019</td>
</tr>
<tr>
<td>F-1 OPT VIA Type</td>
<td>EAD (I-766)</td>
</tr>
</tbody>
</table>

See Form I-9 on the USCIS website at https://www.uscis.gov/i-9 for a complete list of allowable documents.
Equifax - Electronic I-9 and E-Verify Collection Process During COVID-19

- Employee accepts offer of employment.
- Employee goes to I-9 Website* and completes Section 1 of Form I-9. This will take 5-10 minutes to complete.
- Section 1 can be completed anytime after an offer of employment has been accepted but no later than the first day of work.

New Employee & Harvard I-9 Administrator
By end of 3rd day of work

- Upon electronic receipt of Section 1, Harvard I-9 Administrator sets up a Zoom meeting with new employee.
- I-9 Administrator logs in here and reviews Section 2 documents via video.
- I-9 Administrators completes Section 2 (with new employee reading required information to administrator), verifies information in Section 1 as well as reverifies Section 2 and electronically signs form which initiates E-Verify.
- Must note in the comments section (below the I-9 history) “COVID-19” after E-Verify response is returned.
- I-9 Administrator communicates to employee E-Verify results and actions if needed.

New Employee
By end of 1st day of work

- Employee is required to bring original section 2 documents within three days of the resumption of normal operations.
- Employee follows-up on instructions received if received a Tentative Non Confirmation (TNC) from E-Verify.

Following Completion of I-9 Employee

I-9 Website: https://hrx.talx.com/ec/#/login/21251/Template/b32fb473-8a9c-4519-aee5-886276b33f95
Note: Contact Central Payroll if requesting a “remote hire” – new employee takes their section 2 documentation to an outside location to complete section 2.
Electronic I-9 Harvard I-9 Administrator - Process


1. Harvard I-9 Administrators may be notified of Section 1 being completed:
   • Through the school or unit's standard I-9 email, or
   • Through new employee emailing them once they have completed Section 1, or
   • Through a search of the I-9 Pending Completion page

2. Harvard I-9 Administrator will set up a Zoom meeting with the new employee to complete Section 2. This includes reviewing remotely the Section 2 documents.

3. Follow the current process for completing Section 2.
   • The new employee may need to read the detailed documentation information if it is not legible via Zoom.
   • The I-9 Administrator must view the documents via Zoom.

4. Rather than uploading the documents, the I-9 Administrator will check the box indicating that they will upload the materials within 2 business days which appears in the blue box noting record retention policy.

   NOTE: Equifax is creating a new option that allows I-9 Administrators to indicate they are using the COVID-19 workflow. This will allow employees to be flagged with the appropriate information in the additional information field for the Form I-9. This update is scheduled for April 7. Additional details and instructions are forthcoming.
To make a correction for the Section 1 information:

Section 1
- Confirm the employee’s name exactly matches the name on the presented document(s).
- If two last names, include both,
- If two first names, include both,
- Use hyphen if shown on documents as hyphenated
- If the name appears differently between a foreign and U.S. issued document, use the U.S.-issued document for the name.
- Include a middle in initial if the employee has a middle name
- Confirm social security number and date of birth are entered correctly.
- Check that the Alien Number/USCIS Number, Form I-94 admission number or foreign passport number is correct.
- Be sure there is an Email and telephone number listed.

Section 2
- Carefully review all information entered; checking for typos or inaccurate dates or numbers. To make a correction select the “Back” tab at the bottom of the page.
- If all of the information is accurate, electronically sign Section 2 by clicking “I have read and agree with the certification statement above”, click the check box and enter your PIN/Password. Then click Continue.
Electronic I-9 Harvard Administrator – Process (continued)

1. Those with an HR Manager Role must note in the comments field “COVID-19.” The Comments field appears below the I-9 History section and is part of the individual’s permanent I-9 record. Directions on when to use this field for other situations are forthcoming.

NOTE: Equifax is creating a new option that allows I-9 Administrators to indicate they are using the COVID-19 workflow. This will allow employees to be flagged with the appropriate information in the additional information field for the Form I-9. This update is scheduled for April 7. Additional details and instructions are forthcoming.

2. Follow current process regarding E-Verify process. Additional information regarding delays in TNC resolutions, expiring documents and issuing new SSNs are forthcoming.

2. Upon resumption of normal operations, the employee **must** bring, in person, their original documentation for in-person verification of identity and employment eligibility documentation within **three business days for scanning and upload**. Additional details will be made available upon resumption of normal operations.
GLACIER and PeopleSoft Paid Appointments

1. As soon as a paid appointment is processed and active in PeopleSoft, an email is send to the employee.
   • Email is from Harvard psoft@harvard.edu notifying new employee that an email from support@online-tax.net is forthcoming (which is sent ~24-48 hours later).
2. Employees receives email from support@online-tax.net, creates an account and complete GLACIER.
3. When selecting the button to print the GLACIER forms, open a PDF file with your GLACIER Tax Summary and all required forms (e.g., Forms W-8, W-4, W-7, M-4, 8233, etc.)
4. Employee must **SIGN each form**.
   • Please do NOT submit forms double-sided, as these forms may need to be processed separately.
   • Basic or digital signatures are allowable.
     • Basic Electronic Signature includes signature stamp .gif, facsimiles of signature, photocopy of signature. An example of this is when a signature is made into a .gif, uploaded to Adobe Acrobat Professional to create a “signature stamp” that is then applied a .pdf document, and resaved as a new .pdf document.
     • Digital Signature (aka Advanced/Qualified Signature): The creation of a digital signature generally requires the use of a software program and offers the most assurance of true identity because the software uses distinct signing keys for each person. The keys link the identity of the signer directly to the signed document so that it can be verified independently with the aid of an industry standard PDF reader. It is important to note that both advanced/qualified signatures are technically referred to as digital signatures and not electronic signatures, though the Internal Revenue Manual seems to use the terms interchangeably.
5. **Submit the signed forms and copies of required immigration documents (as listed on the GLACIER Tax Summary Report) to Nonresident Alien Tax Compliance in order for payment to be issued at the proper withholding rate.** Your completed GLACIER submission can be submitted via:
   • Fax to 617-496-3196, OR
   • Secure upload directly to the Nonresident Alien Team, “Secure upload of GLACIER Documentation”, if you are a Harvard affiliate and have a Harvard key
   • For your security, PLEASE DO NOT SEND THE DOCUMENTS VIA EMAIL.
Q: Does this mean I don’t need to see original documentations anymore?
A: No, DHS has not eliminated the in-person verification requirement; they have granted a temporary and discretionary deferral during the COVID-19 emergency. DHS is simply allowing flexibility to the in-person, original document review requirement on a temporary basis. A new hire still must complete Section 1 of the Form I-9 on or before the first day of employment. Employers still must complete Section 2 within three business days of hire, regardless of whether they inspect documents in-person or remotely.

Upon resumption of normal operations, the new employee must bring in their original documentation for review by the Harvard I-9 Administrator.

Q: What do I do if the employee does not have a permanent Social Security Number?
A: There is no change in how hiring departments would request a temporary social security number. Harvard I-9 Administrators should type the temporary placeholder number on page 1 on the upper right hand corner.

Q: Do I have to use Zoom?
A: No. I-9 Administrators can whatever video link works with them (skype, etc.)

Q: What does the employee do about getting a permanent Social Security Number?
A: Employees may work temporarily without a social security number (SSN). However, in order to comply with E-Verify, employees must apply for and provide Harvard with their SSN within 90 days from their hire date.

Currently all Social Security Administration Offices are closed so nonresident aliens are unable to apply for a SSN. We expect guidance from the SSA extending the SSN requirement in the next week. For now employees will continue to work under their temporarily placeholder number that was assigned to them when they were hired.
Frequently Asked Questions (FAQ)

Q: If the new employee, e.g., a student, doesn’t return to campus within three days, what do we do?
A: We are reviewing these scenarios and will provide an updated FAQ as soon as possible.

Q: For Section 2, if an employee presents list A documentation, is it necessary to put N/A under Lists B and C?
A: No, based on the sample provided in Handbook for Employer’s M-274, this is not necessary.

Q: If I have an employee starting work in CA, what do I do about reviewing the I-9 documentation in person when normal operations resume?
A: If the I-9 is completed by another adult member of the household, we may be able to forego this requirement. We will review with legal counsel and provide an updated FAQ as soon as possible.

Q: I cannot sign the Form I-9 electronically, what do I do?
A: The Form I-9 on the USCIS website can be completed as a smart form, but is not set up for electronic signature for both sections 1 or 2. If the Form I-9 is going to be signed electronically, use the Form I-9 with Electronic Signature COVID-19 Remote Use Only.

Q: I am still having problems signing the Form I-9 with Electronic Signature, what do I do?
A: Sometimes there may be problems with the electronic signature based on an individual’s personal computer set-up. Guidance on common issues is forthcoming.
Frequently Asked Questions (FAQ)

Q: My Section 2 documentation has or is about to expire, what do I do?
A: Many states are extending the expiration date of state IDs and/or driver's licenses. If the employee's state ID or driver's license expired on or after March 1, 2020, and the document expiration date has been extended by their state due to COVID-19, then it is acceptable as a List B document for Form I-9. Enter the document's expiration date in Section 2 and enter "COVID-19 EXT" in the Additional Information field. Employers may also attach a copy of the state motor vehicle department’s webpage or other notice indicating that their documents have been extended. Please reach out to ufs_crt@Harvard.edu if you have any questions.

Government issued IDs
Passports - If you applied and requested expedited service on or before March 19, 2020, the State Department will honor the commitment of 2-3 weeks door-to-door for expedited service. If you applied in-person at a passport agency or center on or before March 19, 2020, the passport agency or center will contact you and ask if you want to pick-up your passport in person or have it mailed to you. Individuals applying for or renewing a U.S. passport on or after March 20, 2020, will not offer expedited service and routine service may be delayed.

VISAs
In response to significant worldwide challenges related to the COVID-19 pandemic, the Department of State is temporarily suspending routine visa services at all U.S. Embassies and Consulates. Embassies and consulates will cancel all routine immigrant and nonimmigrant visa appointments as of March 20, 2020. As of March 18, U.S. Citizenship and Immigration Services has temporarily suspended routine in-person services through at least May 3 to help slow the spread of coronavirus (COVID-19). USCIS staff will continue to perform mission critical duties that do not involve contact with the public. However, USCIS will provide emergency services for limited situations. To schedule an emergency appointment contact the USCIS Contact Center.
Q: I use the Electronic I-9 system and received a TNC in E-Verify, what do I do?
A: Follow-up as normal to make sure that no typos or other information is inaccurate on the Form I-9. If the I-9 administrator receives a true TNC, contact karen_kittredge@harvard.edu for additional guidance. DHS has released new guidance to extend the timeframe for employees to resolve certain Tentative Non-Confirmations (TNCs). This provides employees more time to resolve TNCs because of the closure of Social Security and other public offices. Harvard will not take any adverse action against the employee because the E-Verify case is in an interim case status, including while the employee’s case is in an extended interim case status.
Additional Materials

The below may be found on the Central Payroll Website:

- Payroll and NRA Emergency Operations Changes
- Interim Payrolling Guidance (updates forthcoming)
- I-9 Collection Process during COVID-19
- Form I-9 with Electronic Signature COVID-19 for Remote Use
  - Electronic Signature Suggestions (Forthcoming)
- Submitting GLACIER information Packet during COVID-19

**I-9 Verification Tool** – A tool in the Harvard Training Portal that display different types of visas along with I-9 documentation examples.

**IT Links**
Accellion / Kiteworks - [https://filetransfer.harvard.edu/](https://filetransfer.harvard.edu/)
Zoom - [https://harvard.zoom.us/](https://harvard.zoom.us/)


**Questions:** contact ufs_crt@harvard.edu
Appendix

What is Accellion/Kiteworks
What is Identity Finder by Spirion
What is Accellion/Kiteworks

Harvard Secure File Transfer is enabled through the use of a tool called Kiteworks, the successor to Accellion. Harvard Secure File Transfer is supported by HUIT and provides secure file transfer for use by faculty, researchers, and administrative staff who have the need to share files that contain up to and including level 4 data, are very large in size or have unique file types.

Kiteworks is available to most Harvard Schools and Units including DIV, CADM, GSE, GSD, FAS, HKS, HSPH, HMS, Radcliffe, SEAS. For school or units not listed above, please contact your local school helpdesk for information on tools and services available for secure file transfer.

Kiteworks:
• Require a valid HarvardKey primary email address in a Harvard email domain
• **Note:** shared accounts are not supported by HarvardKey, it must be an individual HarvardKey email.
• Message content (body) is not encrypted - only the file(s) being transferred are encrypted.
• To ensure compliance with level 4 data policies visit [https://policy.security.harvard.edu/level-4](https://policy.security.harvard.edu/level-4)
• Users must adhere to the [Harvard Enterprise Information Security Policies](https://policy.security.harvard.edu/level-4)
• See key features and benefits and requirements plus plug ins at [HUIT](https://policy.security.harvard.edu/level-4).

To access Kiteworks go to: filetransfer.harvard.edu
What is Identity Finder by Spirion

Per Harvard University security policy, http://policy.security.harvard.edu/, High Risk Confidential Information (HRCI) such as Social Security and credit card numbers should not be stored on Harvard desktop or laptop computers. Identity Finder is a tool that can provide you peace of mind knowing that your computer is not storing any of this highly confidential information. Identity Finder will help you search your computer for data that may contain this type of information and then you can take the appropriate action against what it finds. In order to aid you in keeping your computer free of high-risk confidential information, it is recommended that you run periodic scans of your computer.

If Identity Finder discovers any HRCI data on your computer, please make sure to move it to an approved location for HRCI data. Once data is moved, you may use the Shred option to remove it completely from your machine.

See the below or contact your local IT Department for additional guidance.
https://policy.security.harvard.edu/faq/using-identity-finder