
On March 20, 2020 the Department of Homeland Security announced flexibility in requirements related to Form I-9 compliance during the COVID-19 public health emergency. Harvard’s Form I-9 process has been updated to reflect this flexibility. Form I-9 Section 2 completers should only collect I-9s for individuals who have started or will be starting work before May 9, 2020. All other I-9 collection should be deferred; please contact ufs_crt@harvard.edu for guidance with exigent circumstances. This process has been established for schools and units that are operating remotely. I-9 Section 2 completers that are physically present at a work location (i.e., essential personnel), should follow the normal I-9 collection process. See Form I-9 with Electronic Signature and the 04/03/2020 Webinar Slide Deck for step-by-step instructions and additional details.

INSTRUCTIONS TO THE HIRING DEPARTMENT:

1. After the job offer has been accepted, the hiring department (“I-9 Administrator”) will email I-9 information to the new employee using Accellion/Kiteworks secure file transfer and attach:
   a. A blank copy of the Form I-9 with a link to the online Form I-9 instructions, OR
   b. A partially completed Form I-9 which allows electronic signatures (see Form I-9 with Electronic Signature COVID-19 Remote Use Only):
      a. Noting “COVID-19” in the Additional Information Box in Section 2 and
      b. Listing the employee’s first day of employment

2. Employee will complete and sign Section 1 and check appropriate box for the Preparer/Translator section (see Instructions to the Employee).

3. Complete Section 2:
   a. An adult member of the new employee’s household may complete Section 2 of the Form I-9 while on a videoconference with a Harvard I-9 administrator who will walk them through the process (see Household Member Section 2 Instructions); OR
   b. If the new employee does not have a household member who can complete Section 2, the new employee will submit the completed Section 1 (with photos of documents if possible) via Accellion to the I-9 Administrator and the remote I-9 Administrator will complete Section 2 and view the documents via videoconference.

4. Section 2 Completer must:
   a. Fully complete Section 2 document information, enter the first day of work, and electronically or manually sign the I-9 form.
   b. Ensure that a “COVID-19” notation appears in the Section 2 Additional Information box.
   c. Log into Accellion/Kiteworks and reply to the original email and attach scans or photos of the signed I-9 and Section 2 documentation. Note: Section 2 completers should make every effort to provide images of document materials; however, Central Payroll will accept completed I-9s without copies of documentation as long as Section 2 has been completed correctly and contains complete Section 2 details.

5. Upon receipt of a completed Form I-9, the I-9 Administrator must email ufs_crt@harvard.edu (subject line: “Completed I-9 Submission”) and notify them they have a completed Form I-9 for submission and indicate whether they will:
   a. Fax the materials to 617-496-3196; or
   b. Send via secure email to an email address supplied by Payroll Customer Service.

6. Payroll Customer Service (via ufs_crt@harvard.edu) will contact the I-9 Administrator (i) to specify a Payroll Customer Service contact to receive the documents via Kiteworks/Accellion or (ii) to confirm receipt of faxed documents

7. Within three business days of return to normal operations, the employee must bring their original documentation for in-person verification. Harvard I-9 Administrators are responsible for coordinating these follow up meetings. A Harvard Section 2 Completer will review the documents and note “Documents physically examined” with Section 2 Completer name and the date in the Section 2 Additional Information box.
INSTRUCTIONS TO THE EMPLOYEE:

Option 1 – Secure File Transfer and Household Member Acting as a Section 2 Completer

1. You, the employee, will receive a Harvard email requesting you complete the enclosed Form I-9. You will be prompted to set up a Kiteworks/Accellion account using your email address as the log-in. Kiteworks/Accellion is a secure file transfer solution for protecting data in transit. It uses industry-standard encryption to secure files sent or received by Kiteworks users.

2. You will download Form I-9 and complete Section 1 of the Form I-9 as soon as possible but no later than the close of business on your first day of employment with Harvard University.

3. You are required to indicate on the form whether you did or did not use a preparer and/or translator to assist you with completing Section 1.

4. You will assemble original, unexpired documents that fulfill the requirements of “Acceptable Documents.”
   - If possible, you will photograph Section 2 documents and include them in your I-9 packet.
   - Attn: Nonresident Aliens: While the I-94 shows work authorization, Harvard requires additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard. Please consult the “Acceptable Documents” section of the Form I-9 Instructions.

5. You will need another adult member of the household to act as Harvard’s authorized representative and complete Section 2 of the Form I-9. A Harvard I-9 administrator will walk your household member through the process while on a videoconference, in order to view the Section 2 documents. (See Household Member Section 2 Instructions.)
   - The Section 2 Completer must fully complete Section 2 document information including entering the first day of work.
   - The Section 2 Completer must also enter a notation of “COVID-19” in the Section 2 Additional Information box.

6. Signature requirements: If you have a printer, print out the Form I-9. The new employee must sign Section 1 and the Section 2 Completer sign section 2. Attach a scan or photo of the signed form with copies of the Section 2 documents, to the Kiteworks/Accellion email and reply back to Harvard. If a printer is not available, both you and the Section 2 completer can electronically sign the Form I-9 and attach it with scans or photos of the Section 2 documents (if possible), to the Kiteworks/Accellion email and reply back to Harvard.

7. 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.

Option 2 – Secure File Transfer and Harvard Acting as Section 2 Completer

1. You, the employee, will receive a Harvard email requiring you to complete the Form I-9. You will be prompted to set up a Kiteworks/Accellion account using your email address as the log-in. Kiteworks/Accellion is a secure file transfer solution for protecting data in transit. It uses industry-standard encryption to secure files sent or received by Kiteworks users.

2. You will download Form I-9 and complete Section 1 of the Form I-9 as soon as possible but no later than the close of business on your first day of employment with Harvard University.

3. You are required to indicate on the form whether you did or did not use a preparer and/or translator to assist you with completing Section 1.
4. Employee will assemble original, unexpired documents that fulfill the requirements of “Acceptable Documents.” These documents will be reviewed in a videoconference session by a Harvard Section 2 Completer.
   a. If possible, you will scan or photograph Section 2 documents and include them in your I-9 packet. Attn: Nonresident Aliens: While the I-94 shows work authorization, Harvard requires additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard. Please consult the “Acceptable Documents” section of the Form I-9 Instructions

5. Signature requirements: If you have a printer, print out the Form I-9 and sign Section 1. Attach a scan or photo of the signed form and Section 2 documents (if possible), to the Kiteworks/Accellion email and reply back to Harvard. If a printer is not available, you can electronically sign Section 1 and attach it with scans or photos of the Section 2 documents (if possible), to the Kiteworks/Accellion email and reply back to Harvard.

6. The Harvard I-9 Section 2 Completer will contact you to set up a video conference session, in which the Section 2 Completer will review the materials remotely, complete Section 2, and submit the completed Form I-9 to Central Payroll.

7. 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.
INSTRUCTIONS TO THE HOUSEHOLD MEMBER COMPLETING SECTION 2:
We are asking you to act as Harvard University’s representative to examine the identity and employment authorization document(s) for a new employee. The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of employees to work in the U.S. We are asking you to serve as our representative in this regard by examining the individual’s documents for us and then completing and signing the USCIS Employment Eligibility Verification Form I-9. A Harvard University I-9 Administrator will initiate a videoconference session with you and the employee and will walk you through this process as you complete Section 2.

Please verify that the employee has fully completed, signed, and dated Section 1 of the I-9 prior to your completing Section 2 and the Certification section. The employee must present to you suitable identity and employment authorization document(s) from the government’s webpage listing “Acceptable Documents.”

1. The first section that we need you (as our representative) to complete is “Section 2. Employer or Authorized Representative Review and Verification.” You must examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. In the spaces provided, please 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.

2. We also need you to 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)

**Note:** A Harvard I-9 Administrator will assist you with every step of this process.
FOR SCHOOLS AND UNITS PILOTING THE ELECTRONIC I-9 AND E-VERIFY PROCESS:

Harvard Administrator Reviews Documentation Remotely

1. Harvard administrator contacts new employee upon submission of Section 1 via video conference.
2. I-9 Administrator visually reviews the documents via video conference.
3. I-9 Administrator has employee read the details of the Section 2 documents to the I-9 Administrator who enters the information into the Section 2 fields.
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.
   a. 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.

   

   b. I-9 Administrator reviews all Section 1 and 2 information with the new employee.
   c. I-9 Administrator electronically signs Section 2 and submits to E-Verify.
   d. I-9 Administrator follows E-Verify requirements as needed.

5. Upon resumption of normal operations, the employee must bring, in person, their original documentation for in-person verification of identify and employment eligibility documentation within three business days. Additional details will be made available upon resumption of normal operations.

6. 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.