



# Harvard University

## Equifax Process on How to Update I-9's Completed Using the Remote Review Collection Process - Revised July 27, 2020

### **FOR SCHOOLS AND UNITS PILOTING THE ELECTRONIC I-9 AND E-VERIFY PROCESS:**

Effective July 18, 2020, schools and units may no longer review Section 2 documentation remotely, but must have the Form I-9 section 2 completed and documentation reviewed in person by either a Harvard I-9 Administrator or Assigned Authorized Representative. Section 2 may be completed by a Harvard I-9 Administrator or Harvard assigned Authorized Representative (an adult household member, notary, etc.).

For Form I-9s that were completed before July 18 with section 2 documentation reviewed remotely, the Department of Homeland Security (DHS) requires that the employer review section 2 documentation in person by August 21, 2020.

Schools and units should focus on in-person review of the Section 2 documents for those employees continuing to work after August 18, 2020. Collection of documentation for employees who terminated prior to August 18 may be difficult; however, if they are rehired, the Section 2 documentation will require in-person review.

### **Options to Physically Review I-9 Section 2 Documents:**

Four options for complying with the Form I-9 completion requirements are listed below. Three of these options do not require in-person contact between the Harvard I-9 completer and the employee.

#### ***Option 1 - Use the I-9 Anywhere Option***

If a hiring department is not able to physical review section 2 documentation, the hiring department can request that the employee complete a new I-9 using the I-9 Anywhere option which allows new employees take their Section 2 documents to an approved remote agent based on their zip code. There are over 1,300 authorized remote agents across the U.S. and employees can select and schedule a time to bring in their Section 2 documents at their convenience. See [Overview of I-9 Anywhere](#) video.

1. The employee should know their original hire date when working with the remote agent.
2. The remote agent will complete Section 2 and submit documents and complete E-Verify in the Equifax Electronic I-9 tool. In most cases, the new I-9 will be "attached" to the existing I-9 in Equifax. There may be some cases where there are two records; especially if a different hire date was used. LIMs and Central will monitor this and correct any hire dates as needed.
3. Schools may be charged a small fee (\$35) for each remote hire request. If an appointment is cancelled or rescheduled or a "no show" within 24 hours of the agreed upon appointment, the school will also be charged \$35.
4. Contact Central Payroll at [ufs\\_crt@harvard.edu](mailto:ufs_crt@harvard.edu) to request the I-9 Anywhere Remote URL to send the new employee.

#### ***Option 2 – Authorized Representative Reviews Documents and Updates Section 2***

An Authorized Representative may review in person, the Section 2 documents submitted on the originally completed I-9, and update in the Additional Information section.

- A. The I-9 Administrator will reach out to the employee to see if employee has someone who may act as an Authorized Representative and review the Section 2 documents on behalf of Harvard.



- [illegible]



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## F. Confirm the physical documents that the Authorized Representative attested to.

COVID19 Update

HRX Demo is a demo employer.>

Confirm Physical Document Inspection.

Name:  
Test Covid

The Employee's I-9 was completed under the COVID-19 workflow using the following document:

- U.S. Passport or U.S. Passport Card

Confirm document was physically inspected

- NOTE: If the Section 2 documents are different, a new I-9 must be submitted.
- See [Equifax Upload Process Paper Forms I-9](#).
- When uploading a new I-9, the I-9 Administrator will receive a notification that a duplicate SSN is on file. Review the information and if Person A and Person B are the same select “same” and continue in the upload process.
- Because E-Verify was already submitted, you may receive an E-Verify error message “The case is invalid because another case with the same data already exists.” This is noting that there is already an E-Verify case on file and no further action is needed.

## G. A response update will be received regarding the attestation.

Employee Detail

HRX Demo is a demo employer.>

Covid19 I-9 attestation was updated successfully

## H. Attach the updated I-9 to the file under the Attached File Section.

- When selecting “attach file” select appropriate document being uploaded or “other” when uploading the updated I-9.
- When selecting “other” name it the appropriate document type (e.g., Updated I-9).

## I. Make a note in the comments section

- Short description: AR RR Update
- Longer description: Authorized Requestor Remote Review Update



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**I-9 History**

Hire/Entry	Type (click to view)	Actions
7/7/2020	<a href="#">Original I-9</a>	<a href="#">Attach File</a>

**Comments**

Date	Username
<a href="#">Add Comment</a>	

Short Description: AR RR Update  
Longer: Authorized Requestor Remote Review Update

## Updating Signed Pdfs.

Some of the documents may allow an update to the Additional Information box. If they do not, there are several options.

- Select Print and Printer Adobe PDF and save document.
- You may be able to add a comment.
- Select form – fill and sign
- If you were the original signer, you may be able to remote the original signature, edit and resign. Right-click on the signature and choose “clear signature.”
- For those documents are locked:
  - See if the employee can print out page 2 and have the authorized representative hand-write in the information in the Additional Information box, take a picture or scan for resubmission.
  - Use copy/snag it tool to make a copy of page 2 as an image, copying it to MS Word and adding a text box over the Additional Information box to make the update and saving that.
  - Have the employee and authorized representative completed a whole new I-9

## Option 3 - New Paper Form I-9 Completed by Employee and Authorized Representative

In some cases, it may be easiest to have the employee complete a new I-9 and Harvard assign the role of authorized representative to an outside individual which allows them to complete all of Section 2 of the Form I-9 on behalf of Harvard. If completed correctly and, with the submission of the Section 2 documents, no further action is required by the Harvard I-9 Administrator.

1. A new I-9 may be completed with an Authorized Representative completing section 2 and physically reviewing the section 2 documents.
2. See [Packet - Form I-9 with Instructions for Employee and Authorized Representative](#)
3. A Harvard I-9 Administrator should set up a video conference with the Authorized Representative to assist then with the process in order to view and confirm the appropriate documents have been presented and the paper form I-9 has been completed accurately.
4. Copies of the Section 2 documentation must be collected and uploaded into Equifax.
5. The Harvard I-9 Administrator would follow the [Option 2 steps E-I](#).
  - Select the employee and select COVID-19 Update.
  - Confirm the physical documents that the Authorized Representative attested to are the same or different than the ones on the new Section 2 of the Form I-9.

NOTE: If the Section 2 documents are different, a new I-9 must be submitted.



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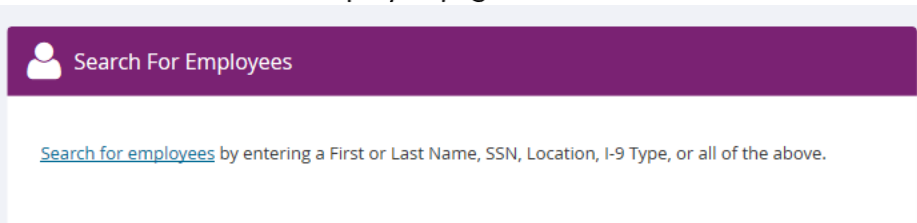
See [Equifax Upload Process Paper Forms I-9](#).

- The I-9 Administrator will receive a notification that a duplicate SSN is on file. Review the information and if Person A and Person B are the same select “same” and continue in the upload process.
- Because E-Verify was already submitted, you may receive an E-Verify error message “The case is invalid because another case with the same data already exists.” This is noting that there is already an E-Verify case on file and no further action is needed.
- A response update will be received regarding the attestation.
- Attach the updated I-9 to the file under the Attached File Section.
  - When selecting “attach file” select appropriate document being uploaded or “other” when uploading the updated I-9.
  - When selecting “other” name it the appropriate document type (e.g., Updated I-9).
  - Make a note in the comments section
    - Short description: AR RR Update
    - Longer description: Authorized Requestor Remote Review Update

## Option 4 – I-9 Administrator Physically Reviews Documents

I-9 Administrators who can physical inspect the documents for employees that were previously reviewed virtually should follow the below steps. The I-9 Administrator can set up an appointment with the employee to have them come in and physically review in person the Section 2 documentation and update Section 2 on behalf of Harvard. I-9 Administrators should follow all Harvard and CDC health and safety requirements if on campus or meeting in a neutral spot to review the documents.

- J. Search for I-9’s that were completed via remote review for your location.
- K. Employees that have “COVID-19” marked in the Additional Information field of Section 2 will appear with a new search option. Select the dropdown option labeled “COVID-19 Virtual Update” under “Type of I-9” in the search for employee page.



Search For Employees

Select one or more search criteria below to search for employees.

First Name:

Last Name:

SSN:

Group:

Location:

Date Range: (mm/dd/yyyy)

Start Date

End Date

Include:

☒ Active Employees

☐ Terminated Employees

☒ Current Location Only

Search

(All)

E-Verify Issues

E-Verify w/o I-9

Completed

Pending

Reverification Due

Receipt Due

SSN Applied For

Partner Completion

COVID-19 Virtual Update

COVID-19 EXT Update



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L. Select the appropriate employee and the “COVID-19 Update” section at the bottom of the record.

The screenshot shows the 'Employee Detail' page in the I-9 Management system. The header is 'I-9 MANAGEMENT'. The employee's name is 'Adam A. Adams'. The page is divided into three columns for 'Name', 'Other Names Used', and 'Address'. Below these are various dates and document numbers. At the bottom, there is a row of buttons: 'Back', 'Section 3', 'New I-9', 'Upload Paper I-9', 'Send to E-Verify', 'Receipt Update', and 'Covid19 Update'. The 'Covid19 Update' button is circled in red.

M. After selecting “COVID-19 Update” you will be directed to a new COVID-19 update screen which will allow you to confirm that you have physically reviewed documents in person.

**REMINDER:** Harvard required copies of all the I-9 Section 2 Documentation. This information must be copied and uploaded into the employees I-9 Record.

The screenshot shows the 'COVID19 Update' screen in the I-9 Management system. The header is 'I-9 MANAGEMENT'. The title is 'COVID19 Update'. The text reads: 'Confirm Physical Document Inspection. Name: Adam A. Adams. The Employee's I-9 was completed under the COVID-19 workflow using the following document: Native American Tribal Document, Native American Tribal Document. Confirm document was physically inspected'. At the bottom are 'Cancel' and 'Continue' buttons.



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- N. After selecting “Continue” the I-9 Section 2 Additional Information section will be updated with the language “COVID-19 Documents Physically Examined” and you are done.

Additional Information

COVID - 19 Documents Physically Examined


### ***Updating Expired List B Documents***

Due to the state of emergency and stay-at-home orders, some renewal services were restricted and individuals may not have been able to renew a state driver’s license, state ID card, or other Form I-9 employment Eligibility list B identity documentation. In those cases, the Section 2 administrator was able to use the expired document with a notation of COVID-19 EXT in Section 2. Updated List B documentation must be submitted within 90 days of July 18, 2020.

It is best if the employee can present the replacement of the actually expired document, but if necessary, a different List A or B document(s) can be used with appropriate Section 2 information updated and notes in the Additional Information section.

Two workflows exist for COVID-19/Expired List B Documentation:

1. The document is expired and the Issuing Authority has extended the document expiration date, OR
  2. The document is expired and the Issuing Authority has not extended the document expiration date (to now be treated as a receipt).
- A. Search for I-9’s that were completed via remote review for your location
- B. Employees that have “COVID-19 EXT” marked in the Additional Information field of Section 2 will appear with a new search option. Select the dropdown option labeled “COVID-19 EXT Update” under “Type of I-9” in the search for employee page.

 Search For Employees

[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.



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## Search For Employees

Select one or more search criteria below to search for employees.

First Name:	Last Name:	SSN:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Group:	Location:	
(All) <input type="button" value="v"/>	Harvard Law School (HLS) <input type="button" value="v"/>	
Date Range: (mm/dd/yyyy)		
Start Date	End Date	
10/2/2019 <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>	
Include:		
<input checked="" type="checkbox"/> Active Employees	<input type="checkbox"/> Terminated Employees	<input checked="" type="checkbox"/> Current Location Only

- (All)
- E-Verify Issues
- E-Verify w/o I-9
- Completed
- Pending
- Reverification Due
- Receipt Due
- SSN Applied For
- Partner Completion
- COVID-19 Virtual Update
- COVID-19 EXT Update

C. Select the appropriate employee and the “COVID-19 Update” section at the bottom of the record.

I-9 MANAGEMENT

### Employee Detail

Name: Adam A. Adams	Other Names Used:	
Address: 1234 Main St Cambridge, MA 02138	City/State & Zip: Cambridge, MA 02138	Current Address:
Employment Date: 10/1/2019 <a href="#">View Employment History</a>	Termination Date: 10/1/2019 <a href="#">View Termination History</a>	Termination Date: 10/1/2019 <a href="#">View Termination History</a>
Work Registration Number/SSN Number: 12345678901234567890	SSN ID:	Receipt Date:
Reactivation Date: 10/1/2019	Reactivation Date Reason: Section 1 - Basic Info Date	Foreign Passport Number:
Employment Date: 10/1/2019	Current & Pending Date Status:	Receipt Code: 1234567890
Work Code: 1234567890	Location: 1234567890 <a href="#">View Location</a>	Previous Location:
Work Type: 1234567890 <a href="#">View Work Type</a>	Work Scheduling Date: 10/1/2019 <a href="#">View Scheduling Date</a>	COVID-19 Status: 10/1/2019 <a href="#">View COVID-19 Status</a>

[Back](#) [Section 3](#) [New I-9](#) [Upload Paper I-9](#) [Send to E-Verify](#) [Receipt Update](#) [Covid19 Update](#)





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- D. I-9 Administrators select if the receipt update is being processed using the same document(s) originally presented or with new documents.

**COVID19 Update**

Please confirm the documents for accuracy and make any necessary updates.

If the employee brought same documents for physical inspection, please select checkbox same documents presented by employee and continue.

If the employee brought different documents for physical inspection, please select checkbox other documents were presented checkbox and continue

☐ **Same document(s) presented by the employee**

**Name:**  
Testerson T. Test

The Employee's I-9 was completed under the COVID-19 workflow using the following document:

- Driver's License Issued by State or Possession with Photo
- Social Security Account Number Card Without Employment Restriction

☐ **Other document(s) were presented**

- E. Selecting “Same document(s) presented by employee” will default to the original documentations submitted

**Section 2 - Employer Review and Verification**

**WARNING!** Only unrestricted Social Security Cards are acceptable List C Documents. A card that includes any of the following restrictive wording is NOT an acceptable List C Document:

- NOT VALID FOR EMPLOYMENT
- VALID FOR WORK ONLY WITH INS AUTHORIZATION
- VALID FOR WORK ONLY WITH DHS AUTHORIZATION

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

**List B document - Driver's License Issued by State or Possession with Photo**

**Issuing Authority:**  
Alabama

**Document #:**

**Expiration Date (mm/dd/yyyy):**

- F. If “other documents were presented” is selected, the workflow will give I-9 Administrators the ability to select new documents to complete the updated process.



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## Section 2 COVID19 Updates

Please confirm the documents for accuracy and make any necessary updates.

\* Select the set of document(s) presented by the employee:

☐ List A  
List A proves identity AND work authorization:

☐ List B and C  
List B proves identity:

List C proves work authorization:

- G. Upload any new documents as needed. Once the update is completed, all relevant information will be added to the “Additional Information field on the Form I-9.



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## Different I-9 Section 2 Completer and Section 2 In Person Document Reviewer

If the person who performed the remote inspection cannot also perform the physical inspection, the person who performs the physical inspection should indicate the date they physically examined the documents as well as their full name and title in the Additional Information field.




### Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

#### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Washington	George	N/A	2

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title N/A		Document Title Driver's license issued by state/territory		Document Title Social Security card (unrestricted)
Issuing Authority N/A		Issuing Authority Virginia		Issuing Authority Social Security Administration
Document Number N/A		Document Number 123456		Document Number 123456789
Expiration Date (if any) (mm/dd/yyyy) N/A		Expiration Date (if any) (mm/dd/yyyy) 02/22/2022		Expiration Date (if any) (mm/dd/yyyy) N/A
Document Title N/A		<div>Additional Information</div> <div>COVID-19</div> <div>Documents physically reviewed on mm/dd/yyyy by Martha Washington, spouse</div>		
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any) (mm/dd/yyyy) N/A				
Document Title N/A		<div>QR Code - Section 2 Do Not Write In This Space</div> 		
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any) (mm/dd/yyyy) N/A				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 03/30/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Abigail Adams</i>	Today's Date (mm/dd/yyyy) 03/30/2020	Title of Employer or Authorized Representative HR Manager	
Last Name of Employer or Authorized Representative Adams	First Name of Employer or Authorized Representative Abigail	Employer's Business or Organization Name Department of Defense	
Employer's Business or Organization Address (Street Number and Name) 123 Independence Avenue NW	City or Town Washington	State DC	ZIP Code 20210

#### Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.		
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
----------------------------------------------------	---------------------------	-----------------------------------------------