Options for Paper Form I-9 Collection Process During COVID-19 Emergency

In order to comply with Federal requirements regarding the Form I-9 which must be fully completed by the third day of work, there are three options available. Contact ufs_crt@harvard.edu with questions.

Option 1 - In Person Completion
For schools that are not operating remotely and are physically present at a work location (i.e., essential personnel), I-9 Completers should follow the normal I-9 collection process.

Option 2 - Authorized Representative – PREFERRED OPTION IF WORKING REMOTELY
Harvard may assign the role of authorized representative to an outside individual which allows them to complete 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 necessary by the Harvard I-9 Administrator or hiring department.

• An authorized representative may be an adult household member, personnel officer, foreman, agent, or notary public.
• A Harvard I-9 Administrator must walk the household member through process using teleconference to view and confirm the accuracy of the Section 2 documents being presented as well as confirm the accurate completion of Section 2.
• This option is always available, but best practice is for a Harvard I-9 Administrator to review and complete Section 2 with the employee in person.

Option 3 - Harvard I-9 Administrator Remote View – THIS OPTION WILL NOT BE AVAILABLE AFTER JULY 18, 2020
This option is only available for employees starting on or before 7/18/20 and will not be available after 7/18/20. This process requires additional follow-up after 7/18/20.

• This option is not available for schools that are not operating remotely and are physically present at a work location.
• The new employee signs and attaches 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. The new employee should include copies/photos of the Section 2 documents.
• A Harvard I-9 administrator reviews Section 1 of the Form I-9 and completes Section 2. The I-9 Administrator must review the documents remotely via Zoom or other teleconference system to confirm accuracy of the documents.
• I-9 Administrator signs as Section 2 completer and must note “COVID-19” in the additional information box.
• Upon resumption of normal duties (7/18/2020), the employee must bring in original, unexpired Section 2 documentation for review within three business days. Additional directions forthcoming.
Harvard Assigned Authorized Representative – PREFERRED OPTION IF WORKING REMOTELY


Harvard may assign an authorized representative to complete Section 2 of the Form I-9 by examining the individual’s documents and then completing and signing the USCIS Employment Eligibility Verification Form I-9. An authorized representative, with assistance of a Harvard I-9 Administrator, can complete Section 2 on behalf of Harvard and does not require any additional follow-up by the employee. See I-9 Collection Process During COVID-19 Emergency for detailed instructions.

Harvard I-9 Administrator or Hiring Department

- Confirms a household member or other can act as an authorized representative.
- Sends email to new employee via Accellion/Kiteworks with Packet – Form I-9 with Instructions for New Employee + Authorized Representative

New Employee

- Clicks on link in email and follows steps to create a guest Kiteworks account and downloads packet.
- Completes Section 1 of form and collects copies of appropriate Section 2 documentation.
- See Instructions - Form I-9 New Employee and Authorized Representative

Form I-9 Section 2 Completer

Household Member Acting as a Harvard Authorized Representative

Harvard can authorized an adult member act as an Authorized Representative on behalf of Harvard. This will remove the requirement of the employee having to bring their original Section 2 documentation to Harvard in person.

- A Harvard I-9 Administrator must walk the authorized representative through the process as well as view the section 2 documentation using Zoom or other video conference tool.
- See Instructions - Form I-9 New Employee and Authorized Representative

New Employee

- Replies to original email (may need to log back into Kiteworks) attaching fully completed I-9 with photos of Section 2 documentation.
- Copies of Section 2 documentation must be submitted with the completed Form I-9.

Harvard I-9 Administrator or Hiring Department

- Receives Kiteworks file with I-9, downloads and reviews I-9 for completeness.
- Faxes or Emails ufs_crt@Harvard.edu for individual email address to forward completed I-9 via Kiteworks. DO NOT forward the I-9 to the UFS_CRT@Harvard.edu.

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.
- Documents must not be stored on desktop. Remove materials using Identity Finder or other system to remove from laptop

This option can only be used for employees starting work on or before 7/18/20 and will not be available after 7/18/20. Before using this option, Harvard I-9 administrator or hiring department should determine if the new employee has an adult member of the household or other individual who can act as a Harvard Authorized Representative. An authorized representative, with assistance of a Harvard I-9 Administrator, can complete Section 2 on behalf of Harvard and does not require any additional follow-up by the employee.


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

• Sends email to new employee via Accellion/Kiteworks with Packet - Form I-9 with Instructions for Remote Completion Expires 2020JUN18.

New Employee

If an authorized representative cannot be assigned. The employee will:
• Clicks on link in email and follows steps to create a guest Kiteworks account and downloads packet.
• Downloads and completes and signs Section 1, checks the appropriate box for the preparer/translator section and collects copies of appropriate Section 2 documentation.
• Replies to original email (may need to log back into Kiteworks) attaching completed Section 1 and preparer/translator section of Form I-9 with photos of Section 2 documentation.

Harvard I-9 Administrator or Hiring Department

The remote view option will not be available after 7/18/20 and requires follow-up by the employee and administrator after that date.
• Receives Kiteworks file with I-9, downloads to desktop and contacts new employee to complete Section 2 via Zoom.
• A Harvard I-9 administrator reviews the documents remotely and completes and signs Section 2.
• Harvard I-9 Administrator must enter “COVID-19” in the additional information box of Section 2.
• Emails ufs_crt@Harvard.edu for individual email address to forward I-9 via Kiteworks. DO NOT forward the I-9 to the UFS_CRT@Harvard.edu.

Harvard I-9 Administrator or Hiring Department

• Hires employee in PeopleSoft when “eligible to work” box is checked.
• Documents must not be stored on desktop. Remove materials using Identity Finder or other system to remove from laptop

New Employee and Harvard I-9 Administrator or Hiring Department

• Employee must submit in person, original Section 2 documentation after expiration of the Form I-9 remote view flexibility (currently scheduled to expire 7/18/20).
• Additional instructions are forthcoming.