
**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**
- 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.

**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**
- 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. DO NOT forward the I-9 to the UFS_CRT@Harvard.edu.
- Additional information section must contain “COVID-19” in the 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**
- Upon resumption of normal duties, must bring in original, unexpired Section 2 documentation for review within three business days. Additional directions forthcoming.

**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 HRCI 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.