



Harvard University

How to Update I-9's Completed Using the Remote Review Collection Process Revised July 22, 2020

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. 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.

We recognize that meeting the in-person requirement may be difficult while the majority of Harvard is working remotely. However, schools and units must apply their best efforts to comply with this federal legal requirement.

We note below three options for complying with the Form I-9 completion requirements, two of which do not require in-person contact between the Harvard I-9 administrator and the employee. These two options will require a person in the employee's "social bubble" act as an Authorized Representative of Harvard, but provided that the employee can find a willing Authorized Representative, we strongly recommend these approaches.

Please note, the original documents to be reviewed in person must be the same documents that were used to complete Section 2 of the Form I-9. If different documents are presented, a new Form I-9 must be completed.

Please contact ufs_crt@harvard.edu for guidance with exigent circumstances.

Paper I-9 Forms Submitted to Central Payroll Requiring Additional Follow-Up

Central Payroll

On 7/17/20, Central Payroll sent lists of I-9's requiring additional follow-up to the school or unit's I-9 Section 2 administrator (i.e., completer) identifying the employee and notifying the completer that the section 2 documentation must be physically reviewed (i.e., reviewed in person). This information was based on the school or unit having entered "COVID-19" or other language in the Section 2 Additional Information box of the Form I-9, thereby signifying that the Form I-9 was completed during the period of time when DHS was allowing for exceptions. If an I-9 administrator is aware of other I-9s completed remotely that require additional follow-up, the I-9 administrator should follow the below guidance as well. For those I-9s that have not been updated, Central Payroll will send a follow-up reminder on August 7, 2020.

School or Unit's I-9 Administrator

The hiring department's I-9 administrator has three options for completing in-person review of the Section 2 documentation. In all cases, the section 2 completer must enter information in the Additional Information box in Section 2 to show that the section 2 documents have been reviewed in person.



Harvard University

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.

Option 1 – Have an Authorized Representative Update A Previously Completed I-9

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.
 - The Authorized Representative will be responsible for reviewing the section 2 documentation in person and confirming the documents are the same as those that appear in Section 2, that the information is accurate, and make appropriate notations in the Additional Information section 2 of the Form I-9.
- B. If the I-9 Administrator does not have a copy of the completed I-9, they may email ufs crt@harvard.edu requesting a copy of the remotely reviewed Form I-9.
 - The email must contain the name and HUID of the employee(s) for which they need a copy of the completed I-9.
- C. Central payroll will send to the I-9 Administrator via Accellion/Kiteworks a copy of the remotely reviewed Form I-9.
- D. The I-9 Administrator will send the completed I-9 to the employee via Accellion/Kiteworks.
- E. The employee will have the Authorized Representative review their original section 2 documents (which must be the same documents as listed on Section 2 of the Form I-9).
 1. A Harvard I-9 Administrator may set up a teleconference call to help guide the authorized representative on their responsibilities.
 2. The Authorized representative would acknowledge that they reviewed the Section 2 documentation in person in the Additional Information section of section 2.
 - Information which should appear in the Additional Information field must contain language that documents were reviewed in-person, the date the documents were reviewed, the full name of the reviewer, and relationship. See [Different I-9 Section 2 Completer and Section 2 In Person Document Reviewer](#).
- F. The employee will return via Accellion/Kiteworks, the updated Form I-9 (and documents if not previously sent) to the I-9 Administrator.
- G. The I-9 Administrator must email ufs crt@harvard.edu (subject line: “Remote I-9 Review Complete”) and notify them they have a completed Form I-9 for submission and indicate whether they will:
 1. Fax the materials to 617-496-3196; or
 2. Require and email address supplied by Payroll Customer Service to send the Form I-9 and documentation via secure email.
- H. 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.



Harvard University

- I. When submitting the documents to Central Payroll, please name the documents with the employee's name and document being submitted (e.g., *John_Harvard_I9* or *John_Harvard_I94* or *John_Harvard_I9FullPacket*).

Option 2 – Employee Completes New I-9 with an Assigned 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.

- An authorized representative may be an adult household member, personnel officer, foremen, notary public, etc.
- The authorized representative would complete section 2, review original documents, collect copies of the documentation and sign section 2 on behalf of Harvard.
- Harvard remains liable for any incomplete forms, so a Harvard I-9 administrator should set up a video conference call and walk the authorized requestor through the process and review the documentation via video conference to make sure that the documents are appropriate, original and not expired.
- Have the authorized representative enter in the “Additional Information” box the language “reviewed with” and the name of the Harvard I-9 Administrator who reviewed the documents with them remotely” (e.g., Reviewed with John Harvard).
- See [Instructions - Form I-9 New Employee and Authorized Representative](#) for step-by-step processes.

Option 3 - In Person Review of Section 2 Documents

If a hiring department is able to review section 2 documents in person, they must follow the following process. This option requires in-person contact between the I-9 completer and the employee and we recommend Option 1 or 2 if at all possible, to limit in-person contact.

- A. If the I-9 Administrator does not have a copy of the completed I-9, they may email ufs_crt@harvard.edu requesting a copy of the remotely reviewed Form I-9.
 3. 1. The email must contain the name and HUID of the employee(s) for which they need a copy of the completed I-9.
- B. Central payroll will send via [Accellion/Kiteworks](#) a copy of the remotely reviewed Form I-9.
- C. The I-9 Administrator will 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.
 1. The I-9 administrator reviews in person the section 2 documents and confirms they are the same documents as those listed in Section 2.
 2. The I-9 administrator must make required notations for the physical inspection of section 2 documents in the *Additional Information* field of Section 2.
 - Information which must appear in the Additional Information field must contain language that documents were reviewed in-person, the date the documents were reviewed, and the initials or full name of the reviewer. See [Same I-9 Section 2 Completer and Section 2 In Person Document Reviewer](#)
- D. The I-9 Administrator must email ufs_crt@harvard.edu (subject line: “Remote I-9 Review Complete”) and notify them they have an updated Form I-9 for submission and indicate whether they will:



Harvard University

1. Fax the materials to 617-496-3196; or
 2. Require an email address supplied by Payroll Customer Service to send the Form I-9 and documentation via secure email.
 3. When submitting the documents, please follow the naming convention listed below.
- E. 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
1. Naming Convention: When submitting the documents to Central Payroll, please name the documents with the employee's name and document being submitted (e.g., John_Harvard_I9 or John_Harvard_I94 or John_Harvard_I9FullPacket).

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



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Same I-9 Section 2 Completer and Section 2 In Person Document Reviewer

If the individual who performed the remote sign review of section 2 is the same one reviewing the section 2 documents in person, they must indicate: *COVID-19 physically reviewed documents, the date they physically reviewed the documents and their initials.*



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) Washington	First Name (Given Name) George	M.I. N/A	Citizenship/Immigration Status 2
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List A OR List B AND List C
Identity and Employment Authorization OR Identity AND 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	Additional Information COVID-19 Documents physically reviewed on mm/dd/yyyy by AA (or Abigail Adams)	
Issuing Authority N/A		
Document Number N/A	QR Code - Section 2 Do Not Write In This Space 	
Expiration Date (if any) (mm/dd/yyyy) N/A		
Document Title N/A		
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
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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) Washington	First Name (Given Name) George	M.I. N/A	Citizenship/Immigration Status 2
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List A OR List B AND List C
Identity and Employment Authorization OR Identity AND 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	Additional Information COVID-19 Documents physically reviewed on mm/dd/yyyy by Martha Washington, spouse	QR Code - Section 2 Do Not Write In This Space 
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any) (mm/dd/yyyy) N/A		
Document Title N/A		
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)
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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
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How to Update Extended 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.



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) Washington	First Name (Given Name) Martha	M.I. N/A	Citizenship/Immigration Status 1
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List A Identity and Employment Authorization OR List B Identity AND List C Employment Authorization

Document Title N/A	Document Title Government ID card	Document Title Social Security card (unrestricted)
Issuing Authority N/A	Issuing Authority USCIS	Issuing Authority Social Security Administration
Document Number N/A	Document Number 123456789	Document Number 123456789
Expiration Date (if any) (mm/dd/yyyy) N/A	Expiration Date (if any) (mm/dd/yyyy) 03/05/2020	Expiration Date (if any) (mm/dd/yyyy) N/A
Document Title N/A	Additional Information COVID-19 <i>USCIS Government ID Card Document Number 987654321 Exp. 06/15/2025</i> <i>TU 10/01/2020</i>	QR Code - Section 2 Do Not Write In This Space
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any) (mm/dd/yyyy) N/A		
Document Title N/A		
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): 05/18/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Thomas Jefferson</i>	Today's Date (mm/dd/yyyy) 05/18/2020	Title of Employer or Authorized Representative HR Manager	
Last Name of Employer or Authorized Representative Jefferson	First Name of Employer or Authorized Representative Thomas	Employer's Business or Organization Name Department of Agriculture	
Employer's Business or Organization Address (Street Number and Name) 123 Monticello Drive	City or Town Charlottesville	State VA	ZIP Code 22902

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)
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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
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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.

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 to request the I-9 Anywhere Remote URL to send the new employee.

Option 2 – Authorized Representative Reviews Documents and Updates Section 2

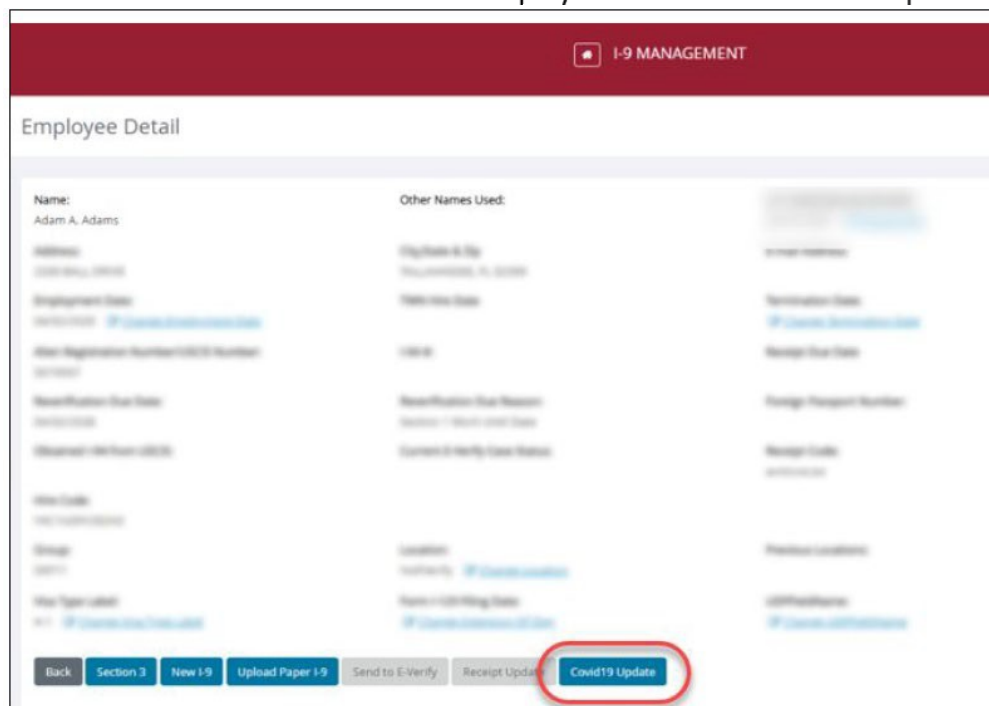
An Authorized Representative may review in person, the Section 2 documents submitted on the originally completed I-9, and update in the Additional Information section.

- 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.
 - The Authorized Representative will be responsible for reviewing the section 2 documentation in person and confirming the documents are the same as those that appear in Section 2, that the information is accurate, and make appropriate notations in the Additional Information section 2 of the Form I-9.
- B. The I-9 Administrator will download the I-9 from Equifax (use the print to adobe option) and send the completed I-9 to the employee via Accellion/Kiteworks.
- C. The employee will have the Authorized Representative review their original section 2 documents (which must be the same documents as listed on Section 2 of the Form I-9).
 - A Harvard I-9 Administrator may set up a teleconference call to help guide the authorized representative on their responsibilities.

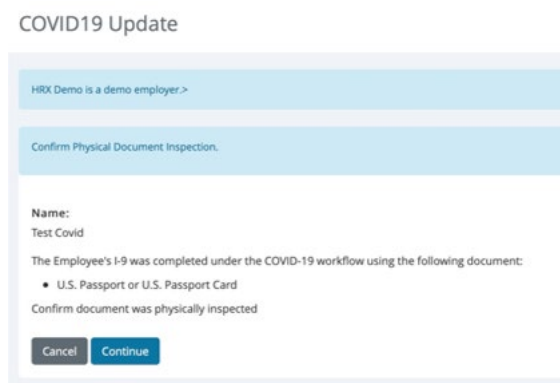


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- The Authorized representative would acknowledge that they reviewed the Section 2 documentation in person in the Additional Information section of section 2.
 - Information which should appear in the Additional Information field must contain language that documents were reviewed in-person, the date the documents were reviewed, the full name of the reviewer, and relationship. See [Different I-9 Section 2 Completer and Section 2 In Person Document Reviewer](#).
- D. The employee would return via Accellion/Kiteworks, the updated Form I-9 (and documents if not previously sent) to the I-9 Administrator.
- Copies of the Section 2 documentation must be collected and uploaded into Equifax (if not already collected).
- E. The Harvard I-9 Administrator would select the employee and select COVID-19 Update.



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



- NOTE: If the Section 2 documents are different, a new I-9 must be submitted.
- See [Equifax Upload Process Paper Forms I-9](#).



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- 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.



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

I-9 History

Hire/Entry	Type (click to view)	Actions
7/7/2020	Original I-9	Attach File

Comments

Date	Username
Add Comment	

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



Harvard University

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.

5. A new I-9 may be completed with an Authorized Representative completing section 2 and physically reviewing the section 2 documents.
6. See [Packet - Form I-9 with Instructions for Employee and Authorized Representative](#)
7. A Harvard I-9 Administrator should set up a video conference with the Authorized Representative to assist them 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.
8. Copies of the Section 2 documentation must be collected and uploaded into Equifax.
9. 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.

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

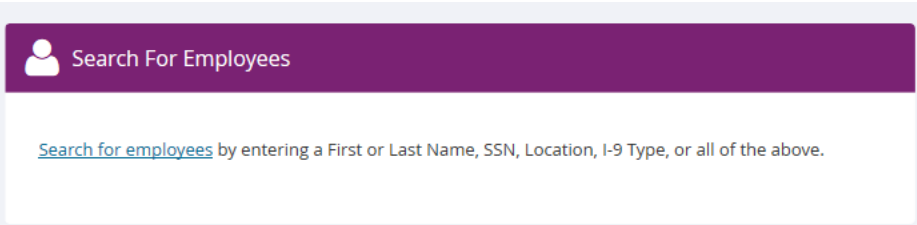


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Option 4 – I-9 Administrator Physically Reviews Documents

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.



The screenshot shows the "Search For Employees" web form. It includes fields for First Name, Last Name, SSN, Group, Location, Date Range, Start Date, and End Date. There are checkboxes for "Active Employees", "Terminated Employees", and "Current Location Only". A "Search" button is at the bottom left. A dropdown menu is open on the right side, showing the following options: (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** (highlighted in blue), and 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.

I-9 MANAGEMENT

Employee Detail

Name: Adam A. Adams

Other Names Used:

Address: 100 Harvard Ave, Cambridge, MA 02138

City/State & Zip: Cambridge, MA 02138

Employment Date: 10/1/2019

Termination Date:

Star Registration Number (SSN Number): 123456789

SSN:

Identification Document Type: Driver's License

Expiration Date: 12/31/2021

Identification Number (ID Number): 123456789

Issue Date: 12/31/2021

Group: 12345

Location: Harvard University

How Signed: 10/1/2019

How Signed Date: 10/1/2019

Buttons: Back, Section 2, New I-9, Upload Paper I-9, Send to E-Verify, Receipt Update, **Covid19 Update**

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.

I-9 MANAGEMENT

COVID19 Update

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

Buttons: Cancel, Continue



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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



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Updating Expired List B Documents

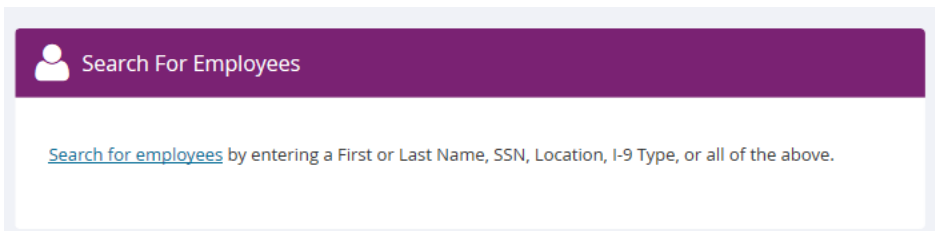
Due to the state of emergency and stay-at-home orders, some renewal services were restricted and individuals may not have been able to renew a state driver’s license, state ID card, or other Form I-9 employment Eligibility list B identity documentation. In those cases, the Section 2 administrator was 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.



The image shows the "Search For Employees" form. It includes fields for First Name, Last Name, SSN, Group, Location, Date Range, Start Date, and End Date. There are also checkboxes for "Active Employees", "Terminated Employees", and "Current Location Only". A "Search" button is at the bottom left. On the right side, a dropdown menu is open, showing a list of options: "(All)", "E-Verify Issues", "E-Verify w/o I-9 Completed", "Pending", "Reverification Due", "Receipt Due", "SSN Applied For", "Partner Completion", "COVID-19 Remote Update", and "COVID-19 EXT Update". The "COVID-19 EXT Update" option is circled in red.



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

The screenshot shows the 'I-9 MANAGEMENT' interface. At the top, there is a red header with a home icon and the text 'I-9 MANAGEMENT'. Below this is the 'Employee Detail' section for Adam A. Adams. The record includes fields for Name, Address, Employment Dates, and Social Security Number. At the bottom of the record, there is a navigation bar with several 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 highlighted with a red circle.

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

The screenshot shows the 'COVID19 Update' form. It has a title 'COVID19 Update' and a light blue instruction box that reads: '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'. Below this, there are two checkboxes: the first is 'Same document(s) presented by the employee' and is checked; the second is 'Other document(s) were presented' and is unchecked. Under the first checkbox, the name 'Testerson T. Test' is listed, followed by the text 'The Employee's I-9 was completed under the COVID-19 workflow using the following document:' and a bulleted list of document types: 'Driver's License Issued by State or Possession with Photo' and 'Social Security Account Number Card Without Employment Restriction'. At the bottom, there are 'Cancel' and 'Continue' buttons.

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



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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.

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.