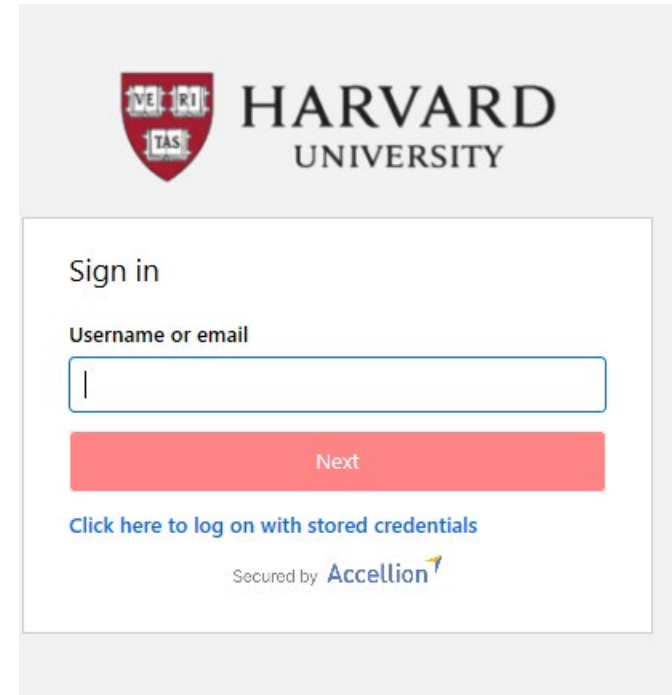
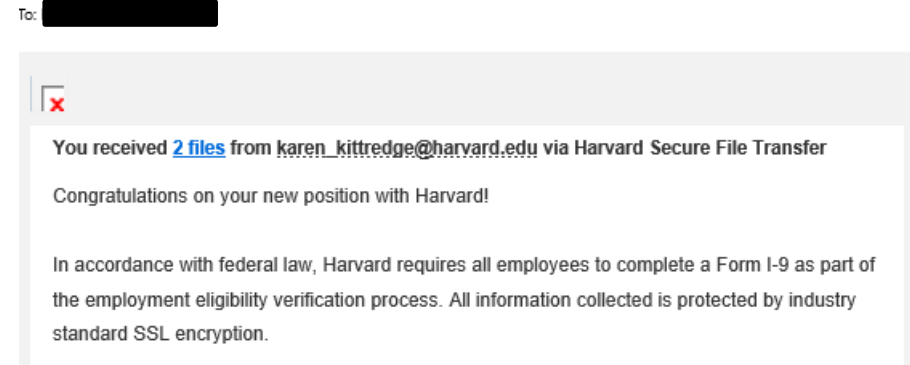


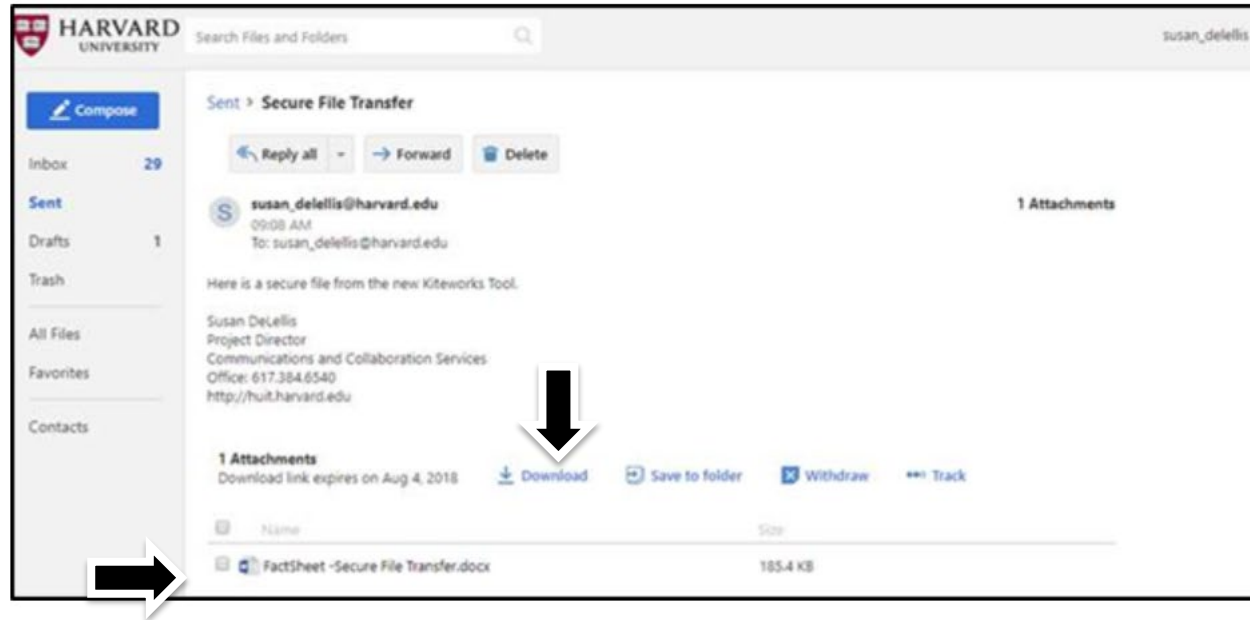
New Employee Process – Accellion (No Harvard Key)

- To receive a secure file that has been sent to you from the Accellion/Kiteworks web application tool, go to your email inbox.
- You will have received an email message from a Harvard I-9 Administrator.
- Sent file links have an expiration date of 14 days.
 - **Note:** Non-Harvard recipients should check their spam/junk email folders if they don't see the expected email.
 - **Note:** Microsoft Edge, Chrome or Firefox are recommended browsers for best experience. It is recommended to clear your browser cache or run the session in a “new incognito window” to avoid being sent to an old login screen.
- Click on the file hyperlink displayed at the bottom of the message.
- Sign in using the email address that the message was sent.
- Click “Next”
- You will be prompted to create a password if you have not signed in before.



New Employee Process – Accellion (No Harvard Key) (continued)

- Upon successful log-in you will see the following screen:



- Select the attachment and download the Form I-9 and any instructions to your desktop.
- Complete and sign Section 1 of the I-9
 - Be sure to check appropriate box under Prepare and/or Translator Certification Section and complete, section if a preparer and/or translator is used.
- Coordinate with the Harvard I-9 Administrator to set up a video call to walk through the Section 2 completion process (either by a household member or for the I-9 Administrator and allow the Harvard I-9 Administrator to review the Section 2 documents).



New Employee Section 1- Example

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Harvard		First Name (Given Name) John		Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) Harvard Yard		Apt. Number N/A	City or Town Cambridge		State MA ZIP Code 02138
Date of Birth (mm/dd/yyyy) 11/26/1607	U.S. Social Security Number [][][] - [][][] - [][][][]		Employee's E-mail Address john_harvard@harvard.edu		Employee's Telephone Number 6175551212

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="radio"/> 1. A citizen of the United States	
<input type="radio"/> 2. A noncitizen national of the United States (See instructions)	
<input type="radio"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input checked="" type="radio"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>12/31/2021</u> Some aliens may write "N/A" in the expiration date field. (See instructions)	
<p>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: <u>12345678910</u> OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee John Harvard	Digitally signed by John Harvard Date: 2020.04.02 11:40:33 -04 00	Today's Date (mm/dd/yyyy)
--	--	---------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

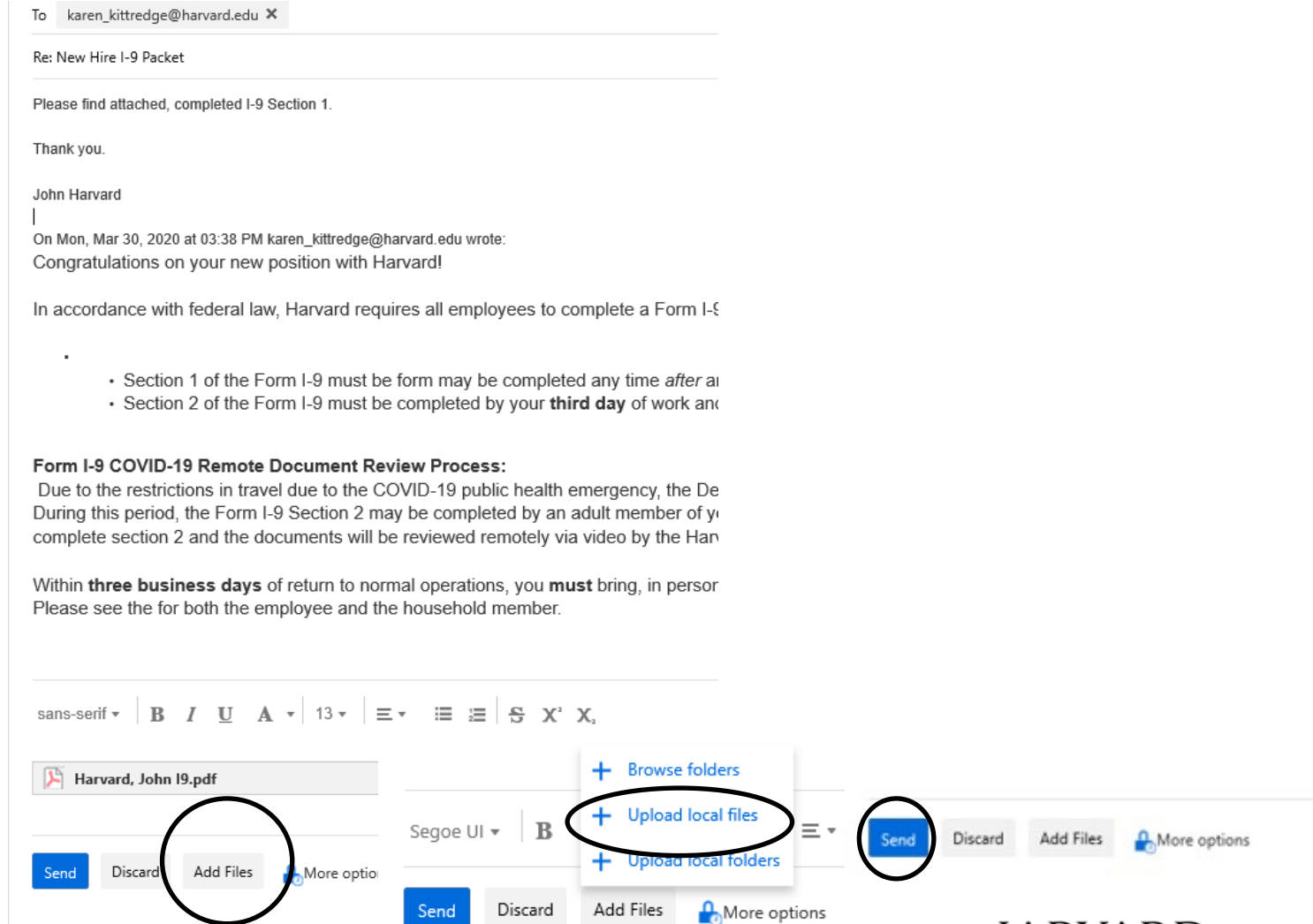
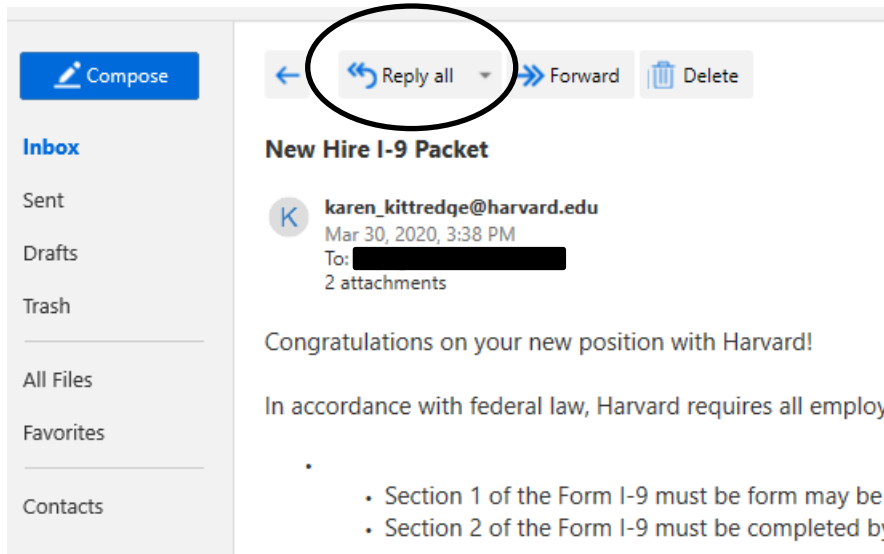
Be sure to complete all sections, and sign and date the document.



Be sure to check appropriate box under Prepare and/or Translator Certification Section and complete, section if a preparer and/or translator is used.

New Employee Process – Accellion (No Harvard Key) (continued)

- To return documents, go back to the original email and select “reply all” and upload your completed Form I-9. If possible, take pictures of your section 2 documents and upload the completed Form I-9 and document pictures to the original email and send.



Household Member - Section 2 Completer Instructions

See instructions at [I-9 Collection Processes](#)

NOTE: A Harvard I-9 Administrator will assist you with every step of this process and review the documents via Zoom or other teleconference method.

An adult household member can act as Harvard University's representative to examine the identity and employment authorization document(s) for a new employee.

The household member would serve as Harvard's representative and:

- Examine the new employee's documents:
 - Examine each original document the employee presents to determine if it reasonably appears to be genuine and relates to the person presenting it.
 - In the Section 2 spaces provided, 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.
- Complete and sign the USCIS Employment Eligibility Verification Form I-9.
 - 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)
- Photos of the documents must be included with the Form I-9.



Household Member Section 2 - Example

Section 2. Employer or Authorized Representative Review and Verification				
<i>(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.")</i>				
Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Harvard	John	N/A	Alien Authorized to Work
List A Identity and Employment Authorization		OR	List B Identity	AND
List C Employment Authorization				
Document Title	Document Title	Document Title		
Passport				
Issuing Authority	Issuing Authority	Issuing Authority		
United Kingdom				
Document Number	Document Number	Document Number		
1234564789				
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)		
12/31/2024				
Document Title	Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space	
I-94	Reviewed with Marie Curie			
Issuing Authority				
US Customs				
Document Number				
51360137606				
Expiration Date (if any) (mm/dd/yyyy)				
12/31/20				
Document Title				
I-797				
Issuing Authority				
DHS				
Document Number				
123456789				
Expiration Date (if any) (mm/dd/yyyy)				
12/31/2020				
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): 04/04/2020 (See instructions for exemptions)				
Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
		3/31/2020	Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Household	Member	Harvard University		
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code
1033 Massachusetts Ave		Cambridge	MA	02138

1. Examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it.
2. In the spaces provided, record the document title, issuing authority, document number, and expiration date (if any). Note: There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, **I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.**
3. Complete the "Certification" section of the I-9 Form, as follows:
 - Enter "Reviewed with" and the name of the Harvard administrator who assisted 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)
4. Photos of the documents must be included with the Form I-9.

NOTE: A Harvard I-9 Administrator will assist you with every step of this process and review the documents via Zoom.



REQUIRED DOCUMENTS

A Harvard I-9 Administrator will view Section 2 documentations via Zoom. If possible, copies of the documents should be included with the Form I-9 submission.

List A: Establish both identity and employment authorization, OR

List B: Establishes identity only - To meet E-Verify requirements list B documents must have a photograph, AND

List C: Establishes work authorization only

There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, **I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.**

See Form I-9 on the USCIS website at <https://www.uscis.gov/i-9> for a complete list of allowable documents.

Most common additional documentation to collect based on visa type:

H-1B VISA Type	F-1 VISA Type	J-1 VISA Type
Foreign passport	Foreign passport	Foreign passport
I-94 or I-94A	I-94 or I-94A	I-94 or I-94A
I-707	I-20	DS-2019

F-1 OPT VIA Type
EAD (I-766)

