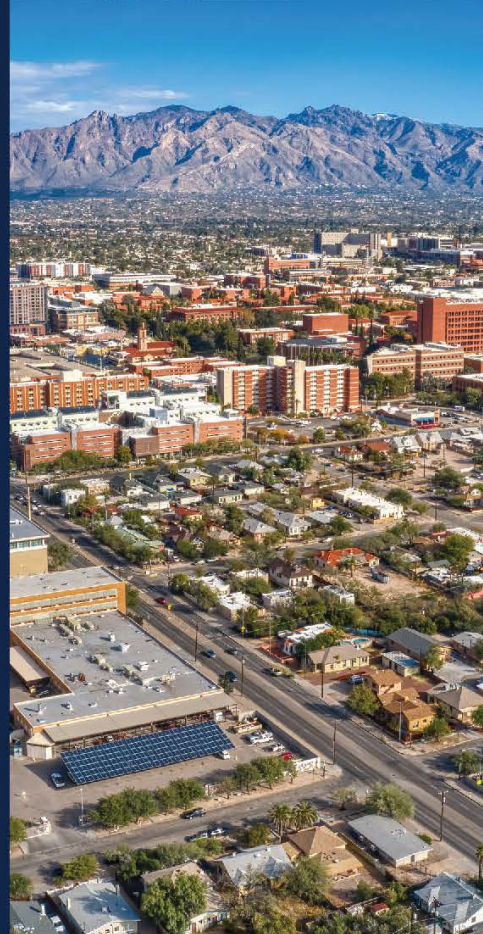THE UNIVERSITY OF ARIZONA
HR Workforce Systems

I-9 Reverifications Due to End of COVID-19 Flexibility

MANAGER SELF SERVICE
QUICK REFERENCE GUIDE

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1. Introduction

As announced by USCIS, Form I-9s that are pending reverification under the COVID-19 procedure must be reverified no later than Aug. 30. As a result, Workforce Systems has implemented these procedures to facilitate the reverification process.

COVID-19 Procedure Expired July 31

U.S. Citizenship and Immigration Services (USCIS) ended the temporary COVID-19 procedure effective July 31. This procedure enabled I-9 Approvers to 1) initially review Form I-9 work authorization and identity documents remotely, and 2) reverify the documents through an in-person meeting once the employee physically returned to work on a regular basis.

Action Item:
- Discontinue use of the COVID-19 procedure to complete Form I-9s.

New Alternative Verification Option Began Aug 1

The U.S. Department of Homeland Security (DHS) authorized an Alternative Verification procedure, which involves verifying an employee's I-9 documents over live video, as an option to the in-person physical document examination requirement associated with Form I-9.

Important:
- I-9 Approvers must be enrolled in E-Verify for the University to use the Alternative Verification option.
- If an I-9 Approver does not have active E-Verify enrollment, they must meet in-person with the employee to physically verify I-9 documents.

2. Initial Spreadsheet Review

Workforce Systems has generated a spreadsheet of all pending I9 Forms. This spreadsheet was sent to College Representatives.
- Review each pending I-9 on the spreadsheet.
- Enter one of the following actions in the **'Status'** field on the spreadsheet.
- Keep in mind that if the Alternative Procedure will be used for a reverification, the I-9 Approver must be enrolled in E-Verify.

Enter this Status…	If…	Then Workforce will…
Terminated	the employee is no longer employed by the University (Use Employee/DCC Search to verify active/terminated relationship)	update the I-9 to show the employee terminated
College Transfer	the employee is now in another College	work with the new College to reassign the I-9 to a new I-9 Approver
Original I-9 Approver	the original I-9 Approver will conduct the reverification	send back the I-9 to the original I-9 Approver

Enter this Status…	If…	Then Workforce will…
Reassign to (NAME)	the I-9 will need to be reassigned to a different I-9 Approver. *Note: The new I-9 Approver must be at the same provisioning level as the original I-9 Approver (HR Dept I-9 Approver to another HR Dept Approver).*	reassign the I-9 to the new I-9 Approver to proceed with the reverification process
New I-9 – all okay	the new I-9 is pending with an I-9 Approver who will conduct the I-9 in person. If the Alternative Procedure will be used, you have verified the I-9 Approver is enrolled in E-Verify. I9 supporting documents and E-Verify confirmation page should be attached to the I9 Form.	await the standard I-9 workflow for review and approval

- Once the Status field is updated for each pending I-9, return the spreadsheet by email to Workforce Systems at **workforcesystems@arizona.edu**.
- Workforce Systems will then use the spreadsheet to reassign I-9s, work on college transfers, and terminations.
- Workforce Systems will reply to email to confirm we have finished so that I-9 Approvers can begin reverifications.

3. Contact Employee to Schedule Reverification Meeting

The I-9 Form Approver reviewing documents (in-person or through the Alternative Procedure) must be the same individual completing section 2 of the I-9 Form.

The I-9 Approver should contact the employee to schedule the reverification meeting as follows.

Option 1: If the I-9 Approver will conduct an In-Person Reverification Meeting:

- Contact the employee to schedule an in-person meeting to reverify their I-9 documents.
- An example email template to the employee can be found in **Appendix A**.
- The meeting must be scheduled before Aug 30.
- Ask the employee to **bring** their original I-9 documents to the meeting.

Option 2: If the I-9 Approver will conduct the reverification meeting using the Alternative Procedure:
(Only I-9 Approvers who are enrolled in E-Verify may use the Alternative Procedure, Option 2.)

- Contact the employee to schedule a live video meeting to reverify their I-9 Documents.
- An example email template to the employee can be found in **Appendix B**.
- The meeting must be scheduled before Aug 30.
- Ask the employee to:
    - **email** a copy of their I-9 documents to the I-9 Approver <u>in advance</u> of the meeting; **and**
    - **bring** their original I-9 documents with them to the live video reverification meeting.
- The emailed copy of I-9 documents from the employee must be received before the live video reverification meeting.
- ***Because we are asking employees to provide documents that are sensitive in nature through email, it***
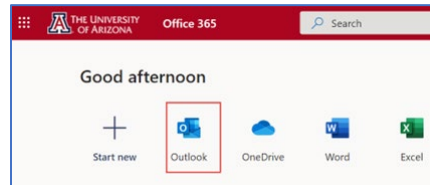
is of utmost importance that encryption is used in the transmission of these documents

1. Navigate to **portal.office.com** to access your office 365 account.
   - Log in using your NetID and password.
   - You will then be logged in to your UA Office 365 portal.

2. Open Outlook
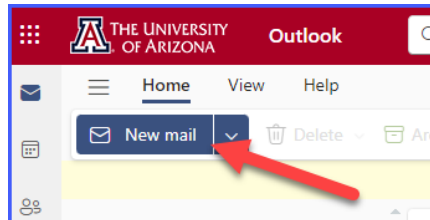   - Click on the **Outlook** icon.

   - If there isn't an Outlook icon, click on the grid icon in the top left-hand corner of the screen.


3. Start New Message
   - Click on the **New Mail** icon.

4. Encrypt Message To Recipient (VERY IMPORTANT!)
   - You will be sending an encrypted message to the employee to introduce yourself, schedule the I-9 reverification meeting, and provide instructions regarding providing their I-9 documents to you.
     1. Click on **Options**
     2. Click on the **Encrypt** to view a drop-drop down menu
     3. Select **'Encrypt'**
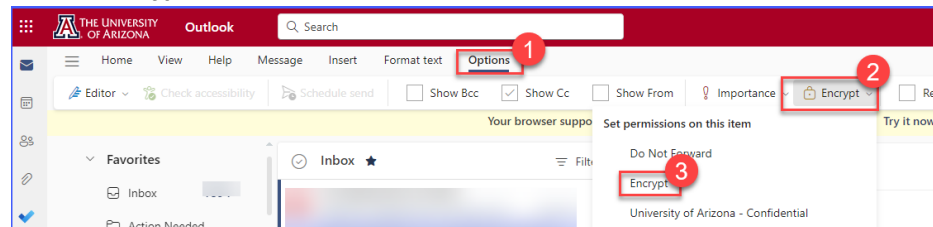
   - Your message should now have a banner indicating the message is encrypted.
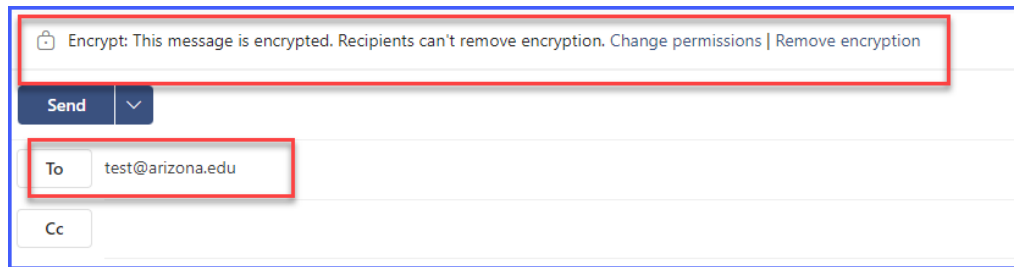
- Enter the employee's email address in the 'To' field.

5. Complete Message Template Message and Send
- Enter "Important I-9 reverification requirement" in the '**Add a Subject'** field.
- Cut and paste the template message (from **Appendix A** or **Appendix B**) into the email body.
- Customize the email:
  - Greeting to the recipient
  - Department/college name
  - Dates
  - Include your contact information
- Click on the **Send** icon.

4. I-9 Approver Conducts Reverification Meeting

If the I-9 Approver is conducting the meeting in-person, they will need to:
- Examine the employee's original I-9 documents (front and back, if the document is two-sided) to ensure that the documentation presented reasonably appears to be genuine and relates to the employee; and,
- Obtain a clear and legible copy of the documentation (front and back if the documentation is two-sided).

If the I-9 Approver is conducting the meeting using the Alternative Procedure, they will need to:
- Examine the employee's emailed I-9 documents in advance of the live video meeting, and work with the employee to remedy any issues with the employee's documentation (e.g., expired documents, encrypted message can't be opened, unclear copies, incorrect documents are provided). See list of acceptable documents at: **https://hr.arizona.edu/sites/default/files/Form_I9_Acceptable_Documents.pdf**.
- Meet over live video interaction with the employee during which the employee will present their original documents over the live video.
- During the live video, compare the employee's original documents and emailed copy presented to ensure they reasonably appear to be genuine and relate to the employee.

5. Update Form I-9 and Attach I-9 Documents

The UAccess Form I-9 must be in a "Pending" status on the I-9 Approver's pagelet to proceed with updates to the Form I-9.
- The I-9 Approver will complete Section 2 of the Form I-9.
- The I-9 Approver must enter either "In-Person Verification" or "Alternate Procedure" in the **Additional Information** field of Section 2 of Form I-9.

*The **Additional Information** field is <u>not</u> the same as the 'Approver Comments' field. Make sure you enter the verification method into the 'Additional Information' field of Section 2 of Form I-9 to avoid having to make corrections.*

- Attach a copy of the employee's I-9 documents to the transaction.
  - ***You must remove encryption from files or emails before attaching them to the transaction***.
- Click **'Save'** to move the UAccess I-9 request forward.
- ***Delete all I-9 documents from your emails, desktop and from any folders that contain deleted documents once this process is complete.***

6. Approvals

- The I-9 request will route to the College I-9 Approver (if one exists) for approval. Additional comments are not required by College Approvers at the 2nd review step.
- The I-9 request will route to Workforce Systems for final review and approval.

7. Frequently Asked Questions

Q. What if the employee presents a different but still acceptable document at the time of physical inspection?

A. If the employee presents **acceptable documents** for in-person inspection that are different from the ones they presented for the COVID-19 remote inspection, you will enter the new document information in Section 2 of the Form I-9.

Q. What if the employee changes their immigration status between the time of remote inspection and the in-person inspection?

A. The I-9 Approver will not be able to make this update on the pending Form I-9 in UAccess. For this type of post-hire change:
- The I-9 Approver will need to meet with the employee to examine the original documents and make a copy.
- The I-9 Approver will use the employee's new I-9 documents to complete Section 3 of a paper Form I-9 downloaded from the **USCIS website**.
- The completed Section 3 of the paper Form I-9 and the new I-9 document will need to be attached to a MSS Exception Request.
- On the pending I-9 spreadsheet, indicate the employee's immigration status changed and include the MSS Exception transaction number.
- Return the spreadsheet to Workforce Systems and we will update the I-9 so it is no longer pending.

Q. If we created an E-Verify case at the time of hire, do we need to create another E-Verify case for the reverification?

A. No, the original E-Verify case is still applicable, and the E-Verify confirmation should have already been attached to the New Hire transaction or sent to Workforce Systems. If you find that the confirmation wasn't provided to Workforce Systems, please upload it to the **Workforce Systems Secure Document Upload** portal.

8. Appendix A: Template Email to Employee to Request Reverification (In-Person Meeting)

(This message does not need to be encrypted because the employee will provide their I-9 documents in-person, not by email.)

Date:
To:
Subject: Important I-9 reverification requirement

During the COVID-19 pandemic, an employer's legal requirement to view a newly hired employee's documents for I-9 employment eligibility verification purposes in-person were relaxed, allowing employers the flexibility to review those documents by email, fax or video conferencing. That flexibility is ended as of July 31, 2023, and all employees whose documents were verified remotely must now have their documents verified in-person by August 30, 2023.

You are receiving this notice because [DEPARTMENT] reviewed your documents previously through the COVID-19 remote verification procedure. You must now have an authorized representative of the University reverify your original documents and make updates to your Form I-9 in order to continue your employment uninterrupted.

I am contacting you because I am the I-9 Approver for [DEPARTMENT]. My role is to collect and examine your documentation that demonstrates your work authorization and identity in order to complete Section 2 of Form I-9. You will need to

Next steps:

1. I would like to meet with you on [DATE, TIME, and PLACE].
2. **You must** bring your original, unexpired work authorization and identify documents to this meeting so that I can complete this I-9 reverification. For a list of acceptable documents, see: https://hr.arizona.edu/sites/default/files/Form_I9_Acceptable_Documents.pdf

9. Appendix B: Template Email to Employee to Request Reverification (Alternative Procedure)

(See Section 3 for encryption instructions)

Date:
To:
Subject: Important I-9 reverification requirement

During the COVID-19 pandemic, an employer's legal requirement to view a newly hired employee's documents for I-9 employment eligibility verification purposes in-person were relaxed, allowing employers the flexibility to review those documents by email, fax or video conferencing. That flexibility is ended as of July 31, 2023, and all employees whose documents were verified remotely must now have their documents verified in-person by August 30, 2023.

You are receiving this notice because [DEPARTMENT] reviewed your documents during this time through the COVID-19 remote verification procedure. You must now have an authorized representative of the University reverify your original documents and make updates to your Form I-9 in order to continue your employment uninterrupted.

I am contacting you because I am the I-9 Approver for [DEPARTMENT]. My role is to collect and examine your documentation that demonstrates your identity and work authorization in order to complete Section 2 of Form I-9.

Next steps:

1. Please reply to this encrypted message with a copy of your unexpired original documentation that shows your identify and work authorization. For a list of acceptable documents see: https://hr.arizona.edu/sites/default/files/Form_I9_Acceptable_Documents.pdf. The deadline to return your documentation to me is [DUE DATE].
2. I would like to meet with you over live video on [DATE and TIME] through [enter method such as Zoom or Teams]. You must bring those same original documents to the live video meeting so I can conduct the reverification. Please plan to have your camera turned on for this live video meeting.