



New Hire Paperwork for Remotely Located New Hires

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Good afternoon. I'm Lisa Frush and I'm here to talk about new hire paperwork. For many of you, this will be a refresher, but for some this might be new. I'm going to talk about the normal process as well as what to do if you have a remotely located new hire who will not be on or near campus when they begin employment. A different process for remotely located new hires is needed because federal Form I-9 regulations tell us how and when Form I-9 must be completed.



For P&S and Merit hires, offer letters and the email welcome communications they receive reference the Human Resource Services (HRS) new hire web site. This website contains a link to create their UID, benefits and new hire paperwork forms, and information about parking on campus, payroll, new hire orientation, etc. For new faculty, please ensure they are directed to this page as well.

In terms of the new hire paperwork, new employees can download the forms and bring them to HRS on or before their start date or we have printed copies they can complete when they arrive in HRS. The reason they need to submit the paperwork to HRS in person is related to Form I-9. Federal regulations require that new hires complete Section 1 on or before their first day of employment and the Employer Verification Section, Section 2, must be completed by the employer on or before their third day of employment and the employer or employer representative must view their original documents in person. Documents cannot be scanned and emailed, faxed and we cannot accept photocopies. We have to actually see them in person.

So, what happens when the new hire is working from another location outside the area during those first few days of employment? We have created a webpage that outlines a few options that allow us to still meet the federal requirements. This website is located at http://www.vpaf.uni.edu/hrs/supervisors/new_hire_i-9.shtml. It is the department's responsibility to make sure that all new hires complete their new hire paperwork timely. So, for remotely located new hires, this may include taking them to this site, talking them through the options or putting them in touch with HRS at (319)273-2422.

Some of you may be thinking, "What happens if they don't? It's just a form." Well, the Federal Government tells us that we are to terminate their employment if they don't do this. UNI could also be subject to fines. So, it's really important. This isn't just "HR's rule." It is a federal regulation.

There are two main options outlined on this website for those that are not available to come on campus by their third day of employment. The first option is to complete the Form I-9 through a Notary. Not all Notaries will do this, but many will. The website includes instructions for the new hire and the notary. Then the new hire must mail the Form I-9, along with all of their other new hire paperwork forms back to HRS. This address is included in the instructions.

As another option, they may have another college or university complete the employer Form I-9 requirements on our behalf. The College and University Personnel Association (CUPA-HR) has put together an I-9 Reciprocal Processing Consortium, which means institutions have signed up to complete Form I-9's for each other in these situations. The website contains a web address where the new hire can enter the zip code of where they are located and they will be given a list of the closest institutions that have agreed to do this. If neither option provides a good solution for this new hire, they may also have someone who is trained in Form I-9 procedures complete the employer section. An example of this might be temporary agencies or an attorney. It is important that they are properly trained, as fines may be incurred by the employer not only for not completing Form I-9 on time, but also if they are not completed correctly.

One other reminder, the UNI Telework Policy (4.26) requires that anyone who is working remotely one or more days a week on a regular basis be approved to telework. If you have someone is working remotely please refer to this policy or contact HRS (for staff) or the Provost Office (for faculty).

Any questions? Thank you.