
Given Harvard’s wide-scale transition to remote work, Forms I-9 will be processed using a modified workflow. I-9 Section 2 completers should only collect I-9s for individuals who have started or will be starting work before April 15, 2020. All other I-9 collection should be deferred. Please contact ufs_crt@harvard.edu for guidance with unusual or exceptional circumstances.

For those people who must be hired, as of now Harvard is still required by the federal government to review IN PERSON the original Section 2 documentation. We are monitoring federal requirements and if this changes, we will advise accordingly.

For Schools and Units Using Paper I-9 Forms:

Option 1: if (depending on local operations) Harvard administrator can complete/collect I-9 in person

- Harvard administrator reviews original documentation and completes Section 2
  - Harvard policy currently requires copies of Section 2 documents (IDs, etc.); Section 2 completers should make every effort to make copies of document materials; however, if access to a copier or scanner is not possible while Harvard is 100% remote, Central Payroll will process completed I-9s without copies of the documentation as long as Section 2 has been completed correctly and contains complete Section 2 documentation details
  - See I-9 Verification Tool in the Training Portal for detailed guidance on appropriate documentations and how to complete the I-9
  - Section 2 completers should never take pictures of the I-9 or Section 2 documentation with personal electronic devices
- Section 2 completers must email ufs_crt@harvard.edu (use the subject line: “Completed I-9 Submission”) and notify them they have a completed I-9 for submission and indicate whether they will fax the materials to 617-496-3196 or will send via secure email
  - Payroll Customer Service (via ufs_crt@harvard.edu) will contact the section 2 completer with instructions on who to send the materials to electronically via Kiteworks/Accellion or with confirmation the fax has been received.
- The paper I-9 and documentation (if collected) should also be submitted to Central Payroll upon return to normal operations

Option 2: use a Notary Public to complete the I-9 and send to Harvard

- Some Notary Public locations (often available at banks and printing or shipping businesses, like the UPS Store) will complete Section 2 of the Form I-9, list the documentation presented, and sign the attestation section; check locations in advance to confirm they perform Form I-9 services. In this instance, the notary is acting as Harvard’s authorized representative. The Form I-9 does not need to be notarized
- The new hire must fax the completed I-9 to 617-496-3196 and then email ufs_crt@harvard.edu to notify them they have submitted a completed I-9; use the subject line “Completed I-9 Submission”
- Upon return to normal operations, the original paper I-9 and documentation (if collected) will need to be submitted to the hiring department or Central Payroll
For Schools and Units Piloting the Electronic I-9 and E-Verify Process:

Option 1: if Harvard administrator can complete/collect I-9 in person

- Harvard administrator reviews original documentation and completes Section 2
  - I-9 Administrator would use the I-9 Mobile App to upload the Section 2 documents
  - Schools should designate one I-9 Administrator who would be the custodian of the Harvard electronic device used for the I-9 Mobile App document uploads (as a reminder, I-9 Administrators will need a laptop AND the Harvard device with the I-9 Mobile App to complete Section 2 and upload documents)

Option 2: use the “I-9 Anywhere” Function

- Contact Central Payroll at ufs_crt@harvard.edu to request the I-9 Anywhere Remote URL that the hiring department can send the new employee
- I-9 Anywhere allows new employees who are not local to take their Section 2 documents to an approved remote agent based on their zip code prior to arriving on campus. There are over 1,300 authorized remote agents across the U.S. and new employees can select and schedule a time to bring in their Section 2 documents at their convenience
- Note: There may be limited remote agency availability due to Coronavirus. Employees should contact the location to confirm they will be open prior to setting up an appointment
- Schools may be charged a small fee ($35) for each remote hire request