Remote Hire - Employer Instructions

MSU’s Remote Hire Process is for employees who are unable to come to campus to complete Section 1 of the I-9 form on or before the first date of hire and/or Section 2 within three business days of the first date of hire. The employer must provide the employee with the date of their first day of employment and these instructions on how to complete the remote hire process.

Remote Hire – Employee Instructions
1. Go to: http://www.cupahr.org/i9/
2. Scroll to the bottom and enter local ZIP Code then click “Find Institutions”
3. A new window will open with the “Nearest I-9 Reciprocal Processing Institutions” (see screenshot on right)
4. Use the phone number or email provided to schedule a meeting with the I-9 contact listed

I-9 Form – Employee Instructions
2. Section 1 must be completed on or before the date of hire. Complete Section 1 prior to going to a CUPA representative at another university. Required fields are highlighted yellow below
3. Review page 9 to see what documents qualify to be brought to the authorized representative to show verification of identity and employment. Note: One document from list A OR a document from both List B AND C must be provided
4. Provide the “I-9 Form – Verifier Instructions” (page 2) to the authorized representative
I-9 Form – Verifier Instructions

1. Review the employee's Section 1 information. Ensure all required fields are completed and the information appears to be accurate (see page 1 for Section 1 required fields – highlighted in yellow)

2. Be sure to print the employee's name at the top of the second page of the I-9 form

3. Review the supporting documentation provided by the new MSU employee and fill in the document title(s), number(s) and expiration date(s). Only one document from List A OR a document from List B AND List C must be provided, please do not fill out any more or less than what is needed. If the document does not have an expiration date put “N/A” in the field provided. If the verifier is unsure about any documentation or how to complete the I-9 contact MSU’s Office of International Students and Scholars at 1-517-353-1720

4. Complete the Employer section of Section 2 completely. All fields in this area are required

5. Fill in the employee’s first day of employment

6. It is the employee's responsibility to bring the Form I-9 to MSU or mail it as soon as possible

I-9 Finalization – Employee

1. Review the I-9 form after the authorized representative completes Section 2. The form must be filled out completely and accurately before sending it to MSU. If the I-9 is not fully completed or accurate, it will be sent back to the employee which may result in processing delays or temporary termination of employment

2. Send completed I-9 to hiring unit