Remote Hire Process

Employees that work at remote locations and are not able to present original documents to an MSU I-9 verifier have the following I-9 completion options:

• College and University Professional Association (CUPA) for Human Resources I-9 Reciprocal Processing Consortium

• Notary or other authorized agent
CUPA I-9 Reciprocal Processing Consortium

• Members of consortium assist one another by serving as an agent on behalf of MSU
• Currently 273 members
• Assists with timeliness compliance of I-9 form
• MSU is still liable for any violations in connection with the form or the verification process
• MSU verifier reviews and uploads paper I-9 form
CUPA I-9 Reciprocal Processing Consortium

- Locate the closest I-9 reciprocal processing institution
  - Go to: http://www.cupahr.org/i9/
  - Enter ZIP Code
  - Click “Find Institutions”

I-9 Reciprocal Processing Consortium

How to Use I-9 Reciprocal Processing

Add Your Institution to the I-9 Reciprocal Processing Consortium

Please enter your zip code below to locate the closest I-9 reciprocal processing institution to your location.

Enter your ZIP Code:  
Find Institutions
CUPA I-9 Reciprocal Processing Consortium

- Select an institution to complete the I-9 form
- Contact the institution representative by phone or email to schedule a time to complete the I-9 form
- Complete the remote hire process
Notary or Other Authorized Agent acting on behalf of MSU

• Completes Form I-9 on behalf of MSU
• Notary public should not provide a notary seal on Form I-9
• Assists with timeliness compliance of I-9 form
• MSU is still liable for any violations in connection with the form or the verification process
• MSU verifier review and uploads paper I-9 form
Remote Hire Process

• MSU verifier responsibilities to employee:
  • Provide:
    • *Remote Hire Process* document at [www.hr.msu/i9](http://www.hr.msu/i9)
    • Employee’s first day of employment
  • Explain the remote hire process
  • Communicate:
    • Section 1 of the Form I-9 must be completed on or before the first day of employment
    • Section 2 of the Form I-9 must be completed within three business days of the first day of employment
    • Where to send completed I-9
Remote Hire Process

Employee responsibilities:

• Print and review the Remote Hire Process document from www.hr.msu.edu/i9

• Go to: http://www.uscis.gov/sites/default/files/files/form/i-9.pdf and print pages 7-9 of the Form I-9

• Complete Form I-9 Section 1 on or before the first day of hire
  • Review Remote Hire for Form I-9 required fields
  • Ensure these fields are completed accurately

• Review the List of Acceptable Documents on page 9 of the Form I-9 and select List A or List B and C documents to present to the agent
Remote Hire Process

Employee responsibilities:

• Provide authorized agent:
  • Form I-9 with completed Section 1
  • Unexpired, original documentation from either List A or both List B and List C
  • I-9 Form – Authorized Agent Instructions (page 2) from the Remote Hire Process document
  • First day of employment
Remote Hire Process

Authorized Agent Responsibilities:

• Review I-9 Form – Authorized Agent Instructions (page 2 of Remote Hire Process document)
  
• Review employee’s Section 1 information for accuracy and completeness. Have employee remediate any Section 1 errors:
  • Cross out the error, do not use whiteout
  • Insert the correct information
  • Initial and date next to the change

• Print employee’s name at the top of the second page of Form I-9
Remote Hire Process

Authorized Agent Responsibilities:

• Review the supporting documentation provided by the new MSU employee
  • Only one document from List A or a document from List B and List C must be provided
  • Do not specify which documents should be presented
  • Fill in the document title(s), number(s) and expiration date(s)
  • If the document does not have an expiration date put “N/A” in the field provided
  • Complete only the required fields
  • Required fields are highlighted on page 2 of the Remote Hire Process

• Enter the employee’s first day of employment (provided by employee)

• Sign, date and complete the employer information section at the bottom of Section 2. In the Employer’s Business or Organization Name field write “For Michigan State University”
Remote Hire Process

• Employee Responsibilities:
  • Prior to departure, review the Form I-9 form for accuracy
  • Send finalized Form I-9 to MSU hiring department immediately

• MSU Verifier Responsibilities once Form I-9 is received:
  • Review the Form I-9 for accuracy
  • Upload the Form I-9 into the electronic I-9 system (refer to “How to Upload I-9s” at [www.hr.msu.edu/I9](http://www.hr.msu.edu/I9))

For any questions regarding the remote hire process contact MSU Human Resources at 517-353-4434