

## Enhanced COVID-19 Provisional I-9 Process

On March 20, 2020, the Department of Homeland Security (DHS) announced that it will exercise discretion to defer the physical presence requirements associated with the Form I-9. Employers with employees taking physical proximity precautions due to COVID-19 will not be required to review the employee's identity and employment authorization documents in the employee's physical presence. MSU verifiers still must inspect the Section 2 documents remotely (e.g., over video link, fax or email, etc.) and obtain, inspect, and retain copies of the documents within three business days for purposes of completing Section 2.

For I-9 forms being completed remotely utilizing the temporary provision on or after 4/8/2020 will need to utilize the new enhancement tools in the I-9 System. I-9 Verifiers must follow the steps below to ensure compliance with DHS.

### Using the Form

First: Locate and select the pending I-9 form for the employee. On the document selection page, you will see a new gray COVID-19 Exception box. Be sure to check the box indicating that you are using the COVID-19 exception then select the List A or List B and List C documents as you normally would. Click Continue

**\* Select the set of document(s) presented by the employee:**

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

List A proves identity AND work authorization:  Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:  Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:  Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

I want to use COVID-19 exception for this employee

[Cancel](#) [Back](#) [Continue](#)

#### COVID-19 Exception

The Department of Homeland Security (DHS) announced flexibility regarding Employment Verification (Form I-9) regulations due to COVID-19. Recognizing that companies and organizations are working remotely, **DHS is allowing employers to inspect Section 2 documents remotely (e.g. over video link, fax or email, etc.) and to obtain, inspect and retain copies (rather than originals)** of those documents until such time as normal business operations resume.

This policy will remain in effect for 60 days until May 18, 2020 or until three business days after termination of the National Emergency, whichever comes first. This time frame could be extended by the government in a future announcement if necessary.

For more information, including eligibility details, please view the [DHS website](#).

For example, I filled out I-9 Section 2 for a new student employee on an F1 Visa. I selected the typical List A Documents,

List A

- Form I-766 - Employment Authorization Document that contains a photograph
- Foreign passport with I-94 or I-94A
- Foreign Passport with I-94 or I-94A and I-20
- Foreign Passport with I-94 or I-94A and DS-2019
- FSM or RMI Passport with I-94 or I-94A

Fill out the specific document information accordingly, then click 'Continue'

## Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority

### List A document - Foreign Passport with I-94 or I-94A and I-20

**Issuing authority (country):**

Australia - AUS

**Passport #:**

AU123456

**Passport expiration date (mm/dd/yyyy):**

01/01/2027

**I-94 #:**

123456789AB

The number on the document is the same

**I-94 Admit Until Date (mm/dd/yyyy):**

- Document has an Admit Until Date
- The document does not have an Admit Until Date
- Document states 'D/S'

**I-20 #:**

N0012345678

**I-20 expiration date (mm/dd/yyyy):**

01/01/2024

Cancel

Back

Continue



Review the employee's information for accuracy, correct any discrepancies, check to certify, then click 'Continue'

### Document Information Summary

**List A document:** Foreign Passport with I-94 or I-94A and I-20  
**Issuing authority (country):** Australia - AUS  
**Passport #:** AU123456  
**Passport expiration date (mm/dd/yyyy):** 01/01/2027  
**I-94 #:** 123456789AB  
**I-94 Admit Until Date (mm/dd/yyyy):** D/S  
**I-20 #:** N0012345678  
**I-20 expiration date (mm/dd/yyyy):** 01/01/2024

### Employer Electronic Signature (English | Español)

\*I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be true and correct copies of the original document(s). I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the employee's record.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation result.

I have read and agree with the certification statement above.

Cancel Back Continue

The blue banner confirming 'The I-9 was Successfully Added' will appear, but you will notice a new button 'Covid19Update' appears as well. Do not click on this button yet. This button will be used when normal operations resume. More details on what to do with this button are later in these instructions.

### Employee Detail

The I-9 was successfully added.

<b>Name:</b> Spartan Spartan	<b>Other Names Used:</b>	<b>U.S. Social Security Number:</b> Applied for <a href="#">Change SSN</a>	<b>Date of Birth:</b> 01/01/2000
<b>Address:</b> 1407 S. Harrison Rd	<b>City, State &amp; Zip:</b> East Lansing, MI 48823	<b>E-mail Address:</b>	<b>Telephone Number:</b>
<b>Employment Date:</b> 05/05/2020 <a href="#">Change Employment Date</a>	<b>TWN Hire Date:</b>	<b>Termination Date:</b> <a href="#">Change Termination Date</a>	<b>Work Status:</b> An alien authorized to work
<b>Alien Registration Number/USCIS Number:</b>	<b>I-94 #:</b> 123456789AB	<b>Receipt Due Date:</b>	<b>Receipt Due Document:</b>
<b>Reverification Due Date:</b> 01/01/2024	<b>Reverification Reason:</b> Section 2 List A expiration date	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>	<b>Location:</b> 10070642 <a href="#">Change Location</a>	<b>Receipt Code:</b> q0zwnjg0m	<b>I9 Data Id:</b> 40002482
<b>Group:</b> 10070642G	<b>Full Middle Name:</b> <a href="#">Change Full Middle Name</a>	<b>Previous Locations:</b>	
<b>Form I-129 Filing Date:</b> <a href="#">Change Extension Of Stay</a>		<b>Audit Report:</b> <a href="#">View/Download</a>	

Section 3 New I-9 Upload Paper I-9 Receipt Update Covid19 Update

### I-9 History

Hire/Entry	Type (click to view)	Actions
5/5/2020	<a href="#">SSN Applied For</a>	<a href="#">Attach File</a>

### Comments

Date	Short Description	Username
<a href="#">Add Comment</a>		

The PDF of the completed I-9 form will display by clicking "Original I-9" or in this case, "SSN Applied For" since Sparty Sparty just applied for their Social Security Number.

I-9 History

Hire/Entry	Type (click to view)	Actions
6/1/2020	SSN Applied For	<a href="#">Attach File</a>

Comments

Date	Short Description	Username
<a href="#">Add Comment</a>		

If your access role in the I-9 system does not give you the option to bring up the I-9 form in PDF, here is what Section 2 will look like with the COVID-19 comment on the actual I-9 form.

Section 2. Employer or Authorized Representative Review and Verification				
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>				
Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Sparty	Sparty	E	4
<b>List A</b> Identity and Employment Authorization		<b>OR</b>	<b>List B</b> Identity	
<b>List A</b> Identity and Employment Authorization		<b>AND</b>	<b>List C</b> Employment Authorization	
Document Title: Foreign Passport with I-94 or I-94A and I-20 Issuing authority (country): Australia - AUS Passport #: AU123456 Passport expiration date: 01/01/2024 I-94 #: 95495495495 I-94 Admit Until Date: D/S I-20 #: N0012345678 I-20 expiration date: 01/01/2022		<div style="border: 1px solid black; padding: 5px;"> <p>Additional Information</p> <p>COVID-19 </p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>QR Code - Sections 2 &amp; 3 Do Not Write In This Space</p> </div>		

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 06/01/2020 (See instructions for exemptions)

Signature of Employer or Authorized Representative Cristi L. Moggie (e-sign - I Agree)	Today's Date (mm/dd/yyyy) 04/08/2020	Title of Employer or Authorized Representative Human Resources Professional
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## Attaching Documents- REQUIRED

The next steps are important for complying with DHS requirements. Even though MSU normally does not attach copies of documents, it is required while completing the I-9 forms using the temporary I-9 provisional process. Please follow the steps below to attach document(s) to the employee's I-9 form.

### Attaching Documents STEP 1

Obtain a legible electronic copy of the employee's documents. A suggestion would be to utilize MSU FileDepot or encrypted email. You will need to temporarily save these documents to your MSU issued computer, so you can select them for attaching.

### Attaching Documents STEP 2

Click on the Attach File button in the I-9 History section under 'Actions'. If you do not see this button, you may need to complete a Generic e-ARM to change your role in the I-9 System.

#### I-9 History

Hire/Entry	Type (click to view)	Actions
5/5/2020	<a href="#">SSN Applied For</a>	<a href="#">Attach File</a>

#### Comments

Date	Short Description	Username
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[Add Comment](#)

### Attaching Documents STEP 3

On this next screen, you will select the documents you are attaching

#### Uploaded Documents

SI No.	Document Name	Upload Status
1	Foreign Passport	!
2	I-94 or I-94A	!
3	I-20	!

#### File Information

Select document:

Foreign Passport

Receipt

Image file to attach:

[Choose file](#)

No file Chosen

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

Foreign Passport

First Name:

Sparty

Middle Initial:

Last Name:

Spartan

SSN:

[Upload](#)

[Finished](#)

Select which document you are attaching. For this example, I am attaching the Foreign Passport first. The document must be no larger than 2150 KB

### File Information

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Foreign Passport	<input type="checkbox"/>	Receipt
Back of Foreign Passport I-94 or I-94A		
Back of I-94 or I-94A		
I-20		
Back of I-20		
Other		

Click the **Choose File** button to select the document from your computer

File Information

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Select document:

Foreign Passport  Receipt

Image file to attach:



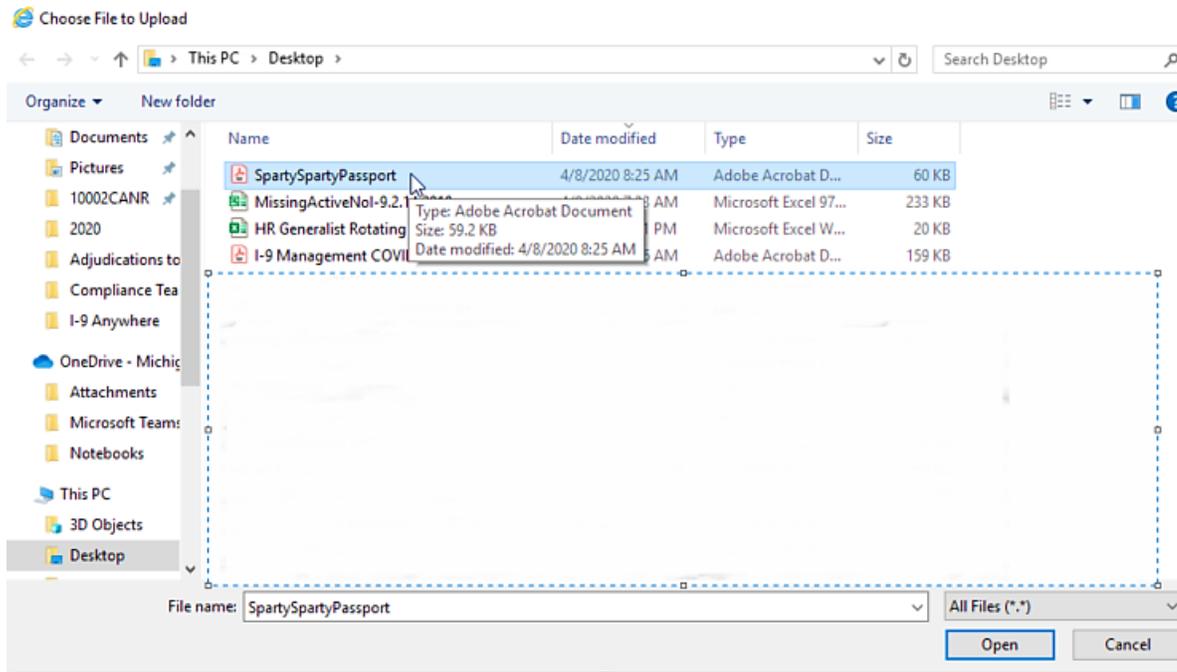
(TIF, GIF, JPG, JPEG, PDF)

Document Name:

Foreign Passport

First Name: Sparty Middle Initial: E

Select the document and click the **Open** button



**VERY IMPORTANT: Do NOT click FINISHED. You must click the Upload button.** Clicking the Finished button before the document is uploaded will not save the attachment and you will need to start the attachment steps over.

**File Information**

Select document:  
Foreign Passport  Receipt

Image file to attach:  
 SpartySpartyPassport.pdf  
(TIF, GIF, JPG, JPEG, PDF)

Document Name:  
Foreign Passport

First Name: Sparty Middle Initial: E

A Document display box will pop up, displaying the document you selected to attach. If this is the correct document, Click the Correct button

Document DisplayX



If the document displayed above is correct, click Correct below. Otherwise, click Incorrect.

CorrectIncorrect

You will see that there is a green check mark next to the document you uploaded.

#### Uploaded Documents

Sl No.	Document Name	Upload Status
1	Foreign Passport	<span style="color: green; font-size: 24px;">✓</span> 
2	I-94 or I-94A	<span style="color: red; font-size: 24px;">!</span>
3	I-20	<span style="color: red; font-size: 24px;">!</span>

#### File Information

Select document:   Receipt

Image file to attach:  
Choose file No file Chosen  
(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name: Sparty      Middle Initial: E      Last Name: Sparty      SSN:

UploadFinished

Repeat **Attaching Documents STEP 1-3** until all the required documents are attached, then click the **Finished** button

#### Uploaded Documents

SI No.	Document Name	Upload Status
1	Foreign Passport	 
2	I-94 or I-94A	 
3	I-20	 

#### File Information

Select document:

Receipt

Image file to attach:

No file Chosen

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name:

Sparty

Middle Initial:

E

Last Name:

Sparty

SSN:

#### Attaching Documents STEP 4

After clicking Finished, please make sure all the attachments on the Employee's details page saved. You can see the attachments displayed under the I-9 History section

#### I-9 History

Hire/Entry	Type (click to view)
6/1/2020	<a href="#">SSN Applied For</a>
04/08/2020	<a href="#">I-20</a> 
04/08/2020	<a href="#">I-94 or I-94A</a> 
04/08/2020	<a href="#">Foreign Passport</a> 

Once you have confirmed the documents are there, you are done with this part of the COVID-19 temporary provisional process. You may click the "Back" button or close the browser to exit the employee's detail page.

## REQUIRED FINAL STEPS IN THE TEMPORARY I-9 PROVISIONAL PROCESS

Once either regular operations resume or DHS has ended this temporary provision, the employee must physically present the documents to the employer within three days. When the employee brings in the original documents, you will need to go to the employee's detail page, and click on the Covid19Update button

<b>Employment Date:</b> 05/05/2020 <a href="#">Change Employment Date</a>	<b>TWN Hire Date</b>	<b>Termination Date:</b> <a href="#">Change Termination Date</a>	<b>Work Status:</b> An alien authorized to work
<b>Alien Registration Number/USCIS Number:</b>	<b>I-94 #:</b> 123456789AB	<b>Receipt Due Date</b>	<b>Receipt Due Document</b>
<b>Reverification Due Date:</b> 01/01/2024	<b>Reverification Due Reason:</b> Section 2 List A expiration date	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>		<b>Receipt Code:</b> q9zvnjgwn	<b>I9 Data Id:</b> 49002482
<b>Group:</b> 10070642G	<b>Location:</b> 10070642 <a href="#">Change Location</a>	<b>Previous Locations:</b>	
<b>Form I-129 Filing Date:</b> <a href="#">Change Extension Of Stay</a>	<b>Full Middle Name:</b> <a href="#">Change Full Middle Name</a>	<b>Audit Report:</b> <a href="#">View/Download</a>	

[Section 3](#) [New I-9](#) [Upload Paper I-9](#) [Receipt Update](#) [Covid19 Update](#)

I-9 History

Hire/Entry	Type (click to view)	Actions
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The COVID19 Update page will list the employee's name and documents that were provided at the time of Section 2 completion. The employee needs to present these documents. Click Continue

## COVID19 Update

Confirm Physical Document Inspection.

**Name:**  
Sparty E. Sparty

The Employee's I-9 was completed under the COVID-19 workflow using the following document:

- Foreign Passport with I-94 or I-94A and I-20

Confirm document was physically inspected

[Cancel](#) [Continue](#)

You will see that the Covid19 Update button is no longer a selectable option. Depending on your access role, you can click on the "SSN Applied For" I-9 link (or Original I-9 link) and see the PDF of the I-9 form has been updated with notes in Section 2:

<p>Additional Information</p> <p>COVID - 19 Documents Physically Examined</p>	<p>QR Code - Sections 2 &amp; 3 Do Not Write In This Space</p>
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jury, that (1) I have examined the document(s) presented by the above-named employee, be genuine and to relate to the employee named, and (3) to the best of my knowledge the d States.