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

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,

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) appea

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 appli
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation res

☑ 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.

Name: Sparty Spartan	**Other Names Used:**	**U.S. Social Security Number:** Applied for ✎ Change SSN	**Date of Birth:** 01/01/2000
Address: 1407 S. Harrison Rd	**City,State & Zip** East Lansing, MI 48823	**E-mail Address:**	**Telephone Number:**
Employment Date: 05/05/2020 ✎ Change Employment Date	**TWN Hire Date**	**Termination Date:** ✎ Change Termination Date	**Work Status:** An alien authorized to work
Alien Registration Number/USCIS Number:	**I-94 #:** 123456789AB	**Receipt Due Date:**	**Receipt Due Document**
Reverification Due Date: 01/01/2024	**Reverification Due Reason:** Section 2 List A expiration date	**Foreign Passport Number:**	**Country of Issuance:**
Obtained I-94 from USCIS:		**Receipt Code:** q9zwnjgwn	**I9 Data Id:** 49002482
Group: 10070642G	**Location:** 10070642 ✎ Change Location	**Previous Locations:**	
Form I-129 Filing Date: ✎ Change Extension Of Stay	**Full Middle Name:** ✎ Change Full Middle Name	**Audit Report:** View/Download	

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	SSN Applied For	Attach File

Comments

Date	Short Description	Username

Add Comment

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	Attach File

Comments

Date	Short Description	Username

Add Comment

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

(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.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Sparty	Sparty	E	4

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		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

Additional Information

COVID-19 ⬅

QR Code - Sections 2 & 3
Do Not Write In This Space

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

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	SSN Applied For	Attach File

Comments

Date	Short Description	Username

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:	Middle Initial:	Last Name:	SSN:
Sparty		Spartan	

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

Foreign Passport
Back of Foreign Passport
I-94 or I-94A
Back of I-94 or I-94A
I-20
Back of I-20
Other

☐ Receipt

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

File Information

Select document:

Foreign Passport ⌄ ☐ Receipt

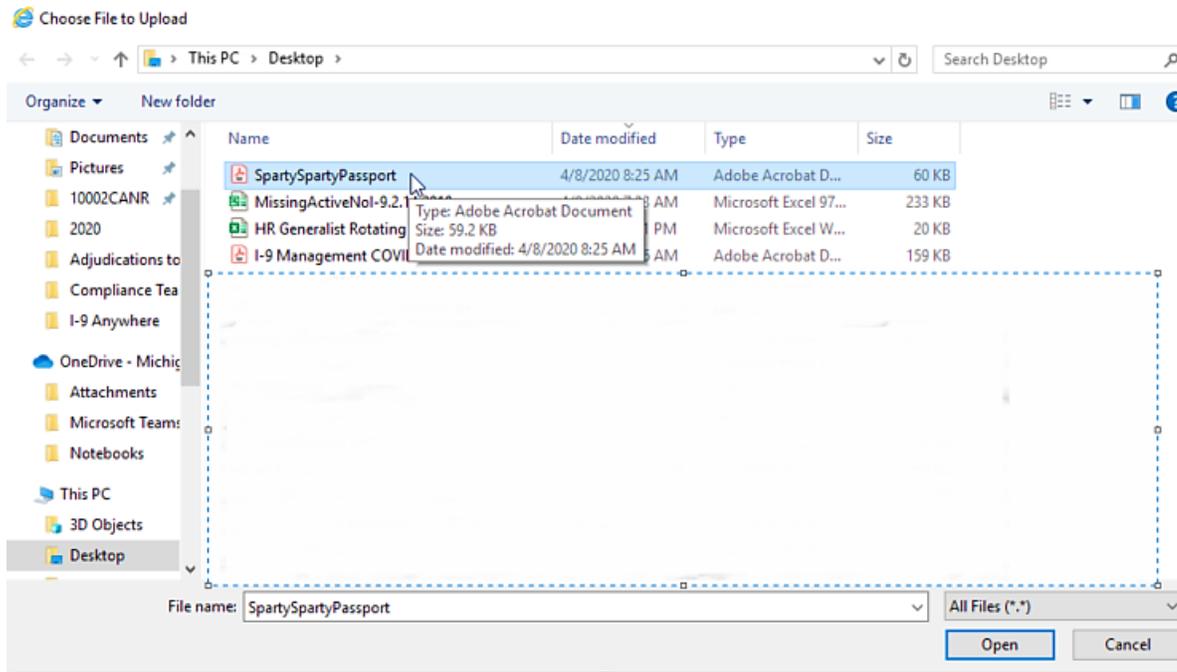**Image file to attach:**

Choose file

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

Foreign Passport

First Name: **Middle Initial:**
Sparty   E

Upload   Finished

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

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

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

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:

[Choose file] No file Chosen

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

[   ]

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

[Upload] [Finished]

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

Uploaded Documents

Sl 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:

[Choose file] No file Chosen

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

[   ]

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

[Upload] [Finished]

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	SSN Applied For	
04/08/2020	I-20	⬅
04/08/2020	I-94 or I-94A	⬅
04/08/2020	Foreign Passport	⬅

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

Employment Date:	TWN Hire Date	Termination Date:	Work Status:
05/05/2020 ✐ Change Employment Date		✐ Change Termination Date	An alien authorized to work
Alien Registration Number/USCIS Number:	I-94 #: 123456789AB	Receipt Due Date	Receipt Due Document
Reverification Due Date: 01/01/2024	Reverification Due Reason: Section 2 List A expiration date	Foreign Passport Number:	Country of Issuance:
Obtained I-94 from USCIS:		Receipt Code: q9zwnjgwn	I9 Data Id: 49002482
Group: 10070642G	Location: 10070642 ✐ Change Location	Previous Locations:	
Form I-129 Filing Date: ✐ Change Extension Of Stay	Full Middle Name: ✐ Change Full Middle Name	Audit Report: View/Download	

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

I-9 History

Hire/Entry	Type (click to view)	Actions

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:

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

COVID - 19 Documents Physically Examined

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.