Remote Hire Process

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
5. Prior to the meeting review the List of Acceptable Documents: https://www.uscis.gov/i-9-central/acceptable-documents
6. Bring one document from list A OR a document from both List B AND C to the appointment
7. Bring your Date of Hire to the appointment and Employer Address

I-9 Form – Employee Instructions
1. Complete Section 1 of the fillable Form I-9 at the appointment. Go to: https://www.uscis.gov/i-9
2. Click Form I-9 (PDF, 535 KB) (Note: Not compatible with Google Chrome)
3. Hover over the fields for a description. Complete the fillable form and click Click to Finish.
4. The Review and Complete warning is displayed. Click Yes.
5. If there are errors correct the errors and perform steps 3 & 4 until the Section 1 Check Finished box appears
6. Click OK. Print Page 1 and Sign and Date
7. Do NOT close the browser session and provide Remote Hire Instructions to Verifier

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
2. Scroll to page 2 of the fillable I-9 Form. The Employees Last Name, First Name, M.I. and Citizen/Immigration Status number should be automatically completed
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. Fill in the employee’s first day of employment
5. Complete the Employer section of Section 2 completely. All fields in this area are required.
   a. Signature of Employer or Authorized Representative – Verifier must print and sign the form here
   b. Today’s Date – Must print and enter today’s date
   c. Title of Employer or Authorized Representative – Enter title
   d. Last Name of Employer or Authorized Representative – Enter Last Name
   e. First Name of Employer or Authorized Representative – Enter First Name
   f. Employer’s Business or Organization Name – Enter On Behalf of MSU or MSU
Remote Hire Process

- **Employer's Business or Organization Address** – This is the physical address of where the employee will work
- **City or Town** – This is the city or town the employee will work
- **State** - This is the State the employee will work
- **Zip Code** - This is the Zip Code the employee will work

6. Complete the fillable form and click **Click to Finish**.
7. The **Review and Complete** warning is displayed. Click **Yes**.
8. If there are errors correct the errors and perform **steps 7 & 8** until the **Section 2 Check Finished** box appears
9. Click **OK**. Print Page 2 and **Sign and Date**

**NOTE:**
1. Are all fields completed or have N/A, except SSN?
2. Did Employee Sign and Date Section 1? Is the year correct?
3. Did the Verifier Sign and Date Section 1? Is the year correct?
4. It is the employee’s responsibility to bring the Form I-9 to MSU or mail it to the MSU hiring department 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

**I-9 Finalization– MSU Hiring Unit**

1. Review the I-9 form for accuracy:
   a. **Section 1 Errors**: Must be corrected by the employee, initialed and dated. Verify the following:
      i. **Last Name and First Name** are in correct fields
      ii. **Date of Birth** is correct year and not current year
      iii. **Citizenship Status** is indicated and **alien document numbers** provided if applicable
      iv. **Employee Signed** and **Dated**; **Date** is current year
      v. Any blank fields have N/A except SSN.
   b. **Section 2 Errors**: Correct any errors and initial and date the errors.
      i. **Employee Last Name, First Name and Middle Initial** is at top of page 2
      ii. **Citizenship/Immigration Status** is a number not text
      iii. **Documents are appropriate for citizenship status/visa type**
      iv. **List A**: Passport has expiration date, I-94 Expiration Date is D/S and I-20 or DS-2019 was provided
      v. **List B**: Issuing Authority was provided and Expiration Date if using Driver’s License
      vi. **List C**: Social Security Card is listed with SSA and Number.
      vii. DOH was provided
      viii. **Verifier Signed** and **Dated**; **Date** is current year

   a. Scan both pages of the I-9
   b. Go to: [https://www.hr.msu.edu/i9/](https://www.hr.msu.edu/i9/) and click “To Complete Section 2”
   c. Login with **MSU NetID** and **Password**. The **I-9 Management window** will open
   d. Click **Upload Paper I-9** on menu on left side
   e. Enter data as appears from I-9 into applicable fields
   f. Browse for the Scanned I-9 and click **Upload I-9 Image** and review and confirm the transaction
   g. The Employee Detail page is displayed indicating the I-9 was successfully added
   h. Click **Uploaded I-9** under I-9 History and verify both pages of the I-9 are legible
   i. Destroy the Original Paper I-9