**UMBC Remote I-9 INSTRUCTIONS/PAYROLL PREPARER**

**I-9 Form Section 1 & 2 – COMPLETED BY THE PAYROLL PREPARER**

Prior to the employee's day of employment, please log on to [umbc.edu/go/888](http://umbc.edu/go/888)

* + Payroll Preparer (as the Authorized Representative)
	+ Employee –New/Rehire email Address
	+ Payroll Preparer (as the Authorized Representative) for the final physical documentation review

**NEXT**

* The payroll preparer’s initial is required in order to initiate the document

**FINISH**

The I-9 will be routed to the employee to complete their information (*see employee’s instructions*)

Once the employee has completed page

**Supporting Documents**

Once the employee has completed their information. The employee and the departmental payroll preparer will need to coordinate a review supporting documentation remotely (e.g., over video link, fax, or email, etc.).

The Remote I-9 document review requirements will be implemented until May 19, 2020, or within three business days after the termination of the National Emergency, **whichever comes first**. At that time, the ***employee must bring the original I-9 identity/work authorization documents* to payroll preparer/departmental representative, the document(s) can should be examined to confirm;**

* it appears to be reasonably genuine and corresponds to the new employee; and
* it is consistent with the information provided on the I-9 (i.e. the Social Security Card number matches the information on the card, and all documents are unexpired).