

## **UNIVERSITY OF TENNESSEE PROCEDURE FOR REMOTE HIRES**

Occasionally, a department may hire an employee who will be paid by the University yet will not physically work at the University and, therefore, cannot present original documents to a University representative for inspection. Nonetheless, if the employee is employed within the United States, the Form I-9 must be completed. The Remote Hire Authorized Agent Form is designed to facilitate the hiring of employees who are at remote locations.

### Steps:

- 1) The department will locate and designate an Authorized Agent. An Authorized Agent can be any person who is designated to complete the employee's I-9 form on behalf of the University. When possible, hiring departments are encouraged to solicit representatives from other universities to act as Authorized Agents. If one cannot be located, any notary public can be designated. The hiring department should note that it will be held responsible for the actions of the Authorized Agent.
- 2) Complete the Remote Hire Authorized Agent Notice Form.
- 3) Send the following documents to the Authorized Agent:
  - a. Completed Remote Hire Authorized Agent Notice Form
  - b. Remote Hire Authorized Agent Instructions
  - c. Form I-9
  - d. Form I-9 Instructions
- 4) The employee completes section 1 of the Form I-9 only.
- 5) The employee presents the Form I-9 and acceptable documents to the Authorized Agent
- 6) The Authorized Agent copies the documents, fills out section 2 of the Form I-9, and returns the Form I-9, employee identification documents, and the Remote Hire Authorized Agent Notice Form to the hiring department. The hiring department then forwards the completed packet to Human Resources.

## REMOTE HIRE AUTHORIZED AGENT NOTICE INSTRUCTIONS

### Instructions for the Authorized Agent Regarding Form I-9

The University of Tennessee is authorizing you to act as our representative to examine the identification and work eligibility papers for a new UT employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the United States, we are asking you to serve as our representative in this matter by examining the person's paperwork for us and signing the attached USCIS Form I-9 as our agent.

Please find attached the Form I-9, the Form I-9 instructions and the Remote Hire Authorized Agent Notice Form. Verify that the employee has completed section 1 of the Form I-9 prior to completing Section 2. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page. The employee can present either:

- 1) Any one document from List A **or**
- 2) Two documents, one from List B (identity) **and** one from List C (work eligibility)

**Note:** The List B document **must** be a photo ID.

We need you (our representative) to complete "**Section 2. Employer Review and Verification**". There are spaces indicating which document(s) were presented to you and their associated information. This includes the Document Title, Issuing Authority, Document Number and expiration date (if any).

**Note: View only original non-expired documents. Faxes, photocopies, scanned documents and laminated Social Security cards are unacceptable.**

We also need you to complete the Certification section of the I-9 Form. The employment begin date has been approved on the Remote Hire Authorized Agent Notice Form. Please complete the certification section as follows:

- 1) Enter the employee's date of hire (as indicated on the Remote Hire Authorized Agent Notice Form)
- 2) Sign the Authorized Representative section
- 3) Print your name, title and address in the spaces provided
- 4) Date the form (enter the date you reviewed the employee's documents)

# UNIVERSITY OF TENNESSEE REMOTE HIRE NOTICE

## EMPLOYEE INFORMATION

Last Name	First Name	M.I.
Date of Birth	Phone Number	E-mail Address
Employee's Date of Hire		
/ / (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9)		

## HIRING DEPARTMENT INFORMATION

Department Contact (Name and Title)		Department		
UT Campus Address	Street	City	State	Zip Code
Phone Number	Fax Number		E-mail Address	

## AGENT/REPRESENTATIVE INFORMATION

Authorized Agent's Name				
Organization				
Address	Street	City	State	Zip Code

The University of Tennessee hereby authorizes the above Authorized Agent to act as our agent/representative for the purposes of completing the Form I-9 for the employee named in section one of this form. This authorizes the above designee to sign on the Form I-9 as the employer, after they have reviewed and approved the appropriate documentation verifying the employee's eligibility for employment.

\_\_\_\_\_  
Department Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

**Note:** THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT BEFORE THE FORM I-9 IS COMPLETED. THIS WILL ENSURE THAT THE HIRE DATE LISTED ON THE FORMS IS PROVIDED AND VERIFIED BY THE HIRING DEPARTMENT.