



Alternate Procedure for Remote I-9s

***This option can only be used for employees who will be **completely remote**. ***

1. The department will determine if the new employee is completely remote and eligible for this process.
2. Department will need to contact everify@utk.edu with new employee's email, phone number, start date, and position number.
3. HR will contact employee and setup a Zoom meeting to complete I-9
4. Once I-9 is completed and e-verified, the department will receive email confirmation.

Please reach out to everify@utk.edu with any questions.