HOW TO: Complete Form I-9 Verification for Off-Site Employees

Background info:
By law, the university must have a valid Form I-9 on file for employees. The Form I-9 form must be completed within 3 days of your start date. Because the university employs individuals in a variety of locations across the United States, it may not be possible for the employees to travel to a Carnegie Mellon University office location to complete their Form I-9 – Employment Eligibility Verification. The form has three parts:

- **Section 1 – Employee Information and Attestation** is completed and signed by the employee
- **Section 2 – Employer or Authorized Representative Review and Verification** is completed and signed by employer after examining the employee’s documents (specified on the list of acceptable documents)
- **Section 3 – Reverification and Rehires** (only if applicable per the form instructions)

Referenced Materials:

When the process can be utilized:
The following process is to be followed for employees whose work location is not a Carnegie Mellon site and it is not possible for the employee to travel to a Carnegie Mellon University site to complete their Form I-9 with university personnel.

Process:
1. When university personnel process Form I-9’s, they are responsible for personally viewing the employee’s documents used to complete Section 2 – Employer or Authorized Representative Review and Verification of the Form I-9. In the situations where it is not possible for the employee to complete their Form I-9 at a CMU campus/site, the employee must locate a notary public to act at the Authorized Representative to validate the documents and complete Form I-9 Section 2.

2. When the Form I-9 document is completed by a notary public, U. S. Citizenship and Immigration Services compliance requires the person who views an employee’s identity documentation and witnesses the employee completion of Section 1 - Employee Information and Attestation to also complete and sign Section 2 - Employer or Authorized Representative Review and Verification of the Form I-9 on the employer’s behalf.
   - The original notarized Form I-9 and copies of the identity documents must be postmarked within 3 days of the start date and addressed to:

   **CMUWorks Service Center**
   4516 Henry Street
   Pittsburgh, PA 15213

3. If the notary refuses to complete Section 2 - Employer or Authorized Representative Review and Verification of the Form I-9 for the employee, the employee should request the copy(ies) of the identity document(s) provided as documentation for completion of the Form I-9 be notarized. This should only be done if the notary refuses to complete Form I-9 Section 2.
   - The original Form I-9 and **notarized** copies of the identity documents must be postmarked within 3 days of the start date and addressed to:

   **CMUWorks Service Center**
   4516 Henry Street
   Pittsburgh, PA 15213

Failure to complete a timely Form I-9 will delay important onboarding items including access to the Andrew ID (CMU’s network ID), benefit elections (if applicable), setting up payment elections (direct deposit), and electronic withholding elections. If you have questions regarding the process for completing Form I-9 verification for off-site employees or the remainder of required Carnegie Mellon University onboarding steps, contact the CMUWorks Service Center at 412-268-4600 or cmu-works@andrew.cmu.edu.