Form I-9 Designated Agent Packet

This packet, which may be used by employees who are not located in close proximity to their employing University of Illinois campus, includes the following:

Page 2: Form I-9 Designated Agent Form
Page 3: Remote Hire Form I-9 Checklist
Page 4: Lists of Acceptable Documents

To the Employee:
A designated agent is a personnel officer such as a Human Resources (HR) representative at a former employer or at a local college/university, or a notary, attorney, or accountant who is willing to complete the Form I-9 on behalf of the University of Illinois. You will be responsible for paying all costs incurred for faxing and the designated agent's fee, if any, for services.

To the Designated Agent:
U.S. Citizenship and Immigration Services (USCIS) requires the University to verify the right of our employees to work in the United States. We are asking you to serve as our representative by examining the employee’s original, unexpired documents, reviewing the partially populated Form I-9, and then completing and signing the Section 2 Certification section of the employee’s Form I-9. Detailed instructions on Page 2.

USCIS requires completion of Section 2 by the employee’s 3rd day of work for pay. However, we encourage completion by the employee’s SECOND day of work for pay, to allow time for the employee to fax back the completed forms. (If she/he is to be employed for less than 3 days, then this must be completed by the end of the first day of work for pay.)

As a designated agent of the University for I-9 compliance, you should be familiar with and follow the rules for completing the Form I-9 as indicated in the USCIS Handbook for Employers (M-274) found at http://www.uscis.gov/files/form/m-274.pdf.

Need Assistance?
For questions about Form I-9, please contact the appropriate campus/central Human Resources office:

<table>
<thead>
<tr>
<th>Chicago</th>
<th>Urbana-Champaign</th>
<th>Springfield</th>
<th>University Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Affairs HR</td>
<td>Academic Human Resources</td>
<td>UIS Human Resources</td>
<td>Urbana</td>
</tr>
<tr>
<td><a href="mailto:FAHR@uic.edu">FAHR@uic.edu</a></td>
<td></td>
<td>Student Employment</td>
<td><a href="mailto:erhr@uillinois.edu">erhr@uillinois.edu</a></td>
</tr>
<tr>
<td>UIC Human Resources</td>
<td>Staff Human Resources</td>
<td></td>
<td>Chicago</td>
</tr>
<tr>
<td>312-413-4848</td>
<td>217-333-2137 (Civil Service)</td>
<td></td>
<td>312-996-5130</td>
</tr>
<tr>
<td><a href="mailto:UICHRHELPDESK@uillinois.edu">UICHRHELPDESK@uillinois.edu</a></td>
<td></td>
<td></td>
<td><a href="mailto:marin@uillinois.edu">marin@uillinois.edu</a></td>
</tr>
<tr>
<td>Student Employment</td>
<td>217-333-4752 (Extra Help)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>312-996-3130</td>
<td>Student Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>217-333-0600</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 1
To the Designated Agent: Please complete the steps below by no later than the employee’s third day of work. If the employee is to be employed for less than 3 days, then complete by the end of the first day of work. Use the Form I-9 Checklist and the Form I-9 Lists of Acceptable Documents to ensure proper completion.

1. Using our electronic I-9 system, the employee has already completed Section 1. The employee’s signature in Section 1 will state “(Accepted Electronically).” Details of the identity and work eligibility document(s) in Section 2 have been pre-populated.

2. The employee must present to you his or her original, unexpired documents (see Lists of Acceptable Documents). Examine that the documents reasonably appear on their face to be genuine and to relate to the employee. The employee can present either:
   - Any one document from List A (NOTE: In some instances, two documents may be required to fulfill this requirement, i.e. foreign passport and I-94; refer to the USCIS I-9 Handbook M-274 for guidance) OR
   - Two documents – one from List B (identity) and one from List C (eligibility).

   **Important: view only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes or photocopies of documents and laminated social security cards are unacceptable. You may not specify which document(s) from the lists an employee must present.**

3. COMPARE the information entered in Section 2 - Employer Review and Verification to the information on the documents. If not accurate, ask the employee to contact his/her hiring unit for further instructions. If accurate, complete the Section 2 Certification including your signature.
   - SIGN the Authorized Representative section and Date – enter the date you reviewed the employee’s documents.
   - Print your Name and Title.
   - The employer address will reflect the University of Illinois’ address.
   - Notaries - please do not affix notary seal on the Form I-9.

4. COMPLETE your own information at the bottom of this Designated Agent Form.

5. Return the following to the employee: **Employee will fax back the I-9, this packet page, and Coversheet via Tracker WebFax**
   - The employee’s original Section 2 document(s)
   - Completed and signed Form I-9
   - This completed Designated Agent Form

**FOR COMPLETION BY THE DESIGNATED AGENT**

Designated Agent Name: ________________________________________ Title: __________________________________________

Business Name & Address:  ___________________________________________ __________________________________________
(Include City, State, and Zip Code) ____________________________________________________________________________

Designated Agent Phone #: _______________________________ Email: ________________________________________________

To the Board of Trustees of the University of Illinois:

I understand and will comply with I-9 requirements as an agent of the University of Illinois.

Signature: ___________________________ Date: ___________________________

The purpose for requesting information on this form is to verify the individual’s eligibility for employment in the United States. The information contained on this form is proprietary to the University of Illinois and shall not be used for any purpose other than the intended purpose. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Citizenship and Immigration Services or Department of Labor Officers.
REMOTE HIRE Form I-9 Checklist

Section 1 - Employee Information and Verification: Completed by the employee, after a job has been offered & accepted, on or before the close of business on the first day of work for pay. A remote hire will have completed Section 1 online prior to presenting him/herself at a designated agent. Review the following:

1. Name: Employee has input his/her name in the correct fields. Middle and Maiden Names are not required.
2. Birth Date: Employee has input his/her correct date of birth.
3. Social Security Number: Required only for employees being E-Verified. For all other employees, this is an optional field.
4. Address: Employee has input his/her physical address (must not be a P.O. Box) in the correct fields.
5. Employment Status: One option must be selected by the employee; must be consistent with Section 2 documents presented.
   b. Alien #: If employee selected “Lawful Permanent Resident,” he/she has input his/her A#.
   c. Authorized to work until: Date must be provided by an employee who selects “Alien Authorized to Work” (found on I-20, DS-2019, or I-94 for H1 visa holders).
   d. Admission #: Must be provided by an employee who selects “Alien Authorized to Work” (Admission/Departure # on I-94)
6. Employee Signature: Employee signed Section 1, appears as “(Accepted Electronically)"
7. Date of Employee Signature: Automatically captured when employee signed.
8. Preparer/Translator: If applicable, completed by any person who assisted the employee by translating or completing Section 1.

Note: If the employee wishes to correct any Section 1 entry, then the employee only may do so by drawing a single line through the incorrect entry, writing the correct information, and initialing and dating the correction.

Section 2 - Employer Review and Verification: Review the employee’s original, unexpired documents and complete and sign Section 2 by close of business on the employee’s third day of work for pay, or by close of business on the first day of work for pay, if employment is for less than 3 days.

- Verification of Documentation: Designated Agent must review original, unexpired documents: one from List A OR a combination of one List B document and one List C document. The employee must be allowed to choose which documents to present and must not be required to provide more or different documents if he/she presents a valid List A OR valid List B and C documents. If an employee who is being E-Verified presents a List B document, it must contain a photograph.

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be listed on the Form I-9 or in the Handbook for Employers as acceptable</td>
<td>Must be listed on the Form I-9 or in the Handbook for Employers as acceptable</td>
<td>Must be listed on the Form I-9 or in the Handbook for Employers as acceptable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document title, issuing authority, and document number(s) must be listed in the appropriate fields</td>
<td>Document title, issuing authority, and document number must be listed in the appropriate fields</td>
<td>Document title, issuing authority, and document number must be listed in the appropriate fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration date(s), if applicable, must be listed in the appropriate field</td>
<td>Expiration date, if applicable, must be listed in the appropriate field</td>
<td>Expiration date, if applicable, must be listed in the appropriate field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document must be unexpired when presented</td>
<td>Document must be unexpired when presented</td>
<td>Document must be unexpired when presented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document must appear on its face to be genuine and must reasonably appear to relate to the employee</td>
<td>Document must appear on its face to be genuine and must reasonably appear to relate to the employee</td>
<td>Document must appear on its face to be genuine and must reasonably appear to relate to the employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the employee is to be E-Verified, the List B document must contain a photo.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Date of Hire is pre-populated.
- Signature of Employer or Authorized Representative: Designated Agent must sign the form after review and verify Section 2.
- Date of Employer Signature: Designated Agent must date Section 2 when he or she signs it.
- Employer or Representative Name: Designated Agent must print his or her name in the field provided.
- Title: Designated Agent must print his or her title in the field provided.
- Business/Organization Name: University of Illinois is pre-populated.
- Address is pre-populated.

DO NOT complete Section 3 of the Form I-9.