



The City University of New York
Temporary HR Policy to Remotely Verify Identity and Work Authorization
(I-9 process)

All U.S. employers must properly confirm identity and employment authorization each new employee. This is done by completing the Form I-9.

Per the Department of Homeland Security (DHS)'s guidelines, new employees are required to attest to their work authorization, and present his or her documents evidencing identity and employment authorization in person, DHS has advised that employers taking precautions to limit the physical presence of employees due to COVID-19 can temporarily revise the process of reviewing I-9 documents.

This policy affirms that CUNY upholds appropriate data security measures while instituting a remote verification method that meets federal requirements.

Effective March 20, 2020:

1. An electronic copy of the I-9 form and instruction sheet is provided to new employees as part of the on-boarding package via the New Employee Resource Center.
2. New employees will print and complete Section 1 of the Form I-9 ("Employee Information and Attestation").
3. Human Resources will schedule a video conference with the new employee to review the I-9 documents. It is critical for both parties to read the instructions provided with the Form I-9 prior to this conference.

If for some reason a video call is not possible, Human Resources will arrange another method, such as U.S. Mail, a password protected email, or e-fax, to send a physical Form I-9 and/or receive documentation.

Once normal operations resume, all employees who were on-boarded with remote verification must report to their Human Resources department within three business days to present their original documentation to verify their identity and employment eligibility. Once the documents are physically inspected, the HR representative will add "Documents physically examined" with the date of inspection in the additional information field of Section 2 on Form I-9.

Human Resources departments must provide a copy of this policy to all new employees.

Per DHS, this remote procedure only applies if no employees are physically at their work location, and is in effect until May 19, 2020 or within three business days after the termination of the national emergency, whichever comes first.