



	Option 1 In-Person Verification	Option 2 Alternative Procedure (Begins 8/1/2023)
Prerequisites for I-9 Approver	Must be provisioned as an I-9 Approver	Must be provisioned as an I-9 Approver AND Must have active E-Verify enrollment
MSS New Hire Transaction	Initiator must answer “No” to Remote I-9 Question on the MSS New Hire Request	Initiator must answer “No” to Remote I-9 Question on the MSS New Hire Request
Form I-9 Section 1	Employee completes Form I-9 Section 1 on or before their hire date (first day of work)	Employee completes Form I-9 Section 1 on or before their hire date (first day of work)
I-9 Documents And Employer Review	Employee must bring their original I-9 documents to an in-person meeting with the I-9 Approver for in-person verification within 3 business days after the hire date AND I-9 Approver makes a copy of the employee’s I-9 documents	Employee must email an advance copy of their original I-9 documents to the I-9 Approver AND Employee must bring their same original I-9 documents to a live video meeting with the I-9 Approver for virtual verification within 3 business days after the hire date
Form I-9 Section 2	I-9 Approver completes Form I-9 Section 2 within 3 business days after the hire date AND Indicates “ In-Person Verification ” in the Additional Information field	I-9 Approver completes Form I-9 Section 2 within 3 business days after the hire date AND Indicates “ Alternative Procedure ” in the Additional Information field
E-Verify*	I-9 Approver submits E-Verify case no later than 3 business days after the hire date*	I-9 Approver submits E-Verify case no later than 3 business days after the hire date*
Attach All Documents	Attach I-9 and E-Verify* documents to New Hire Transaction while New Hire transaction is in “Pending” status	Attach I-9 and E-Verify* documents to New Hire Transaction while New Hire transaction is in “Pending” status

* If the E-Verify case results are not available before New Hire transaction is fully approved, the I-9 Approver must send a copy of the case results to Workforce Systems at workforcesystems@arizona.edu.