

I-9 Verification Options Side-by-Side Comparison

	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	Initiator must answer "No" to Remote I-9	Initiator must answer "No" to Remote I-9
Transaction	Question on the MSS New Hire Request	Question on the MSS New Hire Request
Form I-9 Section 1	Employee completes Form I-9 Section 1 on or	Employee completes Form I-9 Section 1 on or
	before their hire date (first day of work)	before their hire date (first day of work)
I-9 Documents	Employee must bring their original I-9	Employee must email an advance copy of their
And	documents to an in-person meeting with the	original I-9 documents to the I-9 Approver
Employer Review	I-9 Approver for in-person verification within	
	3 business days after the hire date	AND
	4415	5 and a second between the transport of the II of
	AND	Employee must bring their same original I-9
	LO Approver makes a convent the employee's	documents to a live video meeting with the I-9 Approver for virtual verification within 3
	I-9 Approver makes a copy of the employee's I-9 documents	business days after the hire date
Form I-9 Section 2	I-9 Approver completes Form I-9 Section 2	I-9 Approver completes Form I-9 Section 2
FOITH 1-9 Section 2	within 3 business days after the hire date	within 3 business days after the hire date
	within 5 business days after the fille date	within 3 business days after the fine date
	AND	AN D
	Indicates "In-Person Verification" in the	Indicates "Alternative Procedure" in the
	Additional Information field	Additional Information field
E-Verify*	I-9 Approver submits E-Verify case no later	I-9 Approver submits E-Verify case no later
	than 3 business days after the hire date*	than 3 business days after the hire date*
Attach All	Attach I-9 and E-Verify* documents to New	Attach I-9 and E-Verify* documents to New
Documents	Hire Transaction while New Hire transaction is	Hire Transaction while New Hire transaction is
	in "Pending" status	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.

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