



	Option 1 In-Person Verification	Option 2 Alternative Procedure (Begins 8/1/2023)
<b>Prerequisites for I-9 Approver</b>	Must be provisioned as an I-9 Approver	Must be provisioned as an I-9 Approver <b>AND</b> Must have active E-Verify enrollment
<b>MSS New Hire Transaction</b>	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
<b>Form I-9 Section 1</b>	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)
<b>I-9 Documents And Employer Review</b>	Employee must bring their original I-9 documents to an <b>in-person</b> meeting with the I-9 Approver for <b>in-person</b> verification within 3 business days after the hire date  <b>AND</b> 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  <b>AND</b> Employee must bring their same original I-9 documents to a <b>live video meeting</b> with the I-9 Approver for virtual verification within 3 business days after the hire date
<b>Form I-9 Section 2</b>	I-9 Approver completes Form I-9 Section 2 within 3 business days after the hire date  <b>AND</b> (Optional-Recommended) Indicate “ <b>In-Person Verification</b> ” in the Additional Information field	I-9 Approver completes Form I-9 Section 2 within 3 business days after the hire date  <b>AND</b> (Required) Must check the “ <b>Alternative Procedure</b> ” check box in the Additional Information field
<b>E-Verify*</b>	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*
<b>Attach All Documents</b>	Attach a copy of the employee’s I-9 documents and the E-Verify* case results to the I-9 in UAccess while in a “Pending” status	Attach a copy of the employee’s I-9 documents and the E-Verify* case results to the I-9 in UAccess while in a “Pending” status

\* If the E-Verify case results are not available before New Hire transaction is fully approved, the I-9 Approver must upload a copy of the case results to the **Workforce Systems Secure Document Upload**.