



EQUIFAX

Getting employees on board with off-site I-9s

Tips for helping manage I-9s
anywhere you hire



WHAT MAKES OFF-SITE I-9S SUCH A PAIN?



Today's workforce is more complex than ever

What is an off-site Form I-9? It's an I-9 for an employee working remotely or working at a location without on-site HR.

The "rise of the remote workforce" has been one of the leading narratives in the HR space over the last several years, as companies seek right-fit skills and talent that may need to onboard at locations where HR may not be present.

One of the many tasks HR manages is new hire paperwork. Collecting off-site I-9s for new employees can be challenging with employees working in different locations.



75% demand hybrid or remote

By 2025, over 75% of workers will demand hybrid or remote work
(Hiring Challenges in 2023: Are you prepared? Forbes, 2023)



THE TOP FIVE REASONS OFF-SITE I-9s ARE SUCH A PAIN



Reason 1
Accuracy is everything

Form I-9 must be filled out correctly, but off-site employees struggle to complete it without the help of HR. The paperwork is so complex that there are more than 900 pages of instructions from government handbooks, guides and websites.*



Reason 2
Seeing is believing

Section 2 of Form I-9 has to be filled out by the employer or an employer representative, but to complicate things further, the Section 2 completer must also inspect a new hire's acceptable identity and employment authorization documents either in-person or virtually. The same person must also sign the form. Getting a trusted and trained person to review each new hire's documents can be difficult when employees are off-site.

*According to an industry expert from Jackson Lewis, P.C.





Reason 3
Time is of the essence

Section 2 of Form I-9 must be filled out within three days of an employee's start date and, if you use E-Verify, a new case must be created within the same three-day window. Mismanaging paperwork can cause delays and missed deadlines.



Reason 4
Keeping it together

You need to be ready for an audit by U.S. Immigration and Customs Enforcement (ICE). An ICE audit gives you as little as three days to present your Forms I-9. With multiple locations or remote employees, paperwork can easily go missing.



Reason 5
Double trouble

Fines for not completing Section 2 on time have more than doubled since July 2016. And with ICE ramping up worksite audits, the stakes are even higher.

Get a handle on off-site I-9s

Here are five tips to enhance your remote I-9 process:



TIP #1 Get local

When HR cannot physically or virtually inspect a new hire's documents, you can assign someone else to be the Section 2 completer. For example:

- On-site managers within your organization
- Third-party agents
- Notary publics

Note: Not all notaries are familiar with Form I-9 needs. Notaries should complete Section 2 as an authorized representative and not as a notary. Also, select states make notaries go through specific Form I-9 training.





TIP #2

Create a network

Develop a network of completers in key cities and a network of trained virtual completers. You should make sure all completers understand the specific needs of Form I-9 and provide training, if necessary.



TIP #3

Get started right away

Form I-9 for remote hires can take extra time. Be prepared, and start the process promptly to make sure you meet the three-day rule for completion and for E-Verify case creation, if applicable.





60-80%

of paper I-9s contain
an error that could
result in a fine*



TIP #4

Create a guide

It is a best practice to have a Standard Operating Procedure (SOP) guide for Form I-9 completion. Include content for remote situations with simple instructions for the new hire and for completers. This will help Section 2 go smoothly.

*According to an industry expert
from Jackson Lewis, P.C.





TIP #5 Go digital

Electronic management systems for Form I-9 and E-Verify can help simplify the I-9 process for your new hires and completers. This is especially true for off-site employees.

You'll want a service that helps:

- Integrate with automated onboarding and talent management systems
- Provide access 24/7 to the right people at the right time
- Capture verified signatures
- Offer document capture, storage, and retention
- Create a detailed audit trail





Outsource Your I-9s

Industry-leading remote I-9 completion experience for your employees and less risk for you.

In-person completions: With 2,100+ locations across the U.S., it's never been easier for your new hires to find a convenient location to complete their Form I-9 in-person.

Virtual completions: We've expanded our local completer network with a new virtual option for eligible employers. Leverage our trained I-9 completers for a virtual experience that works for your new hires wherever they are.

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