



All employees are required to complete a Form I-9 to provide proof of their employment eligibility when they start their employment with NMSU. **Employees who are working remotely are still required to complete their I-9 within the federal deadlines.** The process to view the documents of remote employees is slightly different. The remote I-9 procedure is detailed below.

This process is for employees who are working completely remotely, employees who are working a hybrid schedule will still need to present their documents in person at this time.

As a reminder, the deadlines for I-9 completion are not flexible, section 1 must be completed on or before the employee's first day of employment and section 2 must be completed on or before the employee's third business day of employment.

Requesting a remote I-9

The ability to correctly mark that an I-9 has been completed remotely is currently limited to certain locations in the I-9 system. To complete a remote I-9, send an email request to teamhrs@nmsu.edu with the employee's name, Aggie ID and start date. If the request is not coming from the NMSU employee who will complete the I-9 and has access to the I-9 system, the request will need to include the name of the I-9 completer so they can receive access to the remote location in the I-9 system.

NMSU HRS will reply to the request with information, instructions for completing the remote I-9 and the time frame in which the I-9 will have access to the remote I-9 location.

Preparing to complete the I-9

Prior to completing the I-9, your employee will need to send a copy of the front and back of the document(s) that they choose to present to complete their I-9. The documents need to be securely sent to the I-9 completer as they contain PII. It is recommended that the employee password protects the copy of their documents and sends the password in a separate email.

After the copy of the documents have been received, schedule a time to video call with your employee to inspect the front and back of their document(s) to ensure that the documentation reasonably appears to be genuine and relates to the employee.

Completing the I-9

After viewing the documents provided by your employee on the video call, log into the I-9 system. Search for the employee's section 1 under Pending I-9s. the employee's location should be listed as Remote. If the location is not Remote, send an email to teamhrs@nmsu.edu with the employee's name letting us know that the I-9 is in the incorrect location, and the location to update the I-9 to.

Click on the employee's name to be brought to the document selection screen. On the screen, after selecting the correct document or combination of documents, select the button for the Virtual I-9 completion option, see the following page for where the virtual completion option is found. While all locations have this box shown, only the remote I-9 location will allow for I-9 completion using this option. If you try to use the Virtual completion option with the I-9 in any other location, you will not be able to move forward from the document selection screen. Click continue to enter the document information and complete the I-9 as usual. Make sure to upload the front and back of all documents used to complete the I-9, if the documents are two sided such as a Driver's License. If the document is



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one sided such as most birth certificates, only upload the front of the document. Only upload the documents used to complete the I-9, do not upload additional documents.

* Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

Employee terminated before Section 2 was completed

Virtual I-9 Completion

U.S. Immigration and Customs enforcement announced the authorization of an optional alternative procedure to in-person physical examination of the documentation presented for the purpose of completing the Form I-9.

For more information, including eligibility requirements, please view the [UCIS website](#).

Check here if you used an alternative procedure authorized by DHS to examine documents.



After the I-9 has been completed, the documents must be uploaded. If the document(s) has two sides, both the front and back must be uploaded.

After the I-9 has been fully completed, email teamhrs@nmsu.edu with the employee's name, that it was a remote I-9 and the correct location. We will then update the I-9 to the correct location and remove your remote I-9 access.

If you have any questions about the I-9 process, please reach out to the Employment and Compensation team at teamhrs@nmsu.edu or (575) 646-8000