Summary of U of M Remote I-9 Process:

The UM Remote I-9 Process is to be used only when a new hire (or existing employee that is required to complete a new I-9) is not located near a UM facility or person that can complete the I-9.

The person being hired remotely is responsible for finding a person in his/her area that is knowledgeable of federal I-9 regulations and is familiar with completing I-9’s on behalf of an employer. Third parties that do not possess this knowledge and experience will not be authorized by UM. The new hire should speak with the 3rd party and request assistance and confirm that he/she possess the required knowledge and experience. The new hire should then provide the 3rd parties contact information, including name, phone #, and e-mail address. This information should be provided to the hiring unit by the new hire on Form A: “Instructions for Remote New Hires. The hiring unit must complete all fields of the first two parts of the Form B: “Remote Hire Notice Form”. The hiring unit then sends both Form A and Form B to the Shared Services Center by fax at (734) 763-1283.

Shared Services Center staff will then contact the 3rd party and if appropriate will authorize him/her to complete the I-9 on behalf of the university. Please note, the I-9 should not be completed until authorization and instruction is provided. Once authorization is given, the new hire and the representative make arrangements to meet and complete the I-9. The completed original I-9 is then mailed to the Shared Services Center at the address below. Note all federal timelines and requirements associated with I-9’s apply.

Completed I-9’s should be mailed to:

SSC HR
Wolverine Tower
3003 South State Street
Ann Arbor, MI 48109-1276

The link below contains the forms referenced above.

http://www.hr.umich.edu/hrris/forms/I-9_WorkAids.html