Completing a Remote (paper) Form I-9

If the person completing section 2 is a non-IU employee, then the paper Form I-9 needs completed.

1. The department will send the employee a blank paper Form I-9. The employee will complete section 1 and someone such as a public notary or another university HR department will verify their documents and complete section 2. The employee will then return the completed and signed paper Form I-9 back to the department. The GIS user will then add the information to the GIS system using the steps below:

2. From the menu on the left side of the dashboard, click “Initiate an I-9”

3. Choose “Add new employee”. Click “Next”
4. Enter the employee’s personal information according to the completed Form I-9. Click “Next”
   a. Since you will be completing Section 1 in the GIS system on the employee’s behalf, you do not need to enter an email address.
   b. Use the “Generate Username” option

5. Click “Print Credentials”

6. The credentials will appear. Use the web link and log in as the employee with the username and passphrase provided
7. Fill in Section 1 based on the information from the completed Form I-9. Click “Next”

8. Insert the employees name in the signature line and choose “yes” for the question “Has this form been prepared by a person other than you?” Fill out the preparer information and sign. Click “Next”

9. Go back to the GIS system using your user log in. Under menu options, click on the “Verifications” tab to complete section 2 (see Quick Guide-Section 2 of I-9)

10. Once Section 2 is complete, upload the paper I-9 to the employee record. See quick guide for attaching documents.