



I-9 Appointment Request Form

Because the University of Utah is encouraging as many employees as possible to telecommute during COVID-19 to practice social distancing, UHRM will temporarily offer I-9 services to departments who normally perform their own I-9s, but no longer have access to a physical space. **Note:** This service is only to complete the I-9. Departments will still be responsible for all other onboarding of the employee, via phone, email, or online methods (Skype, Zoom, etc.)

New Hire Name: _____ UID: _____

Dept. Name: _____ Org ID: _____

Hiring Supervisor: _____ Anticipated Start Date: _____

Job Posting #: _____ Hiring Proposal #: _____ eForm #: _____

Indicate the telecommuting category (For explanations of categories, see here: <https://www.hr.utah.edu/coronavirus/>)

If Category I Mandatory, explain here: _____

Acknowledgements:

The offer letter will be attached with this form.

Before the date of the scheduled I-9 appointment, I will ensure the employee has logged into Campus Information Services (CIS) and created a password.

I have submitted the Hire eForm.

I will tell the new hire employee to arrive at their assigned time, not more than 5 minutes early or late. This helps us avoid overlapping appointments and preserve social distancing. After HR schedules the I-9 appointment, I will send an email to the new hire employee that includes the following verbiage:

Welcome to the University of Utah.....The appointment to complete your I-9 will be on [date] at [time]. Note that only the I-9 will be completed at this visit and any other onboarding will be conducted by phone, email, and online. The location will be University Human Resource Management, 250 East 200 South, suite 125. There is a visitor pay lot next to the building or meters on the street. Enter the main entrance to the building and wait in the lobby. You will be meeting with [name], HR Analyst/Rep. Please note that you should reschedule this I-9 appointment if:

- *You have been diagnosed with COVID-19*
- *You are self-isolating*
- *You have been exposed to someone who has been diagnosed with COVID-19*
- *You are sick or not feeling well*

If this appointment is rescheduled, you will also want to coordinate with your supervisor to postpone your start date to the University of Utah. Please have your supervisor contact their HR team with any questions or concerns. For more information about the University of Utah’s COVID19 protocols and requirements, please see here: https://www.hr.utah.edu/coronavirus/leave_process.php. We appreciate your willingness to complete your I-9 at Central HR. We are temporarily centralizing I-9s in light of COVID19 as a way to maintain social distancing and to protect our community. As such, we are following Salt Lake County Health Department’s COVID-19 procedures, including:

- *Maintaining a distance of 6 feet between people throughout the appointment (see here: <https://slco.org/globalassets/1-site-files/health/programs/covid/social-distancing.pdf>)*
- *Washing hands before and after the I-9 procedure (we’ll take you to our kitchen sink) (see here: https://slco.org/globalassets/1-site-files/health/programs/infectious_disease/10things.pdf)*

New Hires are expected to wear a face covering during the I-9 appointment, so you are encouraged to bring one, if you don’t have one, one can be provided for you.

In preparation for your I-9 appointment, please go here: <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>. Please come to the appointment with either a List A document OR a List B and a List C document. Please note that all documents must be unexpired and be presented in person (no copies). Note: All employees must have a Social Security Number (SSN), or have applied for an SSN and received a receipt. If you do not have an SSM or a receipt for an SSN, please let me know at this time.

Finally, we need you to arrive at the time of your appointment, within 5 minutes before or after, to avoid overlapping appointments. Later arrivals may need to be rescheduled. Please feel free to contact me with any questions or concerns.

Please provide us with as much prior notice as possible.

Please email this form, the offer letter, and any questions to **I9request@utah.edu**, and put the name of the new hire in the subject line. A member of the HR I-9 team will contact you to schedule the appointment.

Name of person completing this form: _____ Date: _____

Contact phone number: _____ Contact email address: _____