Form I-9 Review Requirements

Due to the COVID-19 precautions, the U.S. Department of Homeland Security (DHS) has relaxed the requirements to review Form I-9 document for new hires till August 31, 2021. For employees that are taking physical precautions, such as working remotely, the employer is not required to review the documents physically. If employees are still reporting to the physical work location to work, the employer still must review the physical documents.

COMPLETING SECTION 2:

To complete Section 2 of the Form I-9, the employer needs to:
1. Inspect over video conference, fax, or e-mail and retain copies of the documents within the standard three (3) business days;
2. Fill in Section 2 of the Form I-9; and
3. Enter "COVID-19" in the additional information field in Section 2. a. This will be identified via checking the box on the Employer Action screen prior to completing the List A, B or C documents section.

When the employer's workplace opens back up:
1. All new hires during this time must provide their documents again for physical review within three (3) business days of the company reopening; and 2. Write "documents physically examined" with the date in the additional information field in Section 2.

How will you know whose documents you need to verify?
- You will need to run the New Hire Report via your Employer Portal
    o Enter the dates in which you were working remotely
    o Your report will generate providing you the names of your new hires
- Next you will go to Client Documents and access your I-9s under the Employee Documents.
    o Once you find your employees name, select the hyper link.
    o The I-9 PDF will download at the bottom of your internet browser.
    o Print off the I-9, review your employees documents and enter in the Additional Information Box "documents physically examined" with the date
- Upon completion of the Client Document and I-9 process upload the document to Tilson via your Employer Portal
    o Go back into your Employer Portal
    o Click on My Company
    o Click on "Upload Documents" found under the green subheading, titled "Documents"
    o This will notify Tilson and we can then file appropriately