Overview

Due to the unique circumstances of the COVID-19 pandemic, the Department of Homeland Security (DHS) has relaxed its requirements for completing the Form I-9. These temporary changes are scheduled until May 15, 2020 **OR** within 3 business days after the termination of the National Emergency, whichever comes first. This timeframe is subject to change by DHS as the COVID-19 situation evolves.

At the University of Florida, our goal is to adhere to regular practices as much as possible without endangering anyone's health or safety.

UF I-9 Responsibilities During COVID-19

Hold virtual meetings with new employees to view Form I-9 documentation

While the physical presence has been relaxed by DHS, all employers are still required to complete Section 2 of the Form I-9 within 3 business days of the hire date.
- At UF, campus has the option to set up a Zoom or Skype meeting to inspect the documents virtually.
- Documents should be reviewed front and back during the virtual call.
- Copies of the documents should be legible.

Best Practice: Ask for the documents to be sent **prior** to the virtual meeting using Dropbox or eFAX. This will make it easier to inspect and compare the documents being presented during in the virtual meeting.

Alert! Social Security Cards should never be sent via email. Other documents that do not contain social security information are allowed to be transmitted via email.

When completing Section 2

Completing Section 2 on a Form I-9 electronically in I-9 Management
- The electronic Form I-9 process remains the same for U.S. Citizens and Permanent Residents.
- After employee completes GatorStart packet, proceed with Section 2 in **I-9 Management.**
- If you are prompted for a late reason when submitting the E-Verify case you will need to enter "COVID-19" as the reason for submission.

Completing Section 2 on a paper Form I-9
- The paper Form I-9 should only be completed for foreign national or distance new hires.
- After paper form is completed, launch GatorStart and select **I-9 Management** on the left dashboard.
- Select **Upload Paper I-9** to create an E-Verify case and attach the paper I-9.
- If you are prompted for a late reason when submitting the E-Verify case you will need to enter "COVID-19" as the reason for submission.

Documenting virtual Section 2 hires

As new employees are hired during this timeframe, it is essential to keep track of those individuals whose documents were reviewed virtually. DHS requires all employees to physically review the documents once operations return to normal.

Best Practice: Create an Excel spreadsheet of the new hires who were hired during this timeframe. Include UFID, name and hire date.

After university operations resume

Once UF resumes its typical business operations, all employees who had their section 2 completed through the virtual method must show their original documents to the employer within **3 business days.** Departments may need to contact the employees using the spreadsheet created to record new hires.

Finalizing Section 2 on a Form I-9 electronically in I-9 Management
- Launch GatorStart and select **I-9 Management** on the left dashboard.
- Search by employee's name and select employee to open their profile.
- Select **Add Comment** button on the bottom of their profile.
- Notate "documents physically examined" with the date of inspection and enter "COVID-19" as the reason for the physical inspection delay.

Finalizing Section 2 on a paper Form I-9
- Enter "COVID-19" as the reason for the physical inspection delay in the **Additional Information** field in Section 2 or to Section 3 as appropriate.
- Notate "documents physically examined" with the date of inspection the **Additional Information** field.
- Launch GatorStart and select **I-9 Management** on the left dashboard.
- Search by employee's name and select employee to open their profile in I-9 Management.
- Select **Attach File** to upload the updated Form I-9 to the employee's profile.

Resources

Using Zoom
- Visit https://ufl.zoom.us/ to log in to the University of Florida's Zoom account.
- Select the UFL Sign In option and enter your Gatorlink username and password.
- For more assistance with Zoom visit: https://elearning.ufl.edu/zoom/.

Using Dropbox
- Visit https://cloud.it.ufl.edu/collaboration-tools/dropbox/ for additional information.
- Dropbox is a university-wide approved transmittal method of sensitive information such as Social Security numbers.

Using eFAX
- Visit https://printsmart.purchasing.ufl.edu/support/efax/ for additional information.
- eFAX is a university-wide approved transmittal method of sensitive information such as Social Security numbers.

Alternative solutions

- If a virtual meeting is not feasible for your unit, departments may complete section 2 late with the reason COVID-19.

Questions?

If you experience issues or need additional assistance in completing Form I-9 during the COVID-19 epidemic, feel free to email ufhr-employment@ufl.edu or by phone at 352-273-1079.

April 10, 2020