Remote Hire Process

On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a WSU representative for inspection. If an employee is unable to present original documents to a WSU representative, there are two options for the completion of the employer's section (Section 2) of the Form I-9:

Option 1: if the employee is employed through a temporary employment agency, such as Kelly Services, the agency must complete the Form I-9 on behalf of WSU. The employee is still required to present original documents to the temporary employment agency.

Option 2: the University can authorize a qualified person to act as an agent of the university for the purpose of completing the Form I-9. Follow the steps below:

INSTRUCTIONS FOR HIRING UNIT

Step 1: The hiring unit should instruct the employee to identify an agent - a person who is knowledgeable about the Form I-9 to whom the employee could present original documents. This person must be:

- a Human Resources professional at the employee's home institution;
- a staff member in an International Center office at the employee's home institution;
- an attorney
- a notary public. IMPORTANT: if notary, please place the notary seal at the bottom of the AGENT AUTHORIZATION form and attach a notary certificate to the documents being notarized.

Step 2: After the Agent has been identified, the hiring unit prepares the Agent Authorization form as follows:

a) Part 1 (Application) -- fill in:
   1. The Employee’s Name

b) Part 2 (Agency Agreement) – fill in:
   1. The Name and Title of the WSU representative who will sign the Agency Agreement on behalf of WSU, and
   2. The Name of the Agent.
**Step 3:** Send the prepared form to the Agent with instructions to:

a) Complete, sign and date **Part 1**,  
b) Attach the Agent’s notary seal, if applicable,  
c) Sign and date **Part 2**  
d) Return the form to the hiring unit.

**Step 4:** When the Agent Authorization form is received back from the Agent, the hiring unit reviews:

a) Part 1 to confirm that the Agent has checked one box and, if applicable, placed his or her notary seal on the form; and  
b) Part 2 to confirm that Agent has signed and dated the Agency Agreement.

**Step 5:** If the Agent has properly completed Parts 1 and 2, then the WSU representative signs Part 2.

**Step 6:** The hiring unit:

a) Sends to the Agent a copy of the completely signed Agent Authorization form.  
b) Provides a blank Form I-9 to employee along with the Employee Instructions For Completing The Form I-9

**Step 7:** After the completed Form I-9 is received from the employee, the hiring unit sends the completed original I-9 and the original Agent Authorization form to Employment Service Center for processing.