



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.