

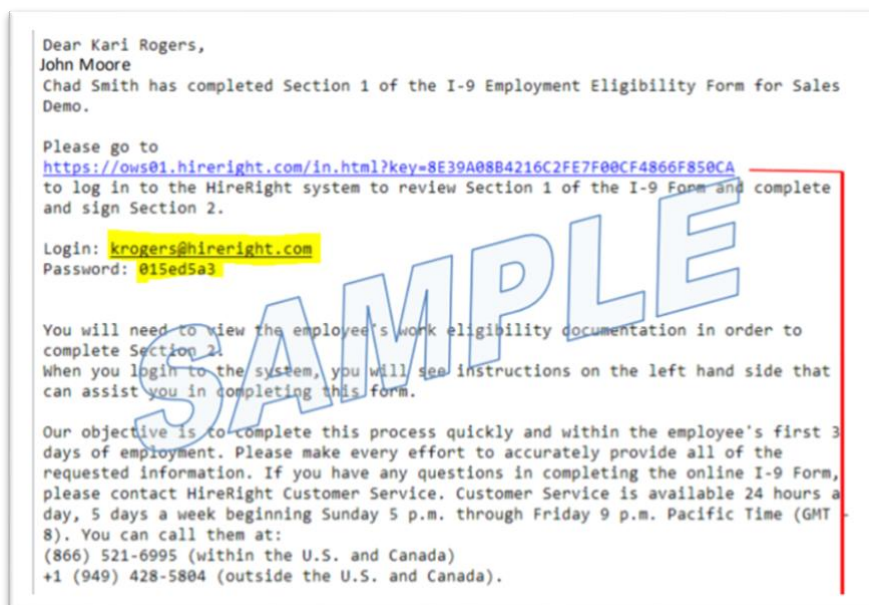
Remote I-9: Hiring Manager Guide

Federal Form I-9 regulations require an employer to confirm each employee's identity and eligibility to work in the United States. This individual is a new Indiana University employee who is not located near an Indiana University campus and is seeking someone to complete Section 2 of Form I-9 on behalf of Indiana University. You have been identified as someone who may be able and willing to assist with the Form I-9 process. If you agree to act as a representative on behalf of Indiana University, the individual will provide your contact information to their hiring department for authorization. If authorized by the hiring department, you will act as our representative to verify employment eligibility for the new hire by examining the person's documents for Indiana University and completing section 2 of the Form I-9.

Thank you for your time and consideration. If you have any questions please contact the IU hiring department.

Designated hiring manager responsibilities include:

- Physically examining documents presented by the employee to determine if the document(s) appear to be genuine and relate to the employee presenting them.
 - Accurately entering document number(s) into Section 2 of the Form I-9.
 - Completing any additional steps that are prompted, such as a photo match.
1. As the designated "hiring manager" completing Section 2 of the Form I-9 for Indiana University, you should have received an e-mail from HireRight. This will NOT be sent until the new hire has completed Section 1.



2. Follow the link, and enter your login and password (highlighted above).
 - a. Note: This temporary password is good for a one time log in only.

HireRight.

Indiana University :: Employee Login

Please enter your Login and Password and then click the [Sign In](#) button.

The user name and password assigned to you are temporary. Please log in and complete this form as soon as possible.

Please refer to our privacy policy if you have any questions about how your information will be used.

I-9 Employment Eligibility

Login:

Password:

Forgot your password? [Click here.](#)

This system is for authorized users only. All activities on this system may be monitored and/or recorded by HireRight security personnel. Unauthorized use is strictly prohibited.

3. Create a new password and security question, then hit “Save”.
4. A PDF of the I-9 will open so you can review Section 1 before completing Section 2.
 - a. If everything looks good, click “Next” at the bottom of the page.
5. Enter the appropriate document information as seen on the documents being presented by the new hire.
 - a. Leave any information that is prepopulated in the Employee Information section (university ID, etc).
 - b. You can switch between List A and List B & C documents by clicking on them at the top of the section.

Please note that all documents presented by the new hire must be approved.

List A List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the ["Lists of Acceptable Documents"](#) on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document. 🗿

Document Title: * 🗿

Issuing Authority: * 🗿

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * 🗿

Expiration Date (if any): * 🗿 / /

The employee has a Student or Academic Visa and has additional information that needs to be documented for their Form I-9.

6. Enter any needed "employment information."
 - a. You will include your contact information in this section as well.
 - b. Click "Proceed to Form I-9 Completion"
 - c. Business Name should be: Indiana University
 - d. Business address should be: 400 E 7th St Bloomington IN 47408

Employment Information

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. *

Employee Start Date: * / / [Use Today's Date](#)

Business Name: *

Your First Name: *

Your Last Name: *

Title: *

Email Address: *

Business Address *

Address:

City:

State:

Zip/Postal Code:

7. You will then need to electronically sign the Form I-9.
 - a. Be sure to check all of the certification boxes.
 - b. Click "E-Sign, Save & Run E-Verify."

Electronic Signature of Employer

First Name: *

Last Name: *

E-mail Address:

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *