Date: August 25, 2021

To: Human Resources Representatives

From: Kait Rooney, Director HRIS & Operations

Re: COVID I-9s Expiring as of September 3, 2021

I am writing with a reminder that the USCIS guidance that has allowed the University to complete I-9s under the "I-9 Form Completion during Remote Operation UOP" is expiring as of August 31,2021. As a result, Human Resource Services will no longer be accepting I-9s completed under this UOP after August 31, 2021. Additionally, we will be contacting employees that have a "COVID I-9" on file to notify them of the requirement of physical examination of acceptable documents prior to September 3, 2021 (3 days after the expiration of the related USCIS guidance.) Please find a copy of the template employees will receive below. While we are directing employees to visit our office to complete their I-9s, it is possible for department authorized representatives utilizing the following procedure:

1. Contact Human Resources Services for a copy of the COVID I-9 on file.
   a. Copies of the IDs sent to HRS should not be retained after the I-9 is updated.
2. Require employee to show a form of physical ID on the list of acceptable documents. Documents must not be expired.
   a. The employee does not need to show the same form of identification that they showed to complete the COVID I-9, as long as the form shown is on the list of acceptable documents.
3. Enter the I-Ds into section 2.
4. In the "additional information" box enter "COVID-19" then "document physically examined on [DATE]."
5. Complete the employer representative portion of section 2.
6. Secure file transfer **section 1 and 2 together** to hrsinfo@uvm.edu for record retention.
7. Once received, HRS will update PeopleSoft to reflect that the employee has a valid I-9 on file versus a COVID I-9.

Please note, only I-9 Authorized University Representatives may complete the process above. Authorized University Representatives have completed the University I-9 training.

If you have question, please do not hesitate to contact Human Resource Services at HRSinfo@uvm.edu or 802-656-3105.

Dear [Employee],

Our records indicate that upon hire or re-verification you completed your I-9 using the "I-9 Form Completion during Remote Operation UOP". The USCIS guidance that has allowed the University to complete I-9s using this process is expiring as of August 31, 2021. Your completed first page of the I-9 is on file with Human Resources Services, however, acceptable documentation must now be physically examined in person. The **physical examination** of the document(s) and/or ID(s) must be completed **prior** to **September 3, 2021. Failure to provide acceptable documentation by the deadline aforementioned could result in you no longer having a valid I-9 on file and therefore, no longer being authorized to report to work or be present in the work place until acceptable documents are provided.**

Below are your options to have the I-9 process completed in full to remain eligible to work in the United States:
1. Visit a Human Resource Services staff member during one of the designated Fall I-9 completion sessions:

Date	Time	Location
Monday, August 30	8:30AM-10:30AM	Waterman 427A
Tuesday, August 31	12:30PM-2:30PM	Waterman 427A
Wednesday, September 1	2:00PM-4:00PM	Waterman 427A
Thursday, September 2	9:30AM-11:30AM	Waterman 427A
Friday, September 3	8:30AM-10:30AM	Waterman 427A

2. Visit the Human Resource Services Office located at 228 Waterman Building, open Monday – Friday from 8:00am – 4:30pm.
3. Employees not on-site, have the option to follow the Remote Hire I-9 Process or discuss other options with their department.

If you are unable to utilize the options above to update your I-9 or have any questions, please contact Human Resource Services at hrsinfo@uvm.edu or call 802-656-3150.

Thank you.

Sincerely,

Kait (Bedell) Rooney [she/her pronouns - why?]
Director HRIS & Operations
Phone 802.656.3150 | hrsinfo@uvm.edu | www.uvm.edu/hrs | Feedback or Suggestions?
Human Resource Services