

Presentation Modifications:

“Intake Notification” Slide 4 Modification

Due to the rapidly changing directives of the federal government and updates to campus in person learning/teaching; we have modified the work eligibility process to be completed remotely utilizing a designated authorized representative acting as a remote agent for the university.

When you receive your initial hiring email, you will need to respond and provide the name and email address of the person who will be acting as the remote agent on your behalf. This person will need to **physically inspect** the **ORIGINAL** (no photocopies) documents you are utilizing to establish your eligibility to work in the United States. *Note: While it is recommended that this person be a non-relative, we recognize these unprecedented times require additional flexibility and the option to utilize a relative in this capacity may be considered as a last resort alternative.*

Once the representative information is received, the representative will receive an email indicating how to complete their portion of the form I-9 electronically.

You are not authorized to perform services for the University until the form I-9 is fully executed.

Should the authorized representative be unable to perform this service after you have provided their contact information; please notify your intake representative immediately with the contact information of an alternate representative.

“Box” Slide 15 Modification

Upload of documents utilized to establish your eligibility to work in the United States as indicated on this slide no longer applicable. The authorized representative acting as a remote agent on your behalf will perform this process when completing their portion of the online form I-9.