**Remote I-9 Process with Instructions:**

In order to set-up a remote hire, we would need information on the employee as well as their remote agent (they select their remote agent).  The information we need is the following:

(Please forward your request to the proper individuals – see below)

**Newark Campus: Please send to Irma Mendoza, Shaniece Dillahunt & Cheryl Walker**

**Camden Campus: Please send to Natalie Barron**

**All Others: Please send to Cindy Hendricks and Lindsay Minuski**

**Required Information for the Remote Hire Process (Provided by department)**

**New Employee’s**

o Full Name [as reflected on government documents]

o Social Security Number: [**Rutgers Department I-9 Preparer would provide this over the phone**]

o Date of Birth: [**Rutgers Department I-9 Preparer would provide this over the phone**]

o Home Address [physical address, do not use a P.O. Box]

o Department Number [5 digits]

o Telephone Number

o E-mail

o Start/Hire Date

**Remote Agent’s**

o Full Name

o Work Address [physical address, do not use a P.O. Box]

o Job Title / Department

o Telephone Number

o E-mail

**Persons Eligible to Act as a Remote Agent**

The employee could use their current employer’s local HR Department, Notary Public, or Attorney. They must be trustworthy, as they will be representing the University in the I-9 process. \***Under the circumstances raised by COVID-19, if no other option is available, DHS will consider a family or household member to act as a remote agent. You are liable for any violations in connection with the form or the verification process, including any violation of the employer sanctions laws committed by the person designated to act your behalf**\*

Once you provide us with the information noted above, we will set up the remote hire. The employee will then get an email with a link to complete section I and the remote agent will get an email with a link to complete section II with the employee in person.

If you need further assistance, please let me know.

Cindy



Cindy Hendricks

HR Compliance Coordinator

University Human Resources

Faculty & Staff Resource Center

ASB II, Cook Campus

P: 848/932-3893

F: 732/932-0046

*“Now open, for all your HR and Payroll needs call 732.745.SERV”*

