



<b>Guidelines for Remote Onboarding</b>	
<b>New Hire Paperwork</b>	For agencies that don't have an established process to onboard remotely, this <a href="#">Onboarding Portal</a> is available to provide needed policy and benefits information to new employees.
<b>Form I-9 Process for Remote Hire</b>	<p>On January 31, 2020, the United States Citizens and Immigration Services (USCIS) released an updated version of the Employment Eligibility Verification I-9 Form.</p> <p>USCIS has relaxed it's guidelines for a fully remote workforce. However, USCIS did not change the policy. Form I-9 Employment Eligibility Verification is still required within 3 days of an employee's start date. The physical review of the employee's documentation may be delayed during the declared Federal State of Emergency.</p> <p>To aid in meeting this requirement, DHRM has created a fillable version of the <a href="#">I-9 form</a> and instructions for completion that can be shared with the new employee.</p>
<b><i>Steps for HR:</i></b>	<ul style="list-style-type: none"><li>• Send an encrypted email to the new hire to request completion of section 1.<ul style="list-style-type: none"><li>○ After the new hire completes section one, they should return the form, along with copies of their documentation.</li><li>○ If needed, the agency can complete section 1 of the I-9 on behalf of the new hire. Please complete the Preparer and/or Translator Certification, if this is done.</li><li>○ The employee will still need to sign section 1.</li></ul></li><li>• Advise the new hire to reply directly to the encrypted message to return the form. This will keep their message encrypted and ensure the security of their PII.</li><li>• Once received, review and complete the employer portion of the form. Notate COVID-19 in the additional information section.</li><li>• Save the form and documentation in a "pending" file.</li><li>• Remind new hire to bring the original version of the documents when the office reopens to formally finalize the I-9 process.</li><li>• Notate Section 2 with the date the documentation was physically reviewed.</li></ul>

	<ul style="list-style-type: none"> <li>The agency I-9 files should reflect the modified process and dates in case needed for an audit.</li> </ul> <p>USCIS offers a webinar to assist the new hire in properly completing the I-9:  <a href="https://www.uscis.gov/i-9-central/learning-resources">https://www.uscis.gov/i-9-central/learning-resources</a></p>
<b>New Employee Orientation</b>	NEO can be modified to accommodate agencies that are teleworking by leveraging available technology (Google Hangouts, Zoom, or GoToMeeting) to allow employees to attend the NEO at home
<b>IT Resources</b>	VITA has an established protocol to provide needed technology to remote workers. Please partner with the agency IT team to implement this process, as needed.
<b>Communication</b>	Please establish regular check-in meetings with your new employee. Communication can be a challenge, even when a new employee is in the office. Be mindful that more contact will be needed to help the new hire connect with their remote team.