

**UNIVERSITY OF TENNESSEE
PROCEDURE FOR REMOTE HIRES**

Occasionally, a department may hire an employee who will be paid by the University yet will not physically work at the University and, therefore, cannot present original documents to a University representative for inspection. Nonetheless, if the employee is employed within the United States, the Form I-9 must be completed. The Remote Hire Authorized Agent Form is designed to facilitate the hiring of employees who are at remote locations.

Steps:

1. Locate and designate an Authorized Agent. An Authorized Agent can be any person who is designated to complete the employee's I-9 form on behalf of the University. When possible, hiring departments are encouraged to solicit representatives from other universities to act as Authorized Agents. If one cannot be located, any notary public can be designated. The hiring department should note that it will be held responsible for the actions of the Authorized Agent.
2. Complete the Remote Hire Authorized Agent Notice Form.
3. Send the following documents to the Authorized Agent:
 - a. Completed Remote Hire Authorized Agent Notice Form
 - b. Remote Hire Authorized Agent Instructions
 - c. Form I-9
 - d. Form I-9 Instructions
4. The employee completes section 1 of the Form I-9 only.
5. The employee presents the Form I-9 and acceptable documents to the Authorized Agent.
6. The Authorized Agent copies the documents, fills out section 2 of the Form I-9, and returns the Form I-9, employee identification documents, and the Remote Hire Authorized Agent Notice Form to the hiring department. The hiring department then forwards the completed packet to Human Resources.