

TO: Supervisors
FROM: Office of Human Resources
DATE: April 15, 2020

SUBJECT: UPDATE- Remote I9 Processing

Due to precautions being implemented by employers and employees related to physical proximity associated with COVID-19, the Department of Homeland Security (DHS) announced, March 20, 2020, that it will exercise discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9).

HR Salary Administration, in partnership with the HR Recruitment staff, will be reaching out to all new hires to complete the Form I-9 in compliance with the new directives from DHS. Departments should not attempt to complete Section 2 for your new hires.

Please contact HR Salary Administration if you have any questions

<https://www.unlv.edu/hr/contact>