



PROCEDURE FOR REMOTE HIRES WORKING WITHIN THE U.S.

- The hiring department completes the TOP section of the REMOTE HIRE NOTICE form, including the employee's date of hire. (The second section titled "Agent/Representative Information" is completed by Human Resources.)
- After completing the top section, the hiring department sends the REMOTE HIRE NOTICE form to Minnesota State Mankato Human Resources, along with the rest of the hiring paperwork for the individual (except the Form I-9).
- Human Resources will coordinate with the employee and possible agents to identify a designee able and willing to complete the Form I-9 on the University's behalf.
- Once a designee is identified, Human Resources fills in the second section of the Remote Hire Notice form, identifying the designated agent, and sends the completed form along with the Remote Hire Notice Instruction Sheet to the employee along with the Form I-9 and the I-9 instructions.
- The employee completes section 1 of the Form I-9 only. This needs to be completed on or before the first day of work.
- The employee presents the Form I-9 and acceptable documents to the authorized agent, who will complete section 2 of Form I-9 within three (3) business days of the employee's start date.
- All I-9 paperwork procedures and deadlines are the same.
- The employee must return all forms completed by the agent along with the Remote Hire Notice to Minnesota State Mankato Human Resources.

Rev 08/08