

**From:** [Human Resources](#)  
**To:** [Human Resources](#)  
**Subject:** Updates to I-9 Process for New Employees  
**Date:** Tuesday, March 31, 2020 4:11:19 PM  
**Attachments:** [image001.png](#)

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# HUMAN RESOURCES

*The UNIVERSITY of OKLAHOMA*

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**TO: Norman ePAF preparers and HR Colleagues**

**Subject: Updates to I-9 Process for New Employees**

There have been many questions from OU departments and new employees about the I-9 process during the COVID-19 situation. Many workplaces, like OU, have instituted proximity precautions. In these circumstances, the Department of Homeland Security has temporarily suspended the requirement to physically review identity and work eligibility documents.

While the University continues to comply with Governor Stitt's *Safer-at-Home* order, I-9 paperwork can be submitted and reviewed remotely. Please follow the instructions below for the duration of this event. Share this information to other administrators as needed.

1. Paper I-9 forms can be used on all campuses. Use the I-9 in the Norman New Hire Paperwork.
2. New employees must submit the completed Section 1 of the I-9 form and copies of their documents to the University representative in Human Resources, who will complete Section 2. Materials may be submitted by email, fax, or other remote methods.

University of Oklahoma  
Attn: Human Resources  
Email: [ohr@ou.edu](mailto:ohr@ou.edu) (preferred)  
Fax: (405) 325-7354 (email HR to notify that documents were faxed)

3. Within three business days after regular on-site operations have resumed, all employees who were hired using this remote verification process must physically present their identification and work eligibility documents in-person to the University representative in Human Resources.
4. **DEADLINES:** The deadlines have not changed. Section 1 must be completed and submitted by the employee, on or before their hire date. The University representative must complete Section 2 within three business days.
5. **DURATION:** These provisions will be active until April 15<sup>th</sup>, or until HR issues updated procedures, or until 3 business days after the termination of the National Emergency, whichever comes first.

If you have questions, please contact Hope Burdette, [hburdette@ou.edu](mailto:hburdette@ou.edu), or Jennifer Davis, [j.davis@ou.edu](mailto:j.davis@ou.edu).

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