Creating an I-9 for Remote Hire

UAB
HUMAN RESOURCES
The University of Alabama at Birmingham

Step 1: Search the employee in Guardian and select the I-9 Forms tab.
Step 2: Select Add I-9 for Remote Processing.
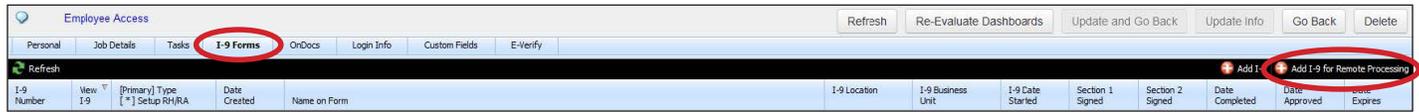
Step 3: Change the Remote Hire HR Contact to your name and send out the two emails "Review Agent Instructions" and "Review Notary Instructions" by clicking on them individually. Do not send out: "Review Employee Instructions" — the link does not work.
Step 4: Select Go Back so you're on the I-9 page and then select View Employee

Step 5: Click on the Login Info tab and then Reset Login & Password. You can change verbiage at that point and finally press Send Email.

Click the Reset Login button to generate a random login and password, and send an E-mail to the employee.

*For questions, visit the **HR Records Administration Contact Us** page to contact an I-9 representative.*