

Remote I-9 Information

Southern Methodist University is currently taking physical proximity precautions due to COVID-19 and is on a reduced operations status. During this timeframe, we will be using a remote verification process to complete your Form I-9 since an HR representative cannot meet with you in person on your first day of employment.

Please follow these steps on or before your first day of employment in order to complete your portion of the Form I-9:

1. Please look for an email from i9complete@trackercorp.com. Tracker Corp is our vendor for I-9 purposes. In the email, you will click on the link which will direct you to Section 1 of your I-9 Form. Section 1 must be completed on or prior to your first day of employment.
2. Decide which document(s) you will use to confirm your identity and work authorization. All individuals employed in the United States are required to provide original, unexpired documents that establish identity and work authorization to the employer within three business days of the start date. Please refer to the list of approved documents from the U.S. Citizenship and Immigration Services website: [List of Acceptable I-9 Documents](#)
3. Once you've completed Section 1, please notify us of your preferred method of providing copies of your original, unexpired document(s). During the reduced operations status, we can accept the following delivery methods to view and make copies of your document(s):
 - a. Present your document(s) through Zoom video conferencing – please email SMUHR@smu.edu to coordinate a time
 - b. Take a photo or scan your documents and send via email to SMUHR@smu.edu (please password protect your document attachment before sending and call HR at 214-768-3311 with the password)

When this national emergency is over and SMU resumes normal business operations, you will be required to bring your original document(s) to the HR department so we can view them in person. This is a government requirement and must be completed within 3 business days after the university resumes normal business operations. We will send a follow-up email to you at that time with directions to our HR office.

Working Remotely During the University Reduced Operations Status Timeframe

As of March 17, 2020, only essential personnel, as determined by each department head, are allowed to work on campus. All other personnel are to work remotely from home. If you will be working from home during the university's reduced operations status timeframe, please

complete the ***Emergency Telecommuting Arrangement Form***, which can be found here: <https://www.smu.edu/BusinessFinance/HR/BenefitsAndWellness/Coronavirus>. This form will be routed to your supervisor for approval and sent to the HR department.

If you have any questions or problems during this process, please contact the Department of Human Resources at 214-768-3311 or by email at: smuhr@smu.edu

Thank you,

Human Resources Department
Southern Methodist University