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Subject: Form I-9 Updates
Date: Tuesday, June 15, 2021 1:08:00 PM
Attachments: [image001.gif](#)

The following correspondence is being sent on behalf of Onboarding Center at Penn:

This is advance notification of changes in process for Form I-9 compliance. As the University begins the transition to a greater on-campus presence, Onboard@Penn is also increasing onsite services. There are more timeslots for appointments available now, and effective July 12, we will be open five (5) days/week.

These modifications support Penn's Form I-9 compliance as well as the efficient onboarding for new hires. The modifications include:

- Completing all new Form I-9 Part 2 document inspections in person
 - Workers who are on campus at any time, for any reason, must present original and unexpired documents for Form I-9 Section 2 in person.
 - Remote workers who reside in Philadelphia, its suburbs, New Jersey, and Delaware, regardless of remote or on campus work must present original, unexpired documents for Form I-9 Section 2 in person.
 - Remote workers who reside outside Philadelphia, its suburbs, New Jersey, and Delaware may use one of two remote options:
 - CUPA Consortium for Reciprocal I-9 completion
 - Equifax I-9 Anywhere (School/Center will be responsible for the cost)
- Phasing out the use of electronic (SecureShare) options for Section 2 Form I-9 completion
 - Instructions for this method will be removed from offer letters and the Onboard@Penn website within the next two weeks.

Please see [Onboard@Penn](#) for the most up-to-date information and to [make an appointment](#).

We will begin outreach to Schools, Centers, Departments regarding workers who previously completed Part 2 of Form I-9 and are now required to present physical documents in person.

What if someone has trouble making an appointment?

If an employee has trouble making an appointment, please contact the Solution Center (solutioncenter@upenn.edu). The request will be forwarded to Onboard@Penn and a representative will contact the employee to set up a time.

What if the worker does not have the same documents used to complete the original and they need to complete a physical inspection?

Please See the [Lists of Acceptable Documents](#) and choose different documentation. [Make an appointment](#) and bring the documentation to Onboard@Penn. Onboard@Penn can amend the Form using the documentation provided.

A student worker graduated and left Penn. Do they need to complete the physical inspection?

No, a physical inspection is not necessary but please terminate their record in Workday.

The department hired someone who will not be in the area at any time to complete the physical inspection. Do they need to come to campus just for this?

No. However, they do need to complete the physical inspection. It can be done through the CUPA Consortium or Equifax I-9 Anywhere. Please contact the Solution Center (solutioncenter@upenn.edu) for more assistance.

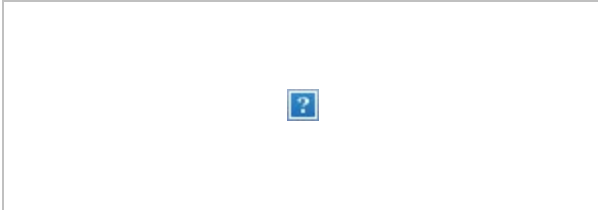
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For HR, Payroll, and Workday questions, please make the Penn Employee Solution Center your first call. There are friendly, knowledgeable agents to help you with a wide range of questions and concerns. There is also a network of subject matter experts to address more complex HR, Payroll, and Workday questions. You may inquire by email (SolutionCenter@upenn.edu) or phone (215-898-7372).

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