To minimize the risk of exposure during the COVID-19 outbreak, the Department of Homeland Security (DHS) announced that they will allow employers to defer the physical inspection of the verification documents for Section 2 until the temporary remote work arrangement has ended, provided there is written documentation of a remote working policy for each employee. An example of a Campus Emergency Remote Work Agreement can be found [here](#).

The timeline for completion of the Form I-9 has not changed and still remains in effect. The LSU Office of Human Resource Management advises that both new employees and departmental representatives carefully read through the guidelines below and the I-9 Instructions.

**Form I-9 Deadlines**

Section 1, completed by the employee (or a translator or a preparer on behalf of the employee), must be done by the end of the first day of work.

Section 2, completed by the employer (or an authorized representative), must be completed within three business days after the employees first day of work. LSU classifies business days as Monday through Friday.

**New Employees: Section 1**

Complete Section 1 of the Form I-9 in Workday. Email a scanned or photo image of the document(s) that you wish to present for verification purposes to your departmental contact via FilesToGeaux.

[FilesToGeaux](#)

**Instructions in GROK about using FilesToGeaux**

**Departmental Contact: Section 2**

Complete Section 2 with the documents provided to you by the employee within 3 business days after the employees first day of work. Please be sure to attach: (1) the scans/images of the documents provided to you and (2) a completed copy of the Campus Emergency Remote Work Agreement for the employee.

Upon return from remote work, the departmental contact must verify the same documents used on the I-9 in person within 3 business days and amend the I-9 in Workday with comments. A job aid on how to amend an I-9 will be distributed in the coming days.

If you have any questions, please contact us at [hr@lsu.edu](mailto:hr@lsu.edu).