

**E**-news  
ADMINISTRATIVE SERVICES



TEXAS A&M  
AGRI LIFE

April 10, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Form I-9 Requirements

We have received several questions on alternate completion of the Form I-9.

The modifications for completing Form I-9 announced by the U.S. Citizenship and Immigration Services (USCIS) do not apply because Texas A&M AgriLife has essential employees physically present at our different work locations. If you have a new employee starting work, original documents must still be presented and inspected in person. Webcam inspection of documents is not permitted.

If you choose to not postpone a hire at this time, a Form I-9 will need to be completed **in Guardian**.

If an alternate I-9 processor will be meeting with the employee, temporary access to Guardian can be given to the alternate processor.

This will need to be planned in advance as it could take up to a full day to receive access. To give temporary access, please email the name, UIN, and location access needed to Christin Spivey, [christin.spivey@ag.tamu.edu](mailto:christin.spivey@ag.tamu.edu) .