



April 9, 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. **Federal law has not changed the Form I-9 Requirements.**

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

If the manager will be meeting with the employee, temporary access to Guardian can be given to the manager.

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 .

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423