

## UCLA REMOTE NEW HIRE FORMS INSTRUCTION SHEET

### Instructions for the I-9 Form

We are asking you to act as our representative to examine the identification papers for a new University of California, Los Angeles employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the U.S., we are asking you to serve as our representative in this matter by examining the person's paperwork for us and signing the attached USCIS Form I-9.

Please find attached the I-9 form, the I-9 instruction sheet, and the UCLA Remote New Hire Form. Verify that the employee has completed section 1 of the I-9 form, prior to completing section 2. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page.

The employee can present either,

1. Any one document from List A **or**
2. Two documents, one from List B (identity) **and** one from List C (eligibility).

The section that we need you (our representative) to complete is "**Section 2. Employer Review Verification**". There are spaces indicating which document, or documents were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document number and Expiration date (if any). ***Please note: view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents.***

We also need you to complete the **Certification** section of the I-9 form. The employment begin date has been provided to you on the UCLA Remote New Hire Form. Please complete the Certification section as follows:

1. Enter the employee's date of hire (see UCLA's Remote New Hire Form)
2. Sign the Authorized Representative section.
3. Date the form (enter the date you reviewed the employee's documents).
4. If a notary, please indicate which forms you are notarizing and place the notary seal on the UCLA Remote New Hire Form or attach a Notary Certificate to the documents.

### Instructions for the Oath of Allegiance and/or Patent Document

All employees of the UC Regents (except for aliens) are required to complete the State Oath of Allegiance on or before their first day of employment. All employees, regardless of citizenship status are required to complete the Patent Acknowledgement. Again, we are asking for you to act as our representative in completing these forms. Please follow the instructions below for the Oath and Patent Form:

- A. Completing the Oath (Aliens do not complete the Oath). *(Do not place notary seal on this form):*
  1. Have the employee enter his/her name and the date.
  2. You, our representative will enter the date of hire (this date is on the UCLA Remote New Hire Form).
  3. Have the employee read and sign the Oath in your presence.
  4. Sign and date the Authorized Official section of the Oath. Please include Title, County and State.
- B. Completing the Patent: (Completed by all employees). *(Do not place notary seal on this form):*
  1. Have the employee read the patent acknowledgement.
  2. Have the employee print, sign his/her name, and date the patent agreement.
  3. You, our representative must sign and date the patent agreement in the witness signature section.

If you have questions or concerns regarding the completion of the attached documents, please contact the UCLA department representative listed on the UCLA Remote New Hire Form.

# UCLA REMOTE NEW HIRE NOTICE FORM

## EMPLOYEE INFORMATION:

NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

## UCLA DEPARTMENT INFORMATION – THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY.

DEPT CONTACT LAST, FIRST NAME \_\_\_\_\_

DEPT CONTACT TITLE \_\_\_\_\_

DEPT CONTACT PHONE NO. (\_\_\_\_\_) \_\_\_\_\_

PLEASE CHECK WHICH FORMS MUST BE COMPLETED BY THE AUTHORIZED AGENT:

I-9 Form       Oath       Patent

**EMPLOYEE'S DATE OF HIRE** \_\_\_\_\_ (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE **I-9 FORM** AND/OR EMPLOYMENT DATE SECTION OF THE **OATH** BY THE AUTHORIZED AGENT).

\_\_\_\_\_  
DEPARTMENT CONTACT SIGNATURE

\_\_\_\_\_  
DATE

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**NOTARY:** CHECK WHICH FORMS ARE BEING NOTARIZED AND PLACE NOTARY SEAL IN THIS SECTION OR ATTACH NOTARY CERTIFICATE.

I - 9 Form

Oath

Patent

THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT BEFORE THE I-9 FORM AND/OR THE OATH IS COMPLETED. THIS WILL ENSURE THAT THE HIRE DATE LISTED ON THE FORMS IS PROVIDED AND VERIFIED BY THE HIRING DEPARTMENT. DEPARTMENTS PLEASE ATTACH THE COMPLETED FORM (S) (WITH ORIGINAL SIGNATURE AND DATE) TO THE NEW HIRE NOTICE AND RETURN ALL FORMS TO PAYROLL SERVICES.