

# HR BRIEF

## New Form I-9 Includes Remote Verification Procedure for E-Verify Users

Recently, the U.S. Citizenship and Immigration Services (USCIS) [published](#) a new version of its Employment Eligibility Verification form, also known as Form I-9. Employers are required to use the new form exclusively beginning on Nov. 1, 2023. The Form I-9 instructions also clarify procedures for employers who are eligible to utilize remote examination as an alternative to the physical examination of employees' documentation. Employers enrolled and participating in E-Verify may choose to examine documents remotely.

### Dates of Use

Here is the timeline of important dates related to this update:

- July 21, 2023: UCSIS announced a new Form I-9.
- Aug. 1, 2023: USCIS published the revised Form I-9 and employers were allowed to begin using the new version.
- Aug. 30, 2023: The deadline for employers to complete physical inspection of I-9 documents, if applicable.
- Oct. 31, 2023: The expiration date of current Form I-9 (edition date Oct. 21, 2019).
- Nov. 1, 2023: Employers must complete the transition to using the revised form to comply with federal employment eligibility verification requirements.

### Remote Document Verification

Under current requirements, employers must physically inspect I-9 acceptable documents to certify their employees are authorized to work in the United States. However, the new form includes alternative remote verification procedures employers enrolled in [E-Verify](#) can use to comply with their Form I-9 obligations.

Employers can review published instructions from the USCIS for [remote document verification](#) for more information.

### To Learn More

USCIS has published a complete list of Form I-9 [updates](#). Contact us today for more Form I-9 resources.

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## 2024 Open Enrollment: The Power of Early Preparation

With the 2024 open enrollment season around the corner, employers have an opportunity to develop attractive benefits offerings and proactively communicate with employees to win them over. Here are some ways to prepare early for open enrollment.

### Tailoring Benefits Offerings

Adding or tweaking a few benefits options could be the difference between retaining or losing top performers. Also, obtaining employee feedback ahead of open enrollment shows a meaningful interest in their concerns.

### Determining Key Messaging

After solidifying benefits options, employers need to plan their messaging and communication strategies. For 2024, key messaging might focus on new or updated benefits offerings and the fact that these offerings serve as incentives for employees to stay in their current positions.

### Communicating Benefits

Surveys show that employees want more help understanding their options. An effective open enrollment communication strategy may include the following components:

- Group meetings to discuss available benefits
- One-on-one meetings to go over any questions
- Multichannel communication methods (e.g., videos, printouts, guides, presentations, emails and guides)
- Periodic enrollment reminders, including enrollment dates and workplace-specific instructions
- Messaging that directs employees to designated points of contact for questions (e.g., HR)

## Summary

Preparing early for open enrollment can help employers educate their current workforce, boost retention efforts and win more talent in the ever-challenging labor market. Contact us for additional employee benefits resources.