# Updates to Payroll Forms:

Please see the below updates (2) to Payroll Forms:

**I-9 Updates**

The I-9 DocuSign form has been updated in accordance with the revised federal forms. Please note the following changes:

On the I-9 screen three additional questions have been added as required fields:

1. **Question: How Many Additional Preparer/Translators?**

If selected additional preparers/translators will complete a section on the I-9.

1. **Question: Is this a Reverification or Rehire?**

If selected, the recertification/rehire fields on the I-9 via DocuSign become a required

field. The revised I-9 moved the recertification/rehire information to a supplemental section of the form.

1. **Question: In-Person Signing at UMBC?**

 With the prior approval of HRSTM Payroll Management preparers may virtually examine

 employment authorization documents, instead of reviewing documents in person. If

selected the additional information section in Section 2 becomes a required field. Payroll

Preparers should document in this field what documents were virtually examined and that it was done via two-way video (i.e. WebEx, Google Meet, Zoom, etc.)



**Updates to CI Contract Forms**

When background checks are required the signature/acknowledgement of the Authorized Program Authority must now be included on the form. This signature/acknowledgement verifies that the CI has cleared the background check process.