

I-9 Process

This job aid will walk an HR Assistant, HR Partner and Workforce Liaison through the steps of processing I-9 information in Workday for both **non E-Verify Agencies** and **E-Verify Agencies**. Any one of these roles can complete these actions in its entirety. Only the employee can complete the I-9 Section 1. This is part of the Onboarding process.



You may find it helpful to add the Form I-9 Process Status worklet to your landing page. See [Tools & Navigation QRG](#).



I-9 Process for non E-Verify Agencies

Step 1: Employee receives an inbox task to complete the I-9.

Complete Form I-9

1 minute(s) ago - Effective 05/20/2019



Step 2: The *Employee Information* (name, address, phone, etc.) that is already in Workday will populate on the form. The employee will complete Section 1 and click **Submit**.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number City or Town State ZIP Code

Date of Birth U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number

attest, under penalty of perjury, that I am (check one of the following boxes):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Some aliens may write "NA" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:

1. Alien Registration Number/USCIS Number:
OR

2. Form I-94 Admission Number:
OR

3. Foreign Passport Number:
Country of Issuance: (empty)

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
By checking the I Agree check box, I acknowledge that I have read the attestation statements above and am electronically signing this Form I-9.

I Agree

Preparer and/or Translator Certification (check one):

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.



If a Preparer and/or Translator was used to assist an employee with completing Section 1, they will need to provide their contact information and electronic testament.

Step 3: The HR Assistant, HR Partner, and Workforce Liaison will get an inbox task to Review Form I-9. Upon **physically reviewing** the employee's documents, complete *Section 2* of the I-9 form adding the *Acceptable Document* information from *List A, List B, or List C, the Employee's First Day of Employment,* and acknowledging the *I Agree* statement. Click **Approve**.

List A

Identity and Employment Authorization

Document presented is a receipt

Document Title

Select Issuing Authority

Document Number *

Expiration Date (if any)

The employee's first day of employment: (See instructions for exemptions)

Signature of Employer or Authorized Representative

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree * Today's Date Title of Employer or Authorized Representative *

Last Name of Employer or Authorized Representative * First Name of Employer or Authorized Representative *

Employer's Business or Organization Name *

Employer's Business or Organization Address (Street Number or Name) * City or Town * State *

ZIP Code *

Overdue Reason *

Overdue Reason Other

Step 4: Up next the HR Assistant, HR Partner, and Workforce Liaison will receive an inbox task to finalize the employment verification. Use the sub menu to select the final *U.S. Employment Verification Status* based upon the Form I-9 document verification. Click **Submit**.

Final U.S. Employment Verification Status

Employment Start Date

Record the final employment verification status based upon the Form I-9 document verification. If your company uses E-Verify, the verification status should reflect their final authorization status.

Verification

U.S. Employment Verification Status *

Final E-Verify Case Number

Comment

- Employment Authorized
- Employment Not Authorized
- Verification Not Determined



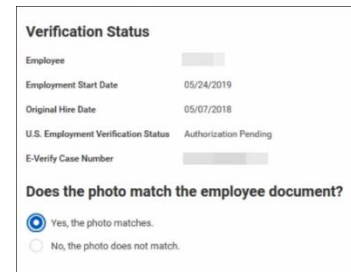
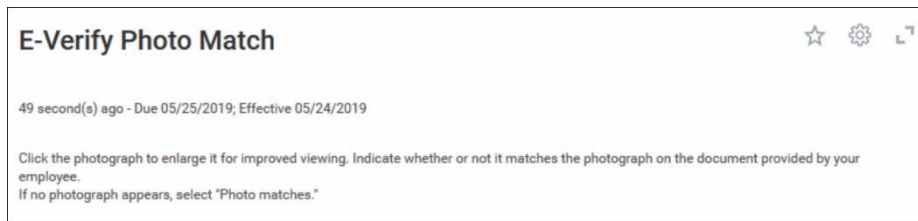
If an error is discovered and amendments need to be made, navigate to the employee's profile page, click the related *Actions icon*, hover over *Personal Data*, click on *View form I-9 for Worker*. Click on *Amend Form*. Update as needed, change the *Date* and add a *Comment*. Click **Submit**.

I-9 Process for E-Verify Agencies

Follow Steps 1 and 2 from above.

Step 3: Once Section 2 is completed by the HR Assistant, HR Partner, or Workforce Liaison, the information is sent to E-Verify and a case is opened.

If E-Verify has a photo available: The HR Partner/Workforce Liaison/HR Assistant will receive an inbox task for *E-Verify Photo Match*, to verify the photo matches the employee document. When this step is completed, E-Verify will send the Case Number to Workday and the task will be complete.



If E-Verify finds inaccuracies with the I-9 information or opens a Department of Homeland Security (DHS) case: You need to login to E-Verify and work through the process with DHS.

If E-Verify does not have a photo available and the worker is authorized: E-verify opens/closes the case and updates Workday. You'll receive an inbox task to finalize employment authorization of worker with case number. See Step 4: above.

To verify the completed task, navigate to the employee's profile page, click the related **Actions** icon, hover over **Personal Data**, click on **View form I-9 for Worker**.

