***Complete Form I-9 (Section 1)***

***Initiator:*** *Employee as Self*

The Form I-9, Employment Eligibility Verification is completed in Workday using the Complete Form I-9 task.

* This task requires two-factor authentication.
* Section 1 can only be completed by worker.
* Section 2 and Section 3 can only be completed by an I-9 Partner.
* The worker must also present original, unexpired documents as listed in the **Form I-9 Instructions**

***Note****: The task automatically appears in the worker’s inbox after the Onboarding Setup task has been completed by the HR Staff, or it can be started by the worker by searching for the task, “Complete Form I-9” in Workday.*

Completing Form I-9 (Section 1)

***Important****:* **Section 1** *is to be completed no later than the first day of work. A worker must complete this form personally, unless the assistance of a preparer or translator is required.*

1. A new hire can access the **Complete Form I-9** task directly in their **Inbox** or through the Onboarding Dashboard.
2. To access the Onboarding Dashboard, click in the **Announcements** section of the worker’s **Home** page.
3. Click on ‘Ready’ in the **Getting Started** card in the lower right of the Onboarding Dashboard.
4. Click on the **Complete Form I-9** task in the **Inbox**.
5. Click **OK**.
6. Follow the link to **Form I-9 Instructions** in the **Employment Eligibility Verification** section and review the information.
7. Enter personal information into the following required fields in Section 1:
* **Last Name**
* **First Name (Enter legal name as it appears on your birth certificate or Government issued passport.”**
* **Middle Initial** *(if applicable)*
* **Other Names Used** *(if any)*
* **Address**
* **Apt. Number** *(if applicable)*
* **City or Town**
* **State**
* **Zip Code**
* **Date of Birth**
* **U.S. Social Security Number** *(international workers leave this field blank if no SSN has been issued)* – Enter SSN or verify defaulted SSN is correct
1. Select the appropriate checkboxto indicate your citizenship or immigration status.
2. Provide the appropriate **document number** and **expiration date**, if applicable. Refer to the **Form I-9 Instructions** for more information about completing the Citizenship Attestation section.
3. Select the **I Agree** checkboxto acknowledge the attestation statement and electronically sign the Form I-9.

Use the following table to determine your next step.

| *If…* | *Then…* |
| --- | --- |
| You are completing Form I-9 **without the help of a preparer or translator** | Select the radio button,“I did not use a preparer or translator” in the **Preparer and/or Translator Certification (check one)** section.Proceed to **step 15**. |
| You are a **preparer or translator** helping the worker complete the Form I-9 | Proceed to **step 11**. |

1. Select the radio button, “A preparer(s) and/or translator(s) assisted the worker in completing Section 1” in the **Preparer and/or Translator Certification (check one)** section.
2. Enter the number of preparer(s) and/or translator(s) who assisted the worker into the field **How Many?** You can enter up to the number 5.
3. Enter contact information for each preparer or translator into the following fields in the **Signature of Preparer or Translator** section:
* **Last Name**
* **First Name**
* **Address**
* **City or Town**
* **State**
* **Zip Code**
1. Select the **I Agree c**heckboxto acknowledge that you have assisted with the form as truthfully and correctly as possible.
2. Click **Submit**.

***Result:*** *You will see a message confirming that your form is with the I-9 Partner for your Supervisory Organization.*

Next Steps

**Completing Form I-9 Remotely**

Upload a scan of your acceptable employment documents in Workday.

1. From the Workday homepage, find the **Applications** area.
2. Click the **Personal Information** application.
3. From the View area, select **Worker Documents.**
4. Select the **Add** button.
5. Select or drag and drop the appropriate file.
6. Select **I-9 Documents** Document Category.
7. Select **Upload** button.
8. Select **OK**.

**Completing Form I-9 in Person**

1. No later than 3 days after your first day of work, meet in person *(or follow remote instructions)*, with an I-9 Partner in your department to complete Section 2 of the form.
2. Bring your acceptable document(s) to present to the I-9 Partner. Acceptable documents are listed in **Form I-9 Instructions**. Information from these document(s) will be recorded and sent to the federal E-Verify System to confirm your identity and authorization to work in the United States.

***Important:*** *The document(s) you present must be originals and cannot be expired.*

1. If you are waiting to receive your Social Security Number, contact an I-9 Partner in your department as soon as you receive it. You will be asked to:
	1. Reach out to your I-9 Partner to launch a new Form I-9 if necessary.
	2. Only enter your SSN via this guidance [Add, View, Update Social Security Number (SSN) and Other Government IDs -Employee as Self](https://utexas.box.com/s/bmgsnp1y5gd8sk9xh33jxl3y5y171xlo) - Workday Instructional Guide, ***only if*** your I-9 Partner instructs you to.