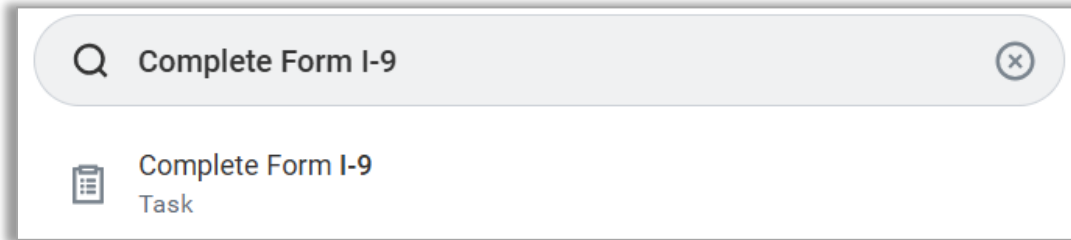


HOW TO COMPLETE FORM I-9

Overview

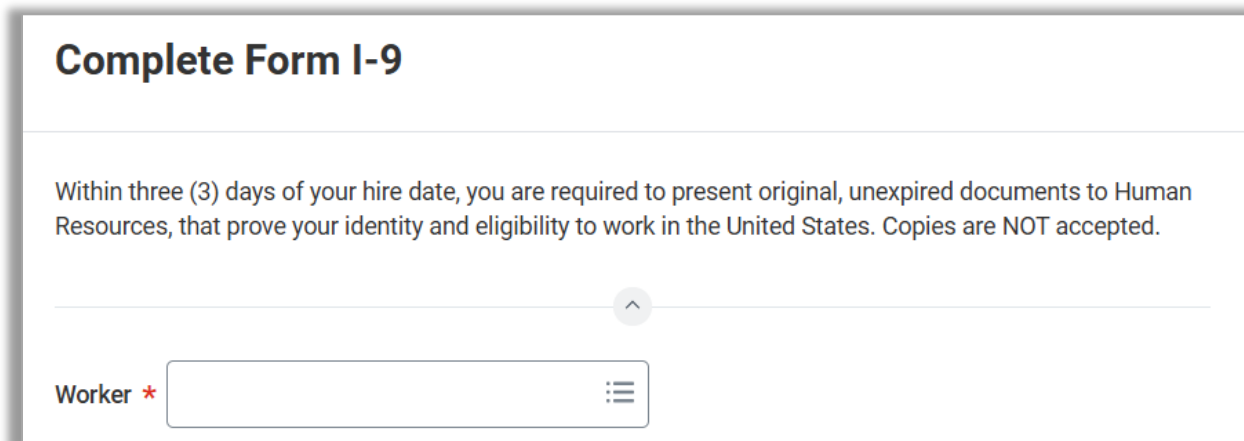
This job aid assists workers in completing and signing their Form I-9. For new hires, the Form I-9 must be completed on or before their first day of employment. This guide will walk you through all steps to “Complete Form I-9” task in Workday. Once completed, your forms will be submitted to the HR department.

1. In the search bar type “Complete Form I-9” and click on the task of the same name:



The screenshot shows a search bar with the text "Complete Form I-9" entered. Below the search bar, a search result is displayed: "Complete Form I-9" with a calendar icon and the word "Task" underneath it.

2. Once the task is selected, confirm that your name appears in the “Worker” field and select the **OK** button to continue completing the form. Your name should automatically appear in the “Worker” field, but if it is not, please select your name by clicking the “Worker” field, then click the **OK** button.



The screenshot shows the "Complete Form I-9" task page. At the top, the title "Complete Form I-9" is displayed. Below the title, there is a paragraph of text: "Within three (3) days of your hire date, you are required to present original, unexpired documents to Human Resources, that prove your identity and eligibility to work in the United States. Copies are NOT accepted." Below this text is a horizontal line with an upward-pointing arrow. At the bottom of the page, there is a "Worker" field with a red asterisk and a dropdown menu icon.

3. For detailed instructions on how to properly fill out the Form I-9 please click on the link labeled “Form I-9 Instructions.”

>START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

[Form I-9 Instructions](#)

[Continue on the next page]

4. Complete "Section 1. Employee Information and Attestation." Fields with a red asterisk (*) are required. In the citizenship or immigration status at the end of Section 1, if you select option 4 ("A noncitizen (other than Item Numbers 2. And 3. above..."), an additional section will display requesting more information.

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 (if any)

Other Last Names Used (if any)

Address (Street Number and Name) *

Apt. Number (if any)

City or Town * State *

ZIP Code *

Date of Birth (mm/dd/yyyy) *

U.S. Social Security Number

Employee's Email Address

Employee's Telephone Number

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

[Continue on the next page]

4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

MM/DD/YYYY 

N/A D/S

If you check Item Number 4., enter one of these:

USCIS A-Number

OR

Form I-94 Admission Number

OR

Foreign Passport Number and Country of Issuance

Country of Issuance:

(empty)

5. Once the Form I-9 has been filled out the form will require that you acknowledge the attestation statement. Your signature will be recorded by checking off the “I Agree” checkbox.

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

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 *

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

[Continue on the next page]

6. If you used a Preparer or Translator to complete the Form I-9, please fill out the “Supplemental A. Preparer and/or Translator Certification for Section 1” section.

Supplement A. Preparer and/or Translator Certification for Section 1

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

How Many?

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Agree

Last Name (Family Name)

First Name (Given Name)

Middle Initial (if any)

Address (Street Number and Name)

City or Town

State

ZIP Code

7. When all sections are completed to the best of your ability and satisfaction, please click the **Submit** button to finalize your form and submit it to the Office of Human Resources for review.

Submit

Save for Later

Cancel

Important to Note:

- This form must be completed and submitted prior to your first day of work.

[End of Job Aid]