

THE FORM I-9

...HOW TO PROPERLY ENTER YOUR INFO INTO SECTION 1

INSIDE OF WORKDAY 
OUTSIDE OF WORKDAY 

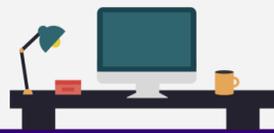
BEGIN



BY FEDERAL LAW, ANY EMPLOYEE ENTERED INTO WORKDAY IS REQUIRED TO FILL OUT AN I-9 AND HAVE THEIR DOCUMENT(S) VERIFIED WITHIN THEIR FIRST THREE BUSINESS DAYS OF EMPLOYMENT.

STEP 1. LOG IN TO WORKDAY

IN YOUR WORKDAY INBOX, AFTER READING THE ONBOARDING INSTRUCTIONS AND SELECTING SUBMIT, YOU WILL FIND THE COMPLETE FORM I-9 INBOX ITEM. THIS IS SECTION 1 OF THE I-9.



STEP 2. ENTER YOUR PERSONAL INFORMATION

ENTER THE FOLLOWING:

1. YOUR LEGAL NAME
2. YOUR RESIDENTIAL ADDRESS
3. YOUR SOCIAL SECURITY NUMBER (SSN), PHONE, AND EMAIL.

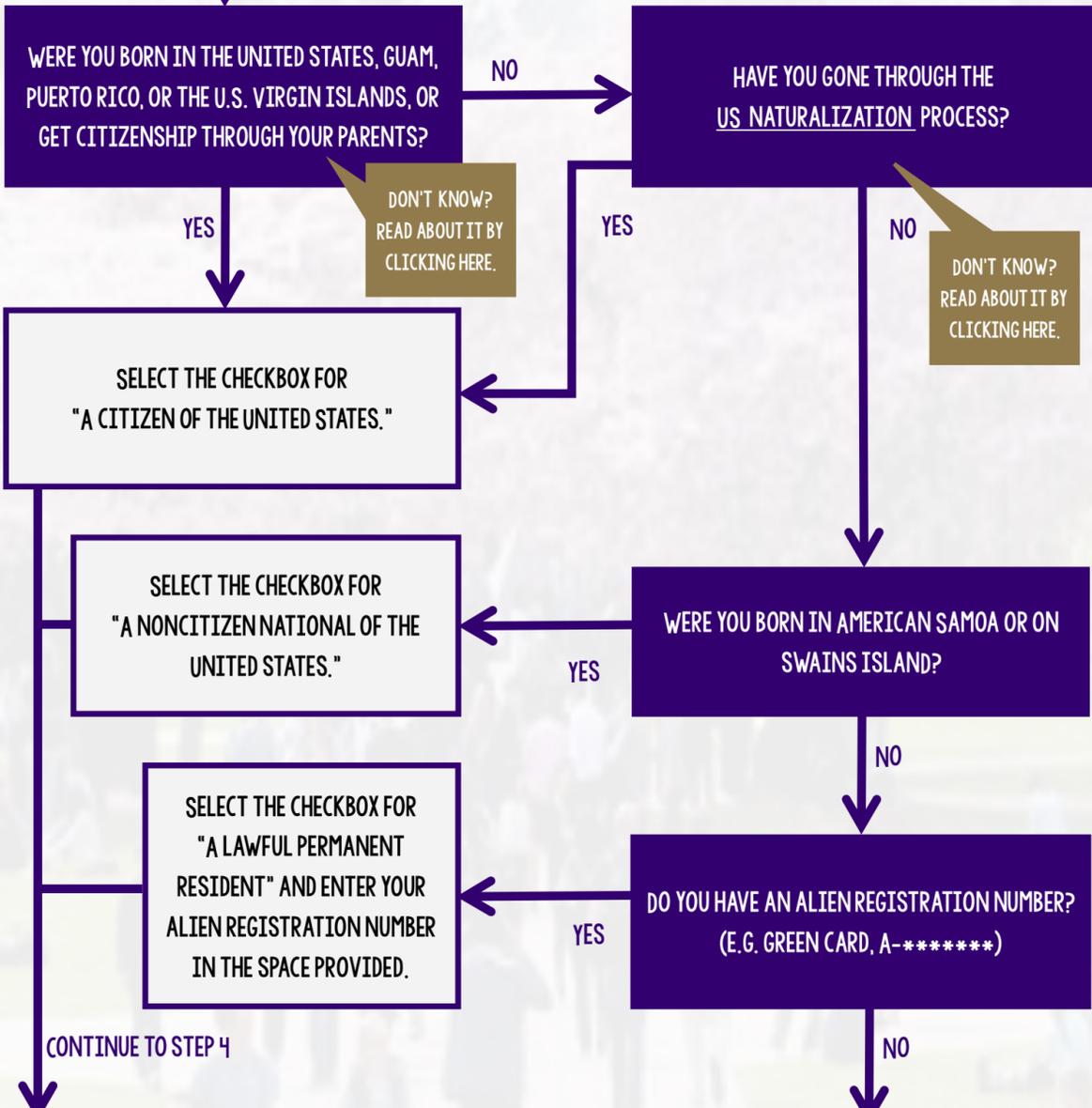
IF YOU DO NOT HAVE AN SSN, IT IS NOT REQUIRED IN THE I-9.

NEED MORE
DETAIL(S)?
CLICK HERE.

STEP 3. BE CAREFUL CHOOSING YOUR CITIZENSHIP CHECKBOX!

THE "I ATTEST, UNDER PENALTY OR PERJURY..." CHECKBOXES ARE IMPORTANT TO GET RIGHT, AND IS MORE COMPLICATED FOR INDIVIDUALS WHO ARE NOT US CITIZENS.

FOLLOW THE DECISION TREE BELOW TO ENSURE YOU CHOOSE THE RIGHT BOX!



STEP 4. AGREE AND SUBMIT

CHECK THE "I AGREE" BOX, AND ENTER WHETHER OR NOT YOU USED A PREPARER WHEN FILLING OUT YOUR I-9.

REVIEW EVERYTHING ONE LAST TIME AND SELECT SUBMIT.

AS A FOREIGN NATIONAL, YOU'LL NEED TO:

1. ENTER THE EXPIRATION DATE OF YOUR VISA.
 - A. YOU MAY ONLY CHECK N/A AS A REFUGEE OR ASYLEE, OR CERTAIN CITIZENS OF THE FEDERATED STATES OF MICRONESIA AND THE REPUBLIC OF THE MARSHALL ISLANDS.
 - B. YOU MAY ONLY CHECK D/S (DURATION OF STAY) AS AN F-1 NONIMMIGRANT STUDENT ENGAGING IN ON-CAMPUS EMPLOYMENT OR A NONIMMIGRANT UNDER THE COMPACT OF FREE ASSOCIATION BETWEEN THE U.S. AND THE FEDERAL STATES OF MICRONESIA OR THE REPUBLIC OF THE MARSHALL ISLANDS.
2. ENTER "N/A" INTO ALIEN REGISTRATION / USCIS NUMBER FIELD.
3. ENTER EITHER:
 - A. FORM I-94 ADMISSION NUMBER
 - B. YOUR FOREIGN PASSPORT NUMBER AND COUNTRY OF ISSUE

DON'T KNOW/ WHERE TO FIND THIS DATE? CLICK HERE.

DON'T KNOW WHAT YOU NEED TO BRING? READ ABOUT IT BY CLICKING HERE.

STEP 5. BRING SECTION 2 DOCUMENTS TO I-9 COORDINATOR

IN YOUR WORKDAY INBOX, THERE WILL BE AN ITEM REMINDING YOU TO SHOW THE PROPER DOCUMENTS TO YOUR I-9 COORDINATOR. YOU MUST DO THIS WITHIN THREE BUSINESS DAYS OF YOUR FIRST DAY OF WORK.

ONCE YOU HAVE SHOWN THEM, AND THEY HAVE COMPLETED SECTION 2 OF THE I-9, YOU MAY CLICK SUBMIT ON THIS ITEM.