

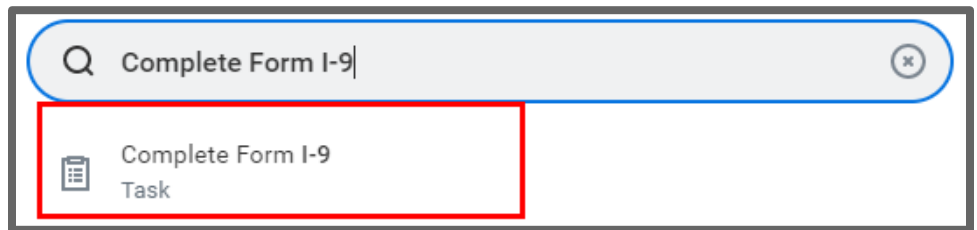
Follow these instructions to complete your I-9 when initially onboarding or when you need to update as a current employee.

Tasks

- [Complete Form I-9 from Worker Profile](#)
- [Complete Form I-9 during Onboarding](#)
- [Maintain Worker Documents for I9](#)

Complete Form I-9 from Worker Profile

1. From the Workday search feature, enter 'Complete Form I-9' and select the **Complete Form I-9** task.




2. The **Worker** name will default in the Worker field. If your name does not default, type your name, and click enter.
3. Click **OK**.
4. Enter your new information, including any required information.
5. Select the **I Agree** checkbox as a signature.
6. Click **Submit**.

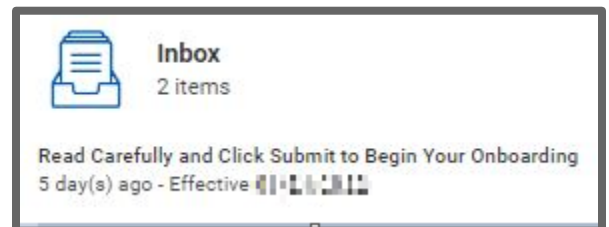


Complete Form I-9 during Onboarding

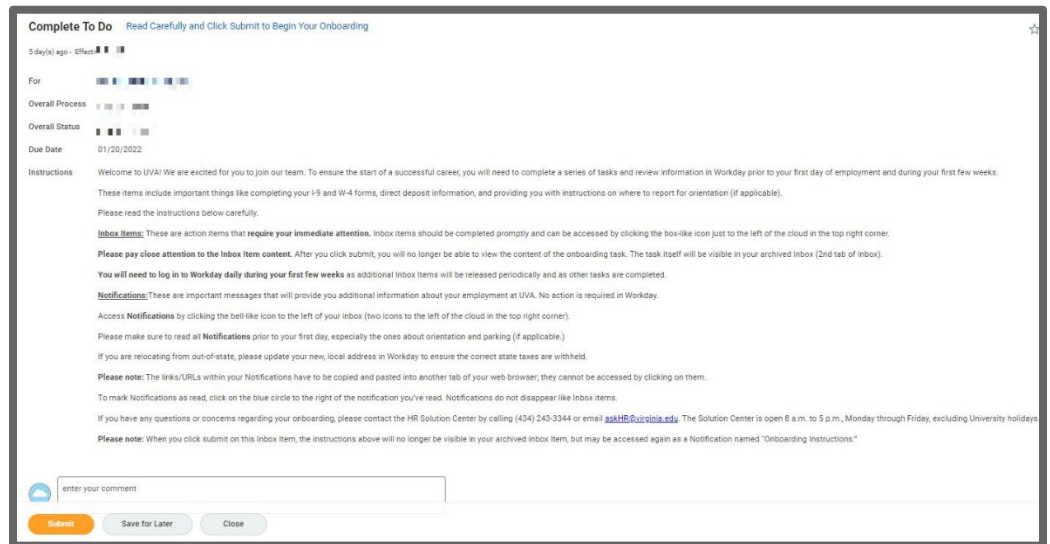
You may also be required to complete your Form I-9 when you start your Onboarding:

1. From the Workday homepage, go to your Workday

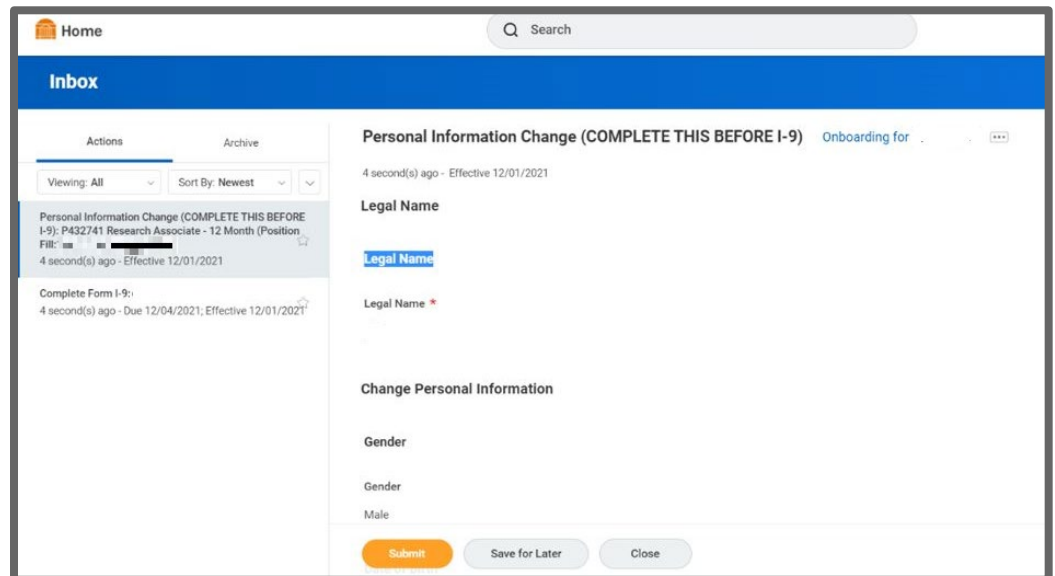
Inbox . Click on the item titled **Read Carefully and Click Submit to Begin Your Onboarding**.



- 2. Read the **Complete To Do** information provided and click **Submit**.



- 3. Complete the **Personal Information Change** item and click **Submit**.



- 4. The next task is **Complete Form I-9**. Click on it, and enter your **name, address, city or town, state, zip code, date of birth**. Make sure to include your Social Security number entered in the 'US Social Security Number' field as well as your **Employee Email Address** and **Employee Phone Number**.

Exception: If you are in the process of requesting a Social Security Number.

Complete Form I-9

Employment Eligibility Verification
Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

-START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

Form I-9 Instructions

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT verify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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. / Suite [] City or Town * [] State * [] ZIP Code * []

Date of Birth * [MM/DD/YYYY] [] U.S. Social Security Number [] Employee's E-mail Address [] Employee's Telephone Number []


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

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number): []
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" 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.

Submit Save for Later Cancel

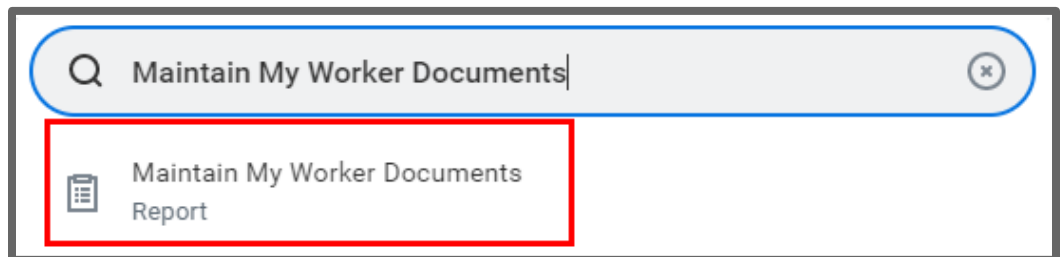
- 5. Under the 'I attest...' selection, select the correct value.
- 6. Select the 'I Agree' checkbox as a signature.
- 7. Click **Submit**. In the next section, you will upload documents to finish your I-9.

 **Note:** Approval by Talent Support is required after completing Form I-9 Once Approved, you will receive a notification.

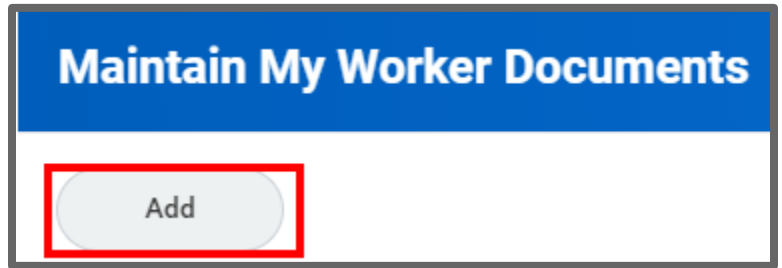
Maintain Worker Documents for I-9

Scan or take a picture of your acceptable I-9 documents and save them to your computer. Follow the below instructions to upload them under Maintain My Worker Documents.

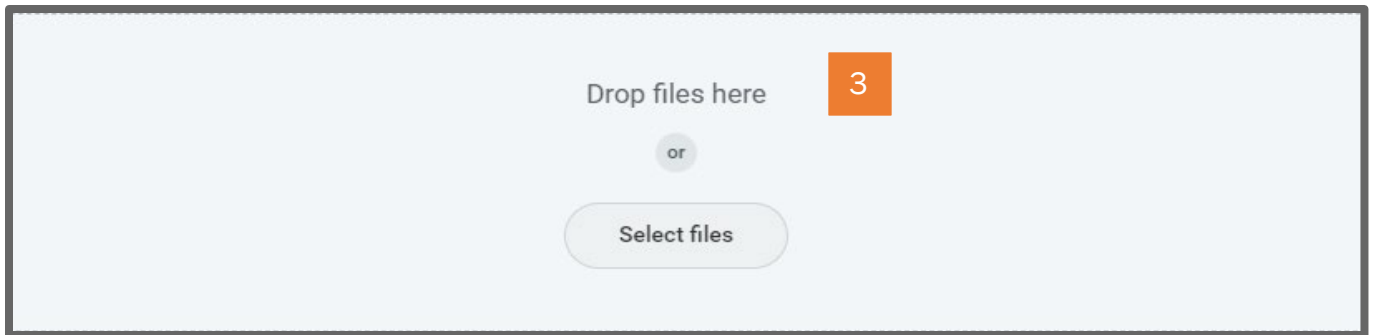
- 1. From the Workday search bar enter 'Maintain My Worker Documents' and select the report that appears below.



2. Click the **Add** button.

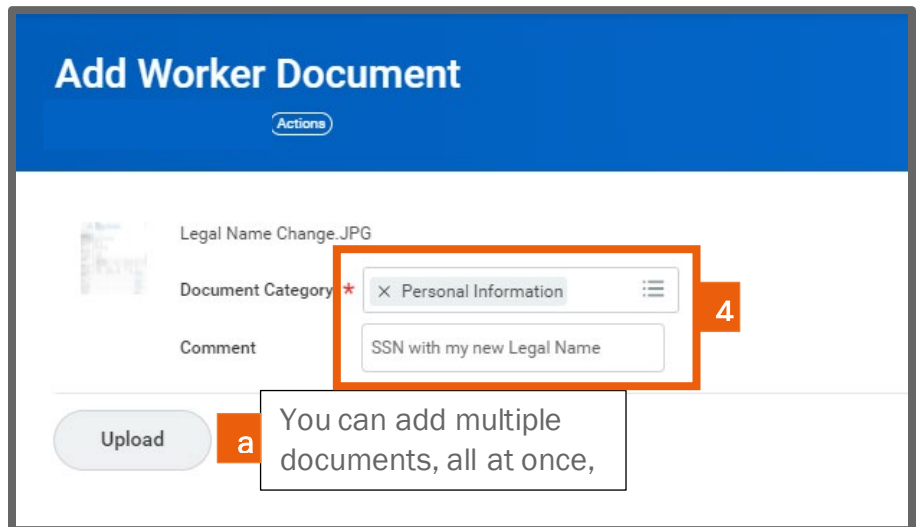


3. Either Drag and Drop your document into the 'Drop files here' box or use the 'Select files' button to locate the document on your computer



4. After you've selected your document, choose the best Document Category (required) and add a Comment (optional).

a. If you want to upload additional documents, click the **UPLOAD** button, and repeat steps 3-4 until you've added all documents you intend to upload.



5. Once you've added all the documents you wish to add at this time, click **OK**.

6. Your document has now been added to your Worker Documents! Click **DONE** to exit.