THE FORM I-9

HOW TO PROPERLY ENTER YOUR INFO INTO SECTION 1

BY FEDERAL LAW, ANY EMPLOYEE ENTERING WORKDAY IS REQUIRED TO FILL OUT AN I-9 AND HAVE THEIR DOCUMENTS VERSIFIED WITHIN THEIR FIRST THREE BUSINESSES DAYS OF EMPLOYMENT.

BEGIN

ON YOUR WORKDAY SCREEN, AFTER READING THE INSTRUCTIONAL DIRECTIVES AND SELECTING SUBMIT, YOU WILL FIND THE COMPLETE FORM I-9 DRAFT. 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, Phone, and Email.
IF YOU DO NOT HAVE AN SSN, IT IS NOT REQUIRED IN THE I-9.

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!

Were you born in the United States, Guam, Puerto Rico or the U.S. Virgin Islands, or get citizenship through your parents?
SELECT THE CHECKBOX FOR "A CITIZEN OF THE UNITED STATES."

Were you born in American Samoa or on Swains Island?
SELECT THE CHECKBOX FOR "A NONCITIZEN NATIONAL OF THE UNITED STATES."

Do you have an Alien Registration Number? (e.g. green card, A-*******)
SELECT THE CHECKBOX FOR "A LAWFUL PERMANENT RESIDENT" AND ENTER YOUR ALIEN REGISTRATION NUMBER IN THE SPACE PROVIDED.

4. As a foreign national, you’ll need to:
   a. Enter the expiration date of your visa.
   b. 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.
   c. 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 Federated States of Micronesia or the Republic of the Marshall Islands.
   d. Enter your Alien Registration / USCIS Number field.
   e. Enter either:
      a. Form I-94 Admission Number
      b. Your foreign passport number and country of issue

5. Once you have shown them, and they have completed Section 2 of the I-9, you may click submit on this item.

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.

STEP 5 BRING SECTION 2 DOCUMENTS TO I-9 COORDINATOR

IN YOUR WORKDAY DASHBOARD, THERE WILL BE A WORKDAY PAGES TO SHOW THE PROPER DOCUMENTS TO BRING TO YOUR I-9 COORDINATOR. YOU MUST DO THIS WITHIN THREE BUSINESS DAYS OF YOUR FIRST DAY OF WORK.

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

THE END

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