The Form 1-9...how to properly Review Section 1 & Verify Section 2

Step 1: Ensure new employee has the right resources
We strongly recommend having the employee use the Section 1-9 journey map as they fill in their I-9, to minimize errors that come to you for approval. It is linked on the right.

Step 2: Log In to Workday
On your Workday inbox, you will see the complete Form I-9 inbox item. This is where you review and approve this employee's I-9.

Step 3: Review Section 1
The "I attest, under penalty of perjury..." checkboxes are important to get right, and is more complicated for individuals who are not US citizens. Ensure you follow the decision tree below to ensure the employee checked the right box!

Step 4: Enter employee's first day of employment
If it is overdue, you will need to provide reasoning (below the area where your name and the I agree checkbox is). Click below to see the overdue reason details.

Step 5: Attest & Approve
Check the I agree checkbox ATTESTING TO CORRECT INFORMATION UNDER PERJURY AND PENALTY, and ensure the information in your signature area is correct. Then select approve.

Step 3: Verify Documents for Section 2
You need to accept either one document from list A, or two documents from list B and C. There are some special exceptions to this that we have detailed below based on the employee's citizenship status.

What citizenship did the employee choose?
A citizen of the United States
A non-citizen national of the U.S.
A lawful permanent resident
An alien authorized to work
Don't know what you need? Read about it by clicking here.

One document from list A or two documents: one from list B and one from C. List A will have to be their permanent resident card. List B and C options could be any two things.

Usually, these employees have to provide the required List A document, because the social security card they can provide on List C have restrictive wording that renders it invalid for employment authorization. In addition, for F-1 or J-1 visa holders, they need to provide the three required List A documents.

Need more detail on this? Check it out here.

Step 4: Enter employee’s first day of employment
You can look this up in Workday on the employee’s profile, their first day of employment should line up with their “hire date.” If it is overdue, you will need to provide reasoning (below the area where your name and the I agree checkbox is). Click below to see the overdue reason details.

Step 5: Attest & Approve
Check the I agree checkbox ATTESTING TO CORRECT INFORMATION UNDER PERJURY AND PENALTY, and ensure the information in your signature area is correct. Then select approve.