

# THE FORM I-9

...HOW TO PROPERLY REVIEW SECTION I & VERIFY SECTION 2

INSIDE OF WORKDAY ■  
OUTSIDE OF WORKDAY ■

## BEGIN



FOR I-9 COORDINATORS, THE PROCESS OF REVIEWING SECTION I OF A NEW EMPLOYEE'S I-9 AND VERIFYING THE CORRECT DOCUMENTS IN SECTION 2 HAS CAUSED SOME CONFUSION. THIS TOOL WILL HELP YOU TO ENSURE YOU'RE NOT MISSING ANYTHING.

## STEP 1. ENSURE NEW EMPLOYEE HAS THE RIGHT RESOURCES

WE STRONGLY RECOMMEND HAVING THE EMPLOYEE USE [THE SECTION I I-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

IN YOUR WORKDAY INBOX, YOU WILL FIND THE COMPLETE FORM I-9 INBOX ITEM. THIS IS WHERE YOU REVIEW AND APPROVE SECTION I AND ENTER THE DOCUMENTS NECESSARY FOR SECTION 2.



## STEP 3. REVIEW SECTION I

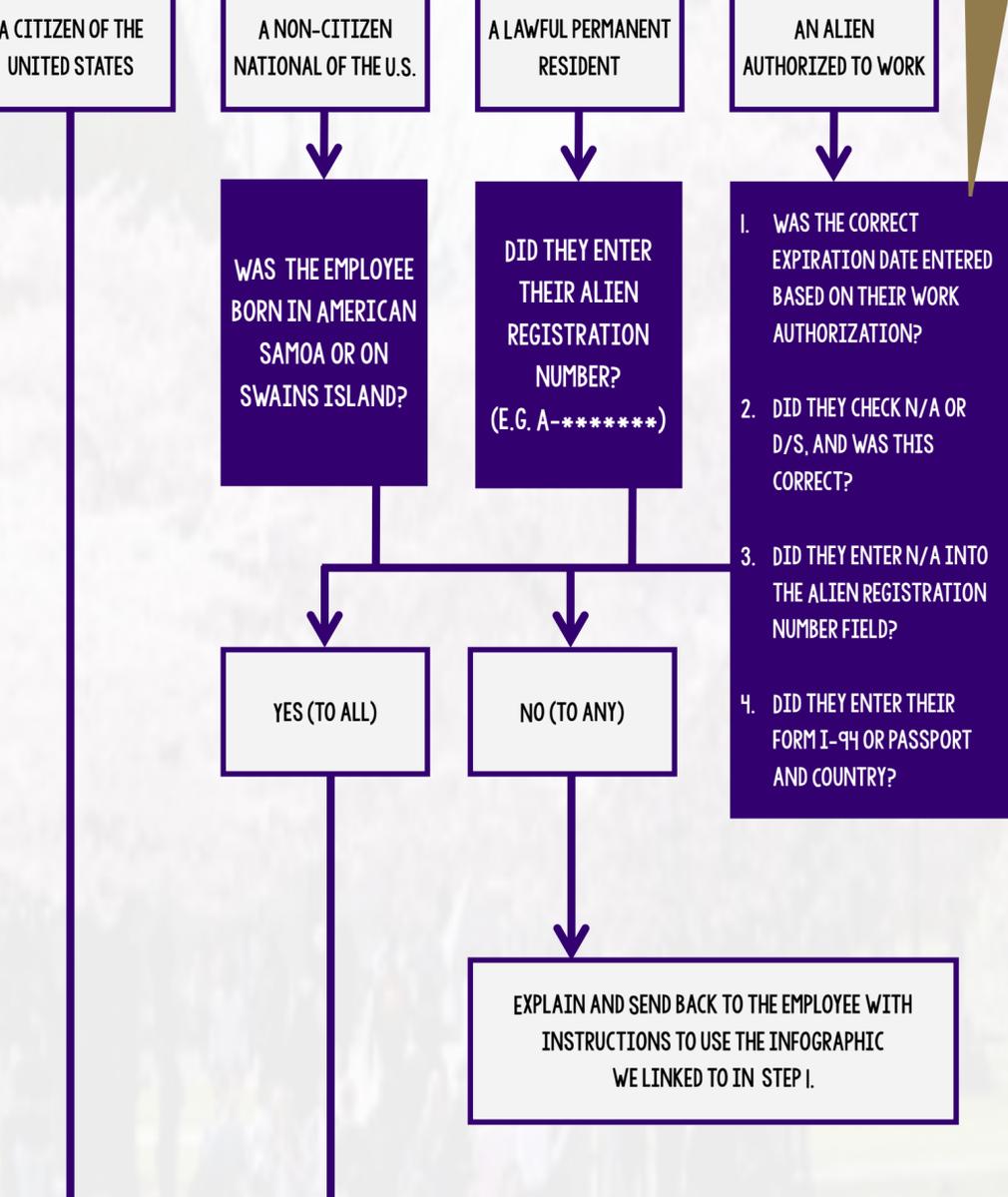
THE "I ATTEST, UNDER PENALTY OR PERJURY..." CHECKBOXES ARE IMPORTANT TO GET RIGHT, AND IS MORE COMPLICATED FOR INDIVIDUALS WHO ARE NOT US CITIZENS.



ENSURE YOU FOLLOW THE DECISION TREE BELOW TO ENSURE THE EMPLOYEE CHECKED THE RIGHT BOX!

### WHAT CITIZEN STATUS DID THE EMPLOYEE CHOOSE?

DON'T KNOW WHAT THESE QUESTIONS MEAN OR WHAT TO LOOK FOR? [CLICK HERE TO CHECK OUT THE SECTION I JOURNEY MAP FOR DEFINITIONS AND LINKS.](#)



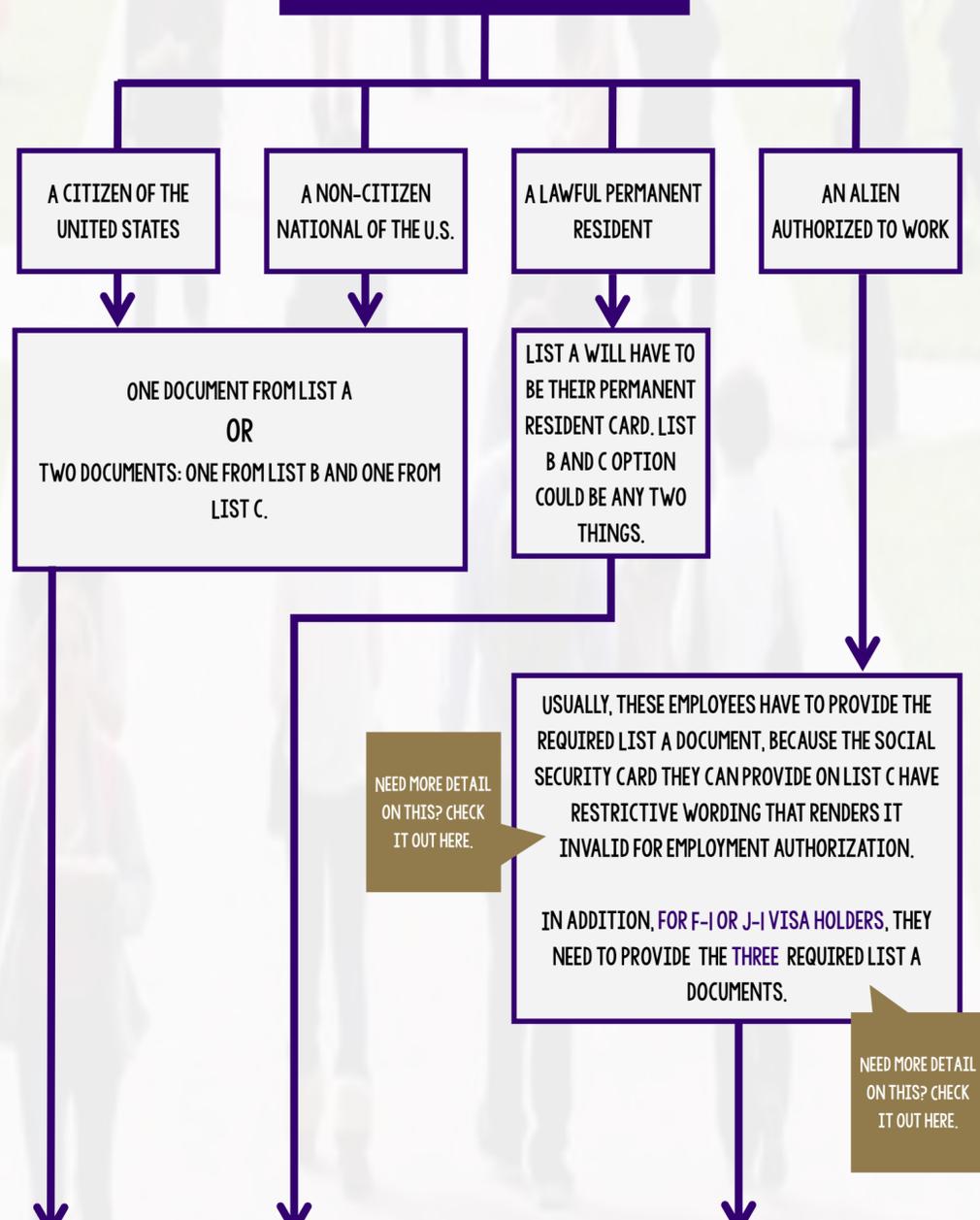
## STEP 3. VERIFY DOCUMENTS FOR SECTION 2

KEEP IN MIND THAT YOU MUST ACCEPT EITHER ONE DOCUMENT FROM LIST A, OR TWO DOCUMENTS FROM LIST B AND C.

DON'T KNOW WHAT YOU THEY NEED? READ ABOUT IT BY [CLICKING HERE.](#)

THERE ARE SOME SPECIAL EXCEPTIONS TO THIS THAT WE HAVE DETAILED BELOW BASED ON THE EMPLOYEE'S CITIZENSHIP STATUS.

### WHAT CITIZEN STATUS DID THE EMPLOYEE CHOOSE?



## 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.