Complete Remote Form I-9 Section 1 in Workday

This job aid instructs users on how to complete the Form I-9 Section 1 in Workday. All hires who have not completed a Form I-9 will receive an item in their My Tasks to complete Section 1 of the Form I-9. It must be completed no later than the first day of employment. If you have questions about the form, contact your human resources office.

This job aid covers completing the Form I-9 Section 1 in Workday, assisting with the form as a preparer or translator, adding the Authorized Representative for Remote Form I-9, and amending the Form I-9.

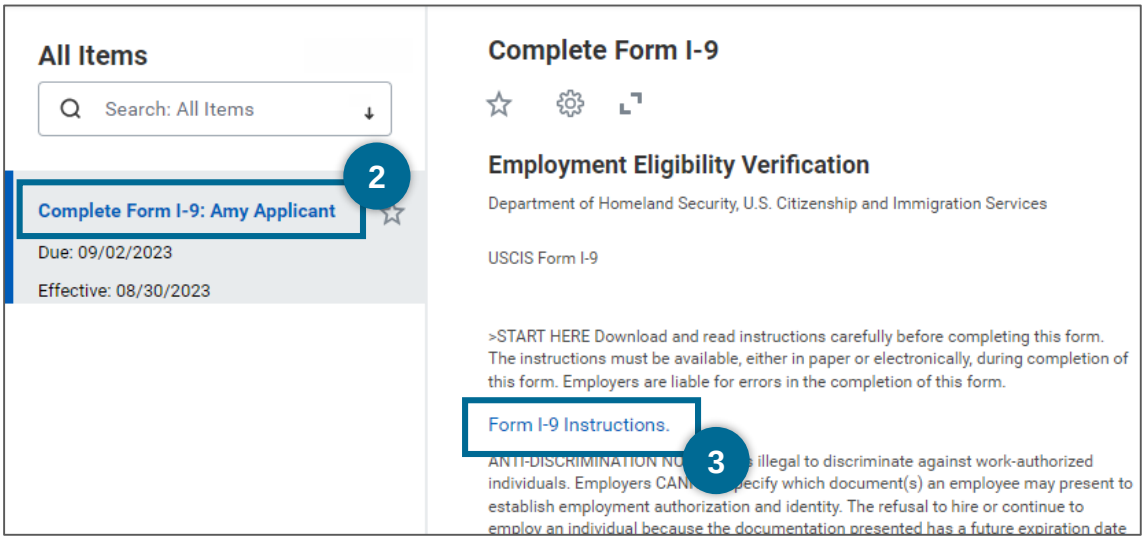
Initiator(s): All hires

Approver(s): I-9 Partner

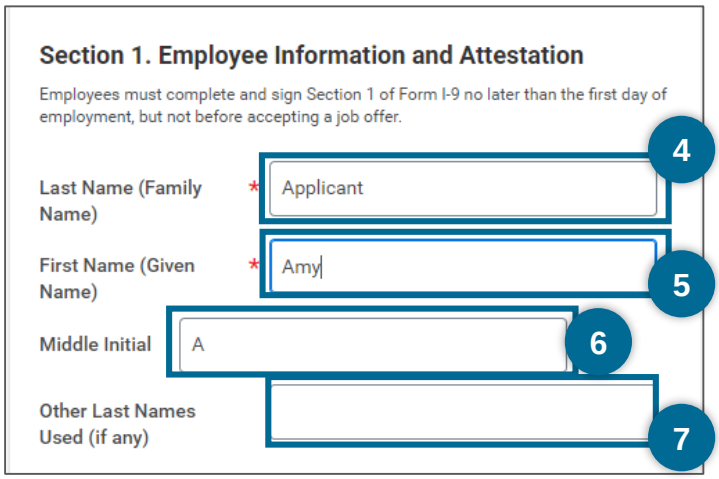
Complete Form I-9 Section 1

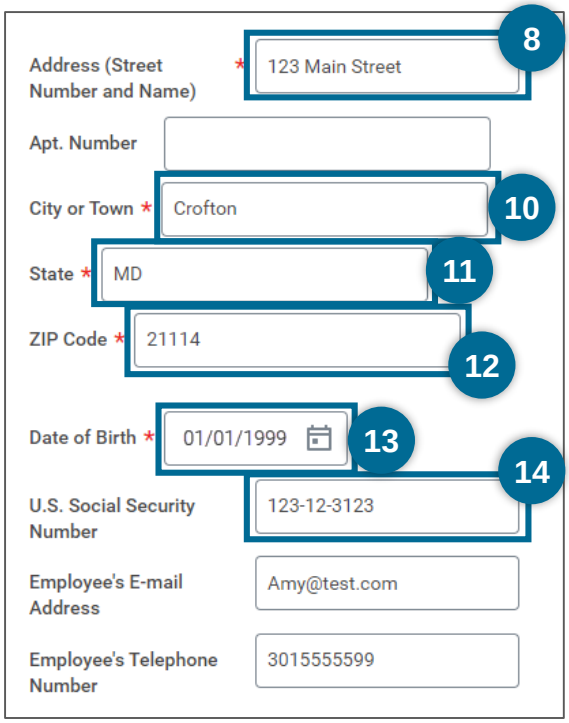
To complete Form I-9 Section 1, log in to Workday and complete the following steps:

1. Select **My Tasks**.
2. Select the **Complete Form I-9** task.
3. Select and review **Form I-9 Instructions**.



On the Section 1. Employee Information and Attestation page:





4. Enter **Last Name (Family Name)**.
5. Enter **First Name (Given Name)**.
6. *Optional*: Enter **Middle Initial**.
7. Enter **Other Last Names Used (if any)**.
8. Enter **Address (Street Number and Name)**.
9. *Optional*: Select **Apt Number**, if applicable.
10. Enter **City or Town**.
11. Enter **State**.
12. Enter **ZIP Code**.
13. Enter **Date of Birth**.
14. Enter **U.S. Social Security Number** (SSN).

Note: If you do not have an SSN, still complete section 1 of the Form I-9 by the first day of employment. The I-9 Partner will hold the Form I-9 in the review stage until the SSN is obtained.

Do not enter a “pseudo” SSN into Form I-9. The Form I-9 should stay in a pending status until the SSN is obtained and updated.

15. *Optional*: Enter **Employee’s Email Address**.
16. *Optional*: Enter **Employee’s Telephone Number**.

17. Select the appropriate item under **I attest, under penalty of perjury, that I am (check one of the following boxes).**

Under Signature of Employee:

18. Review statements and select the box beside **I Agree**.

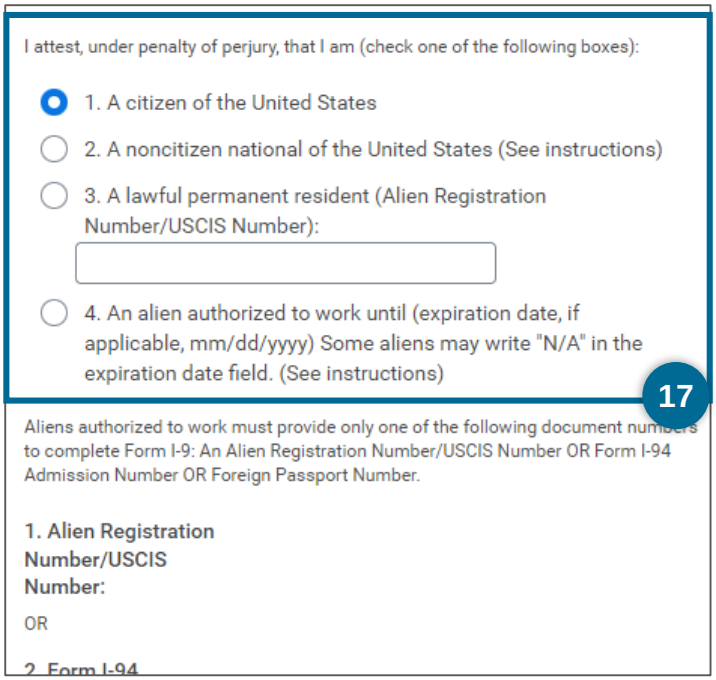
19. Under **Preparer and/or Translator Certification (check one)**, select the circle that best applies.

20. Enter **How Many?**

Note: This is the number of preparers or translators used to assist with the completion of the Form I-9, Section 1.

21. *Optional:* Enter **Comments**.

22. *Optional:* Add **Attachments**.



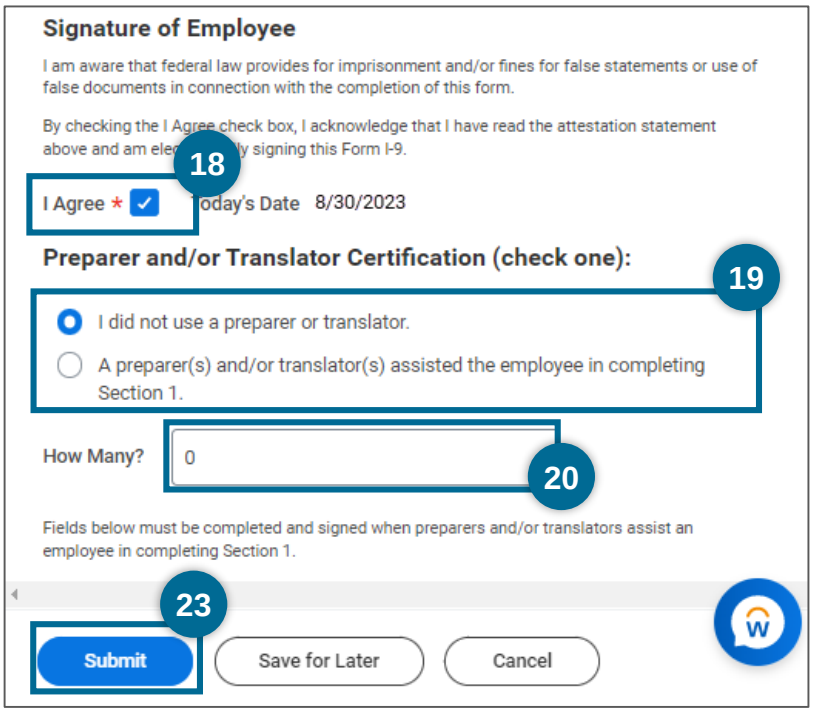
If a Preparer and/or Translator assisted with the completion of the Form I-9 Section 1, **continue to the next page of this job aid**.

23. If not, select **Submit** and continue to **page 5**.

Next Steps

The next step is to select the Authorized Representative to review your required documents with you, in person or via video conference, and enter the information in Workday.

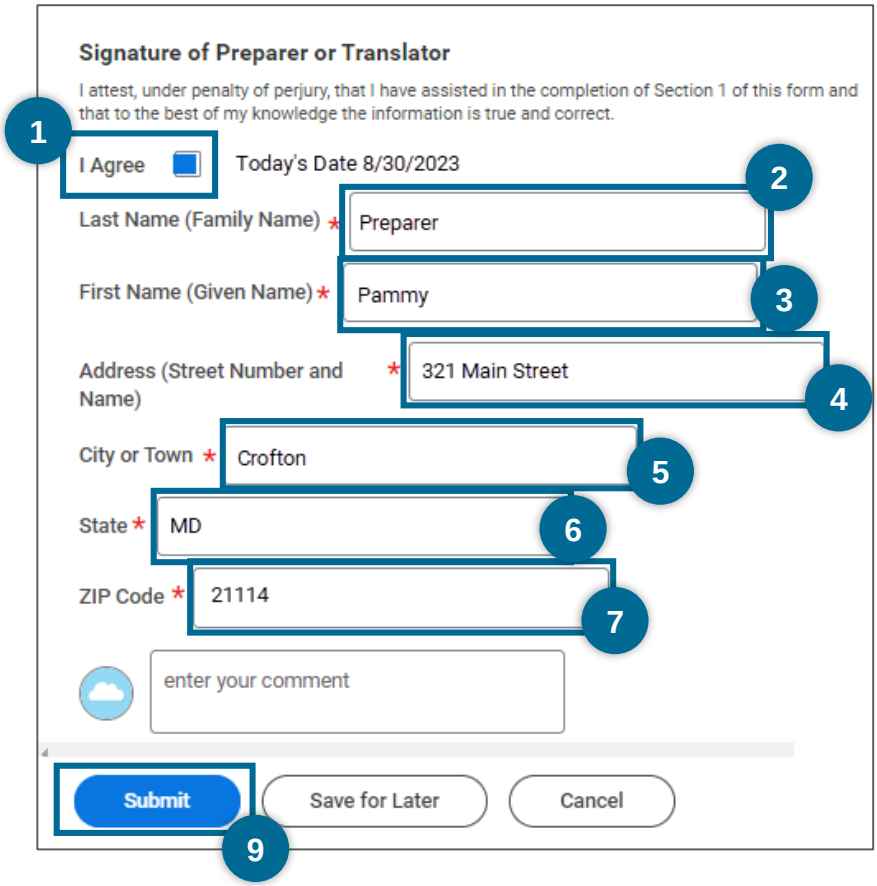
Page 5 of this job aid provides you with the steps to enter the contact information for your selected Authorized Representative in Workday.



When Assisted by a Preparer or Translator

This section must be completed by the Preparer or Translator. Under Signature of Preparer or Translator:

1. Select the box beside **I Agree**.
2. Enter **Last Name (Family Name)**.
3. Enter **First Name (Given Name)**.
4. Enter **Address (Street Number and Name)**.
5. Enter **City or Town**.
6. Enter **State**.
7. Enter **ZIP Code**.
8. *Optional*: Enter **Comments**.
9. Select **Submit**.



Next Steps

The next step is to select the Authorized Representative to review your required documents with you in person or via video conference and enter the information in Workday. Continue to the next page for steps to enter the contact information for your selected Authorized Representative in Workday.

Complete Remote Form I-9

In this section, the hire enters the contact information for their selected Authorized Representative. The Authorized Representative reviews the hire's required documents in person or via video conference and enters the details in Form I-9 Section 2 in Workday. Review the **Form I-9 Instructions** on page 1 of this job aid for the list of acceptable documents.

Considerations

The Authorized Representative **must be at least 18 years old** and can be anyone selected by the hire. The hire must meet with their selected Authorized Representative to review the required documents together. The hire may use their I-9 Partner as their Authorized Representative to meet with them in person or via video conference to review the required documents together.

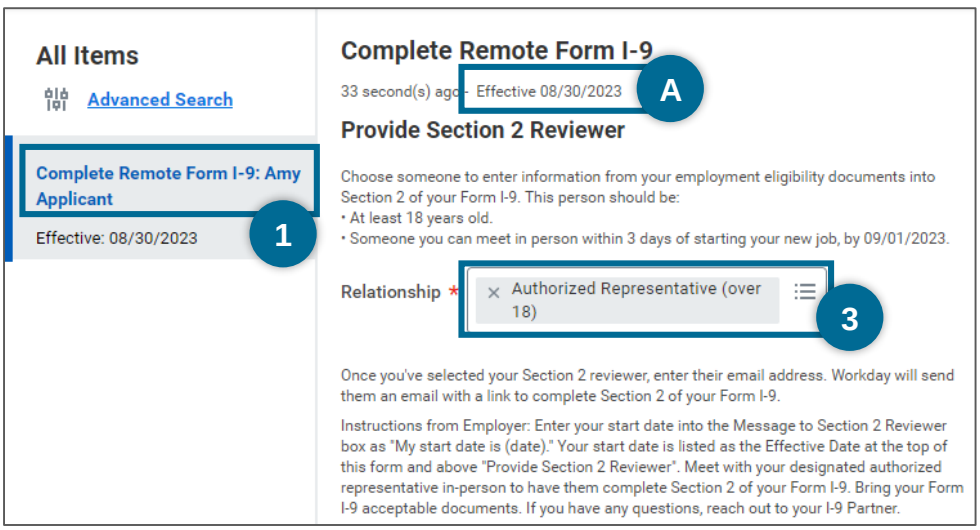
The Authorized Representative is required to **attach copies** in Workday of the required documents, front and back for two-sided documents, that you provide to them when they are submitting Form I-9 Section 2.

This **process is the same** whether the Authorized Representative is the I-9 Partner or an external person selected by the hire.

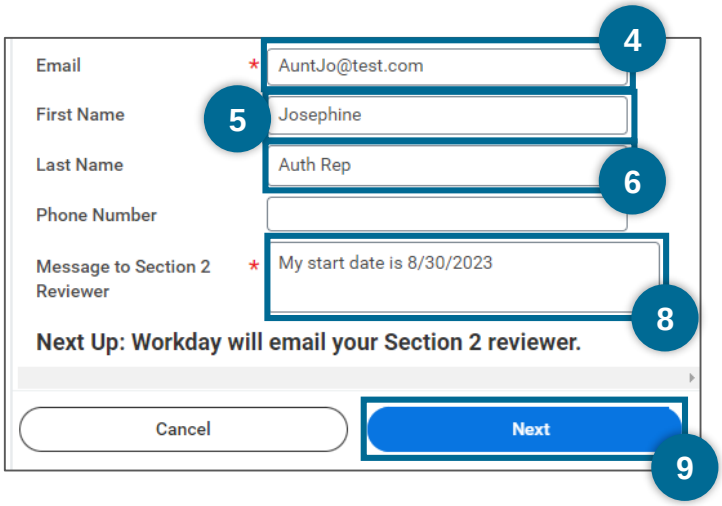
To provide a Section 2 Reviewer, log in to Workday and complete the following steps:

1. Select the **Complete Remote Form I-9** task in **My Tasks**.
2. Review all of the instructions included in the task.
3. Select **Authorized Representative (over 18)** as the **Relationship**.

A. Note: The start date of the hire is the Effective date listed at the top of the item in Workday.



4. Enter **Email**.
5. Enter **First Name**.
6. Enter **Last Name**.
7. *Optional*: Enter **Phone Number**.
8. Enter “**My start date is (MM/DD/YYYY).”** in the **Message to Section 2 Reviewer** field.
9. Select **Next**.



Note: An email is sent from Workday to the email address provided.

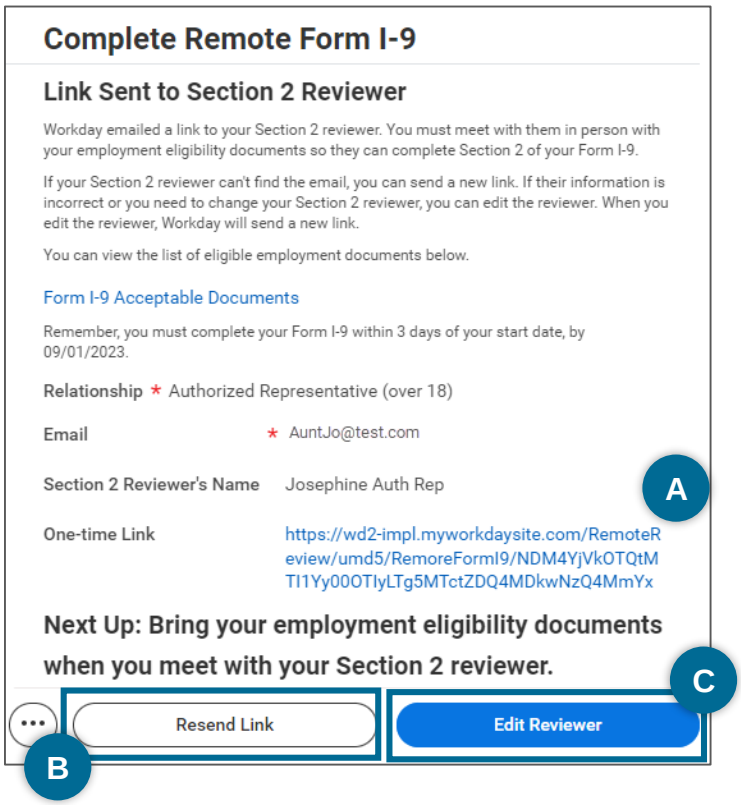
You must meet with the Authorized Representative, in person or via video conference, with the required documentation for them to review and enter the information into Workday. The Authorized Representative must complete Section 2 **within three days** of your start date.

The email provides instruction to the Authorized Representative through a **One-time Link**.

A. As it is a one-time link, the Authorized Representative should **not open the link until you are meeting** with them to review the required documents.

B. To send a new link, select **Resend Link**.

C. To edit their contact information or change to a different Authorized Representative, select **Edit Reviewer**.



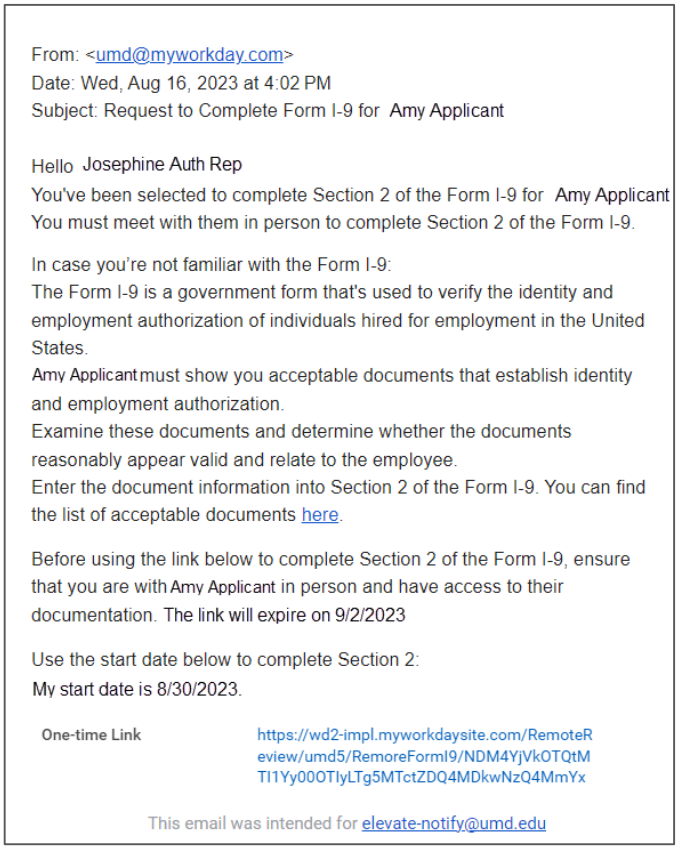
Next Steps

The **Authorized Representative** receives an email from Workday with the details and instructions to complete the Form I-9 Section 2 in Workday.

The Authorized Representative should only open the **One-time Link** during the meeting and with the required documents.

Refer to the **Complete Remote Form I-9 Section 2 (Authorized Representative)** job aid for detailed instructions for the Authorized Representative.

Once the Authorized Representative has entered the information and scanned and **attached copies of the documents, front and back for two-sided documents**, they submit the Form I-9 in Workday and you receive an item in My Tasks to submit the complete Form I-9, Sections 1 & 2 to the I-9 Partner.



From: <umd@myworkday.com>
Date: Wed, Aug 16, 2023 at 4:02 PM
Subject: Request to Complete Form I-9 for Amy Applicant

Hello Josephine Auth Rep
You've been selected to complete Section 2 of the Form I-9 for Amy Applicant
You must meet with them in person to complete Section 2 of the Form I-9.

In case you're not familiar with the Form I-9:
The Form I-9 is a government form that's used to verify the identity and employment authorization of individuals hired for employment in the United States.
Amy Applicant must show you acceptable documents that establish identity and employment authorization.
Examine these documents and determine whether the documents reasonably appear valid and relate to the employee.
Enter the document information into Section 2 of the Form I-9. You can find the list of acceptable documents here.

Before using the link below to complete Section 2 of the Form I-9, ensure that you are with Amy Applicant in person and have access to their documentation. The link will expire on 9/2/2023

Use the start date below to complete Section 2:
My start date is 8/30/2023.

One-time Link https://wd2-impl.myworkdaysite.com/RemoteReview/umd5/RemoreFormI9/NDM4YjVkOTQtMTI1Yy00OTIyLTg5MTctZDQ4MDkwNzQ4MmYx

This email was intended for elevate-notify@umd.edu

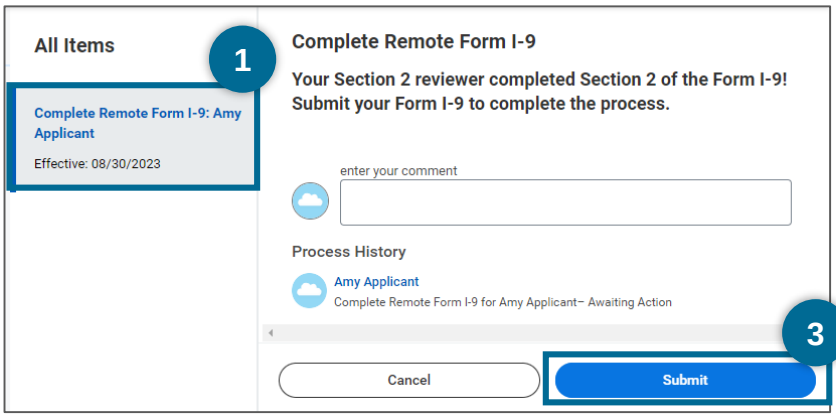
Note: This is the same process when the I-9 Partner is the Authorized Representative.

Submit Form I-9 to I-9 Partner

To submit the Form I-9 to the I-9 Partner, login to Workday and complete the following steps:

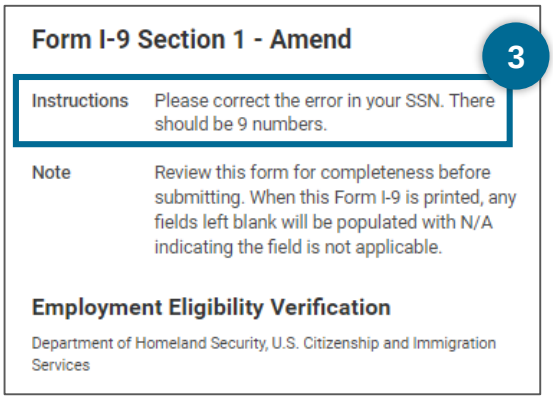
1. Select the item in **My Tasks**.
2. *Optional*: Enter **Comments**.
3. Select **Submit**.

Once submitted, the I-9 Partner will contact you with any questions.



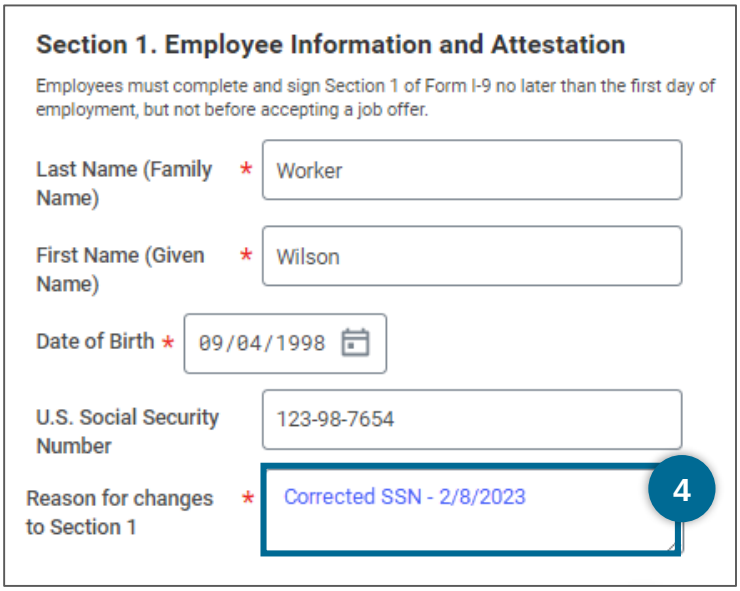
Amend Form I-9

If there are errors on the Form I-9, the I-9 Partner will return the form to you in Workday.



To amend the Form I-9, login to Workday and complete the following steps:

1. Select **My Tasks**.
2. Click **Amend Form I-9**.
3. Review the **Instructions**. The change(s) that are being requested are included in the instructions.
4. Scroll to the field(s) noted and make the requested correction(s).
5. Click **Submit**.



Next Steps

The **I-9 Partner** reviews the changes and will contact you with any questions.

By clicking **Details and Process**, you can view the steps completed so far. By clicking **Remaining Process**, you can view the steps remaining to complete the business process.