



I-9 & E-Verify Job Aid

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

I-9 & E-Verify Job Aid

Click the links below to jump to a specific topic:

[I-9 & E-VERIFY NEW HIRE EMPLOYMENT AUTHORIZATION](#)

[I-9 SECTION 3 UPDATE FOR CURRENT ASSOCIATE LEGAL NAME CHANGES](#)

[OPCO-TO-OPCO TRANSFERS: ASSOCIATES WITH A CURRENT WORKDAY I-9](#)

I-9 & E-Verify Job Aid

I-9 AND E-VERIFY NEW HIRE EMPLOYMENT AUTHORIZATION

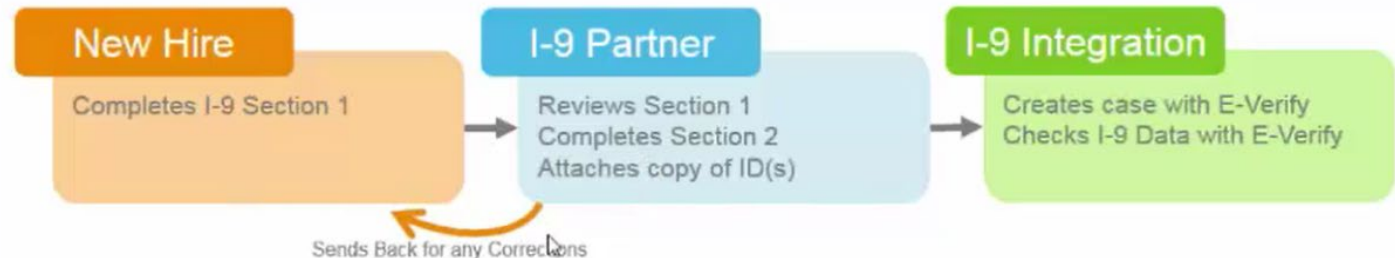
After associates have finished entering their information through Onboarding, HR will be able to fill in Section 2 of the I-9.

1. Go to your Inbox and open the task to complete Section 2 of the I-9.

Section 2. Employer or Authorized Representative Review and Verification

2. Fill in Section 2 accordingly.
3. Upload a scanned copy of the ID for photo matching if it is a List A document.
4. Click **Approve**.
5. Review the Section 2 data for accuracy.
6. Click **Done**.
7. E-Verify will read the data and create a case (I-9 Integration).

Note: The four List A documents that will trigger photo matching are the U.S. Passport, Passport Card, Permanent Resident Card (Form I-551) and Employment Authorization Document (Form I-766). When the associate presents one of these documents, you must copy the front and back of the document (or, in the case of a U.S. Passport, copy the Passport ID page and the Passport Barcode page). E-Verify displays the associate's photo from the document presented.



I-9 & E-Verify Job Aid

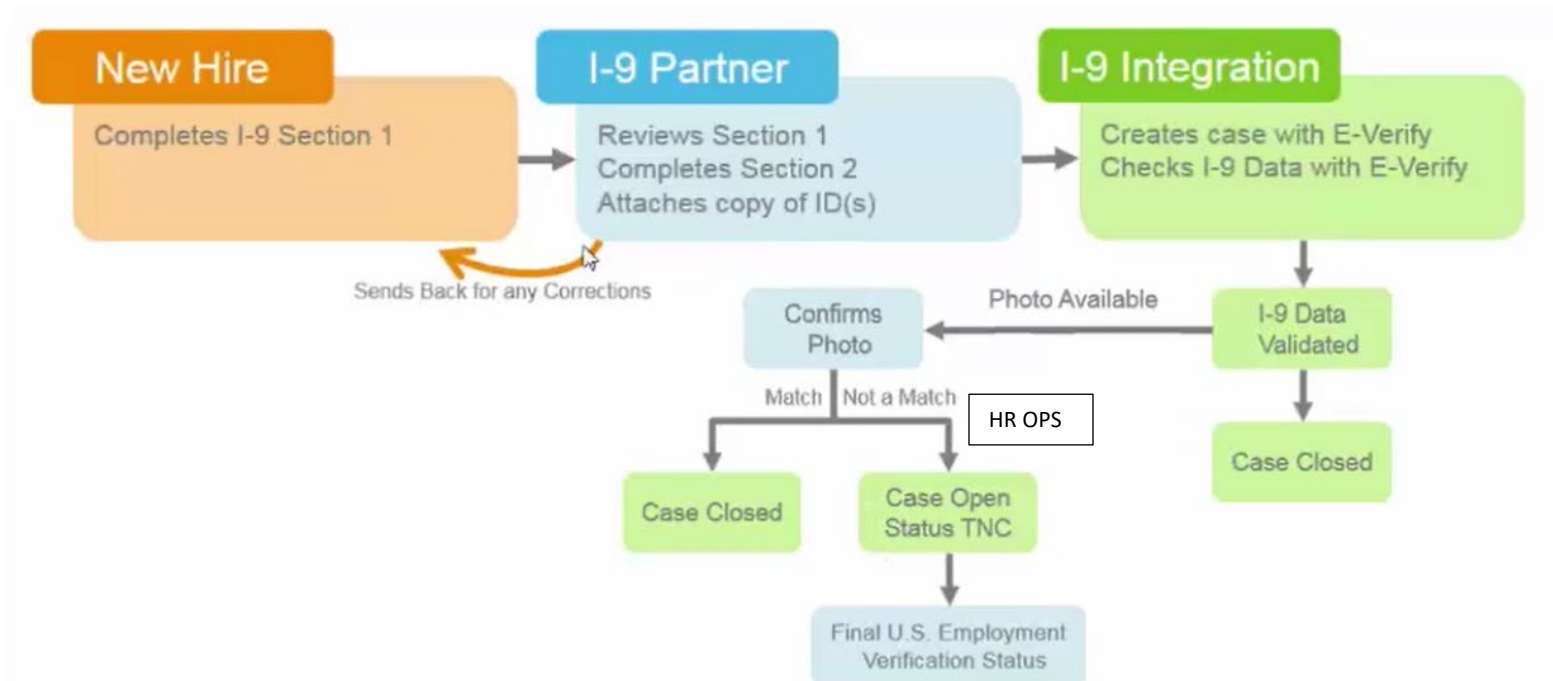
8. If E-Verify approves the associate's work eligibility, it will show a Case Number.

I-9 Process Status	U.S. Employment Verification Status	E-Verify Case Number
Process Finalized	Employment Authorized	2017052131938FC

9. If there is a TNC (Tentative Non-confirmation Letter), the picture does not match, or there is any other challenge, the HR Team will receive an Inbox task. Additional information on TNC letters can be found at the following link:

<https://www.e-verify.gov/employers/verification-process/tentative-nonconfirmations/ssa-and-dhs-tncs>

10. Contact HR OPs. They will move the case through the E-Verify website.



I-9 & E-Verify Job Aid

11. If the E-Verify case was resolved, HR OPs will provide you with a case number. Then you will go into Workday to change the verification status and enter the comments.

This item will be available in your Inbox.

Final U.S. Employment Verification Status Ginger Flanders

Employment Start Date 02/21/2017 48 minute(s) ago - Due 02/22/2017; Effective 02/21/2017

Record the final employment verification status based upon the Form I-9 document verification.
If your company uses E-Verify, the verification status should reflect their final authorization status.

Verification

U.S. Employment Verification Status Authorization Pending

Final E-Verify Case Number Employment Authorized

Comment Employment Not Authorized

Verification Not Determined

Supporting Information - E-Verify Details

Case Number	2017052114538ZV
Eligibility Statement Code	27 - SSA Tentative Nonconfirmation (TNC)
Submission Date	02/21/2017 10:42:44.621 AM
Letter Type Code	(empty)
Referral Reason	(empty)
Closure Code	(empty)
E-Verify Call	EmpSSAReVerify
Return Status	0
Return Message	SUCCESSFUL

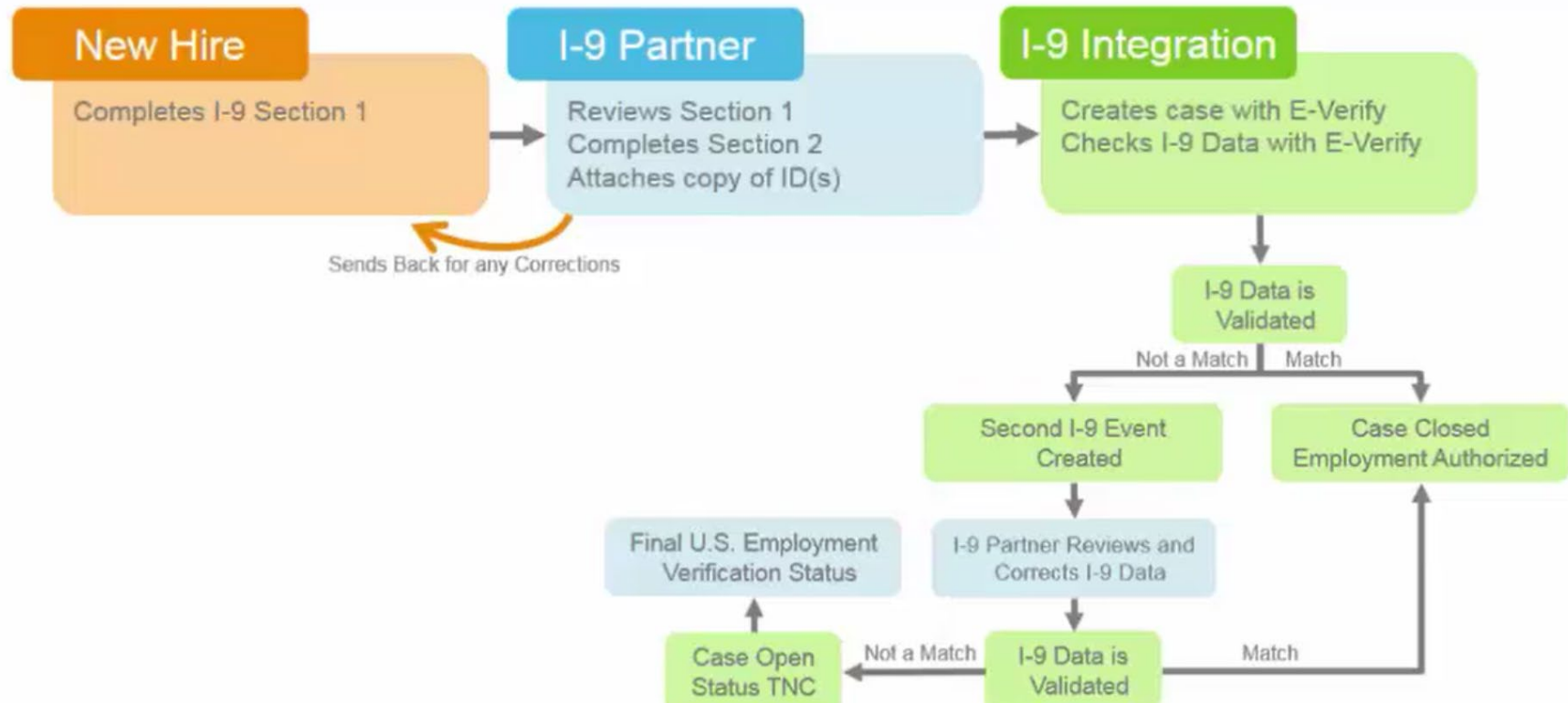
NOTE: If you need to amend a finalized I-9, HR Partners can use the **Amend Form I-9** task to correct the following:

- Section 1: Employee Information and Attestation
- Section 2: Employer or Authorized Representative Review and Verification
- Both Section 1 and Section 2
- Add, delete or update attachments.

If you have forgotten to attach a photo, you can do that by opening the business process called **Amend I-9** and clicking on Attachments. Use the search bar to find this business process.

Any amendment to the I-9 will require another E-Verify verification.

I-9 & E-Verify Job Aid



NOTE: An Overview of the Rules and Responsibilities are below. For complete information on all E-Verify requirements (i.e. Poster requirements) visit the following page:

<https://www.e-verify.gov/e-verify-quick-reference-guide-for-employers>.

I-9 & E-Verify Job Aid

Rules and Responsibilities Overview

E-Verify users must follow the guidelines specified in this Rules and Responsibilities Overview.

Employers who participate in E-Verify **MUST**:

- Follow E-Verify procedures for each employee for whom an E-Verify case is created.
- Notify each job applicant of E-Verify participation by clearly displaying the Notice of E-Verify Participation and the Right to Work posters in English and Spanish. You may also display the posters in other languages provided by DHS.
- Complete Form I-9 for each newly hired employee before creating a case in E-Verify.
- Obtain a Social Security number from each newly hired employee on Form I-9.
- Ensure that Form I-9 List B identity documents have a photo.
- Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
- Enter the employee's email address in E-Verify if it was provided on Form I-9.
- Provide each employee with notice of and the opportunity to take action on a Tentative Non-confirmation (TNC).
- Ensure that all personally identifiable information is safeguarded.

Employers participating in E-Verify **MUST NOT**:

- Use E-Verify to pre-screen an applicant for employment.
- Specify or request which Form I-9 documentation an employee must use, except to specify that any Form I-9 List B document the employee chooses to present must contain a photo.
- Use E-Verify to discriminate against any job applicant or employee on the basis of his or her national origin, citizenship, or immigration status.
- Create an E-Verify case for an employee who was hired before the employer signed the E-Verify MOU, except in certain instances such as employees of federal contractors with the FAR E-Verify clause.
- Take adverse action against or terminate an employee because he or she received a TNC result, unless E-Verify issues a case result of Final Non-confirmation.
- Share any user ID and/or password.

I-9 & E-Verify Job Aid

I-9 SECTION 3 UPDATE FOR CURRENT ASSOCIATE LEGAL NAME CHANGES

After the associate submits a Legal Name Change with supporting documentation and it is approved by HR Operations, you will receive an Inbox Action to update the associate's name in Section 3 of his/her I-9 in Workday.

NOTE: I-9s for associates hired prior to the implementation of Workday may be updated where they are currently housed:

Guardian/LawLogix: I-9 Section 3 may be updated online directly within Guardian.

Success Factors: No online features are available. You will need to print the I-9, update section 3 of the hardcopy and file locally.

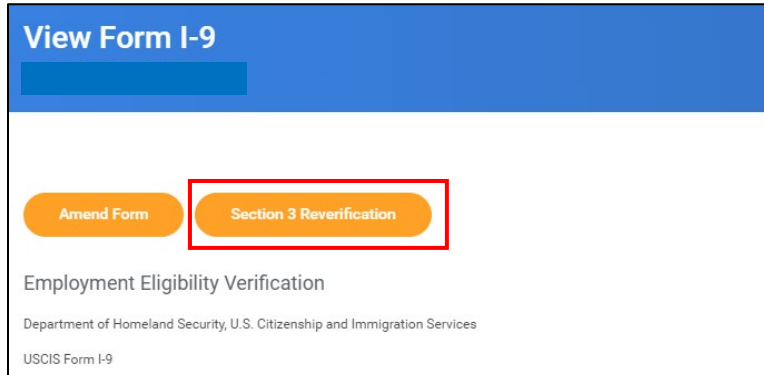
To locate the I-9, go to the associate's profile and click **Personal**, then **Form I-9 IDs**, then **Form I-9 for [associate name]**.

The screenshot displays the Workday user interface for an associate's profile. On the left is a blue navigation sidebar with icons for 'Outbound Selector', 'Email', 'Team', 'Summary', 'Job', 'Compensation', 'Time Off', 'Contact', and 'Personal'. The 'Personal' option is highlighted with a red box. The main content area shows a tabbed interface with 'Form I-9 IDs' selected and highlighted with a red box. Below the tabs is a table with 2 items. The table has columns: Form I-9 Identifier Type, Category, Identification #, Issuing Authority, Expiration Date, Verification Date, Verified By, and Form I-9. Two rows are visible: one for a U.S. Driver's License and one for Social Security Cards. The 'Form I-9' column for the U.S. Driver's License row is highlighted with a red box, showing a dropdown menu with the text: 'Form I-9 for [redacted] (Completed on: 11/12/2018) (Verification Status: Employment Authorized)'. A red arrow points from the 'Form I-9 IDs' tab to the dropdown menu.

Form I-9 Identifier Type	Category	Identification #	Issuing Authority	Expiration Date	Verification Date	Verified By	Form I-9
U.S. Driver's License	Form I-9: List B Documents	[Redacted]	Texas	11/13/2023	11/12/2018	Karin [Redacted]	Form I-9 for [Redacted] (Completed on: 11/12/2018) (Verification Status: Employment Authorized)
Social Security Cards	Form I-9: List C Documents	[Redacted]	Social Security Administration		11/12/2018	Karin [Redacted]	Form I-9 for [Redacted] (Completed on: 11/12/2018) (Verification Status: Employment Authorized)

I-9 & E-Verify Job Aid

Click on **Section 3 Reverification**.

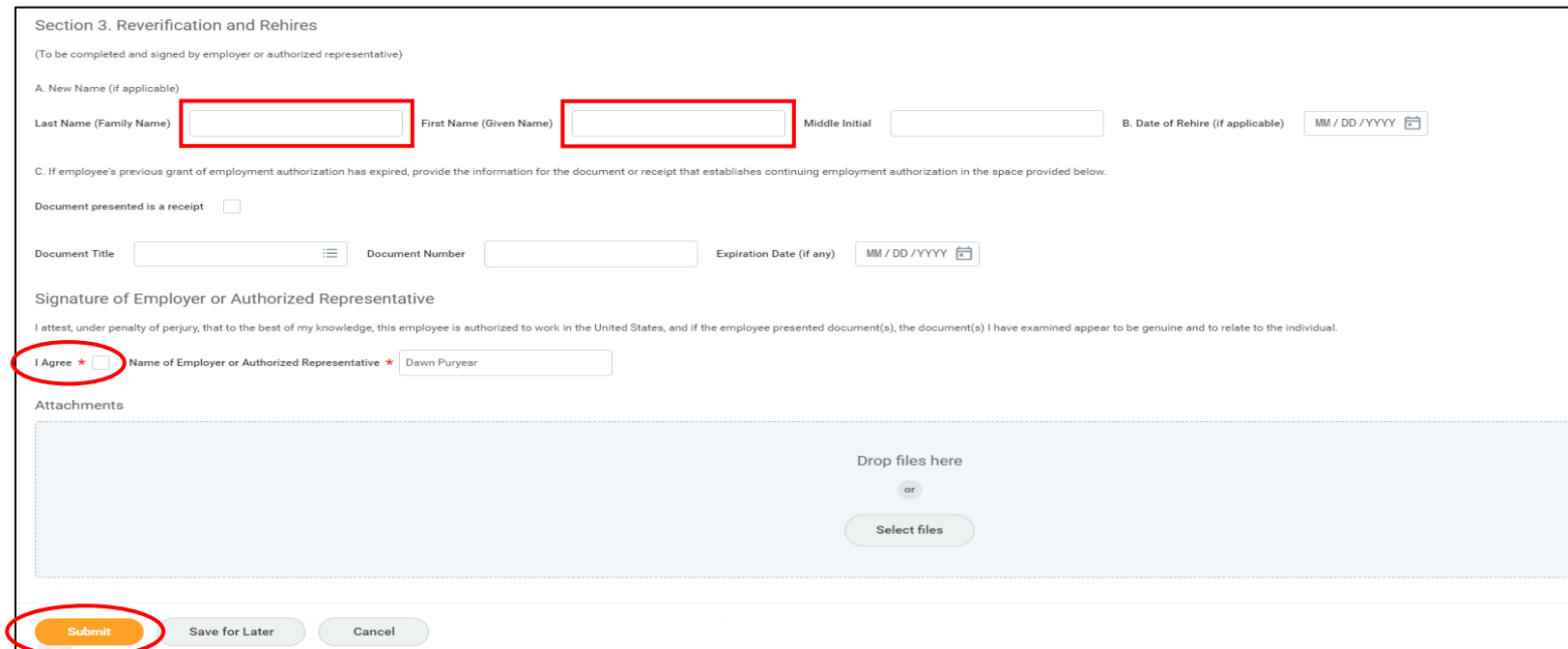


View Form I-9

Amend Form **Section 3 Reverification**

Employment Eligibility Verification
Department of Homeland Security, U.S. Citizenship and Immigration Services
USCIS Form I-9

Fill in the associate's new name in the boxes noted below. Then check **I Agree** and click **Submit**.



Section 3. Reverification and Rehires
(To be completed and signed by employer or authorized representative)

A. New Name (if applicable)

Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable)

C. If employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document presented is a receipt

Document Title Document Number Expiration Date (if any)

Signature of Employer or Authorized Representative

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

I Agree Name of Employer or Authorized Representative *

Attachments

Drop files here
or
Select files

Submit Save for Later Cancel

I-9 & E-Verify Job Aid

OPCO-TO-OPCO TRANSFERS: ASSOCIATES WITH A CURRENT WORKDAY I-9

If the transferred associate previously completed an I-9 within Workday upon hire to the previous company, the receiving company I-9 must still be completed. **The new I-9 will not automatically issue through the transferred employee's Inbox during the standard new hire onboarding process.** Instead, the HR Partner must initiate the process and issue the new I-9 to the transferred associate on the associate's first day of work at the new company.

1. The HR Partner will receive an Inbox task called **Manage Form I-9 Assignment for Worker** on the date of the associate's transfer. Select "Company Change" as the reason. Upon submission, the transferring associate will receive an Inbox task to complete Section 1 of the new I-9.
2. Once the new I-9 is sent to the transferred associate's Inbox, he/she must complete Section 1 on the same day.
3. The HR Partner will then proceed as usual with the completion of Section 2 and submission to the E-Verify process.

The screenshot shows the 'Manage Form I-9 Assignment for Worker' task in Workday. The interface includes a left sidebar with a list of tasks, the main task details, and a form for assigning the task.

Task List (Left Sidebar):

- Manage Form I-9 Assignment: [Redacted] (37 second(s) ago - Due 07/11/2019; Effective 07/09/2019)
- Transfer: [Redacted] (37 second(s) ago - Due 07/11/2019; Effective 07/09/2019)
- Transfer: [Redacted] (41 second(s) ago - Due 07/11/2019; Effective 07/09/2019)
- Transfer: [Redacted] (1 day(s) ago - Due 07/10/2019; Effective 07/08/2019)
- Job Requisition: R0011940 sales Trainee (4 day(s) ago - Due 07/07/2019; Effective 07/05/2019)
- Job Requisition: R0011939 Sales Trainee (4 day(s) ago - Due 07/07/2019; Effective 07/05/2019)
- Job Requisition: R0011781 Outbound Selector (6 day(s) ago - Due 07/05/2019; Effective 07/01/2019)

Main Task Details:

- Title:** Manage Form I-9 Assignment for Worker [Redacted]
- Worker:** [Redacted]
- Related Onboarding Event:** Transfer: [Redacted]
- Completed Employment Authorized Form I-9s for:** [Redacted] (Completed: 02/18/2019) Form I-9 (Rev. 07/17/2017) for [Redacted] (Verification Status: Employment Authorized)
- Organization:** (empty)
- Company:** (empty)
- Reason:** search dropdown menu with 'Company Change' selected.
- Comments:** [Empty text area]

Please note that transferring associates **who do not already have an I-9 in Workday** will continue to have the I-9 automatically populate in their own Inbox during onboarding. The change noted here is only applicable to transferring associates who already have an I-9 in Workday from their prior OpCo.