

Form I-9

- New I-9 forms and I-9 updates are completed in Workday.
- The Form I-9 rules are the same for faculty, student, and staff employees.

Current Active Employee

- **No action is required unless the employee's work authorization changes or expires**
 - The I-9 Partner and the employee will be notified 60 days before the work authorization expiration date on file.
- Update work authorization for employee **with no Workday I-9 on file**
 - The I-9 Partner and the employee coordinate to **Complete Form I-9** task to fill out a new form.
- Update work authorization for employee **with a Workday I-9 on file**
 - The I-9 Partner initiates **Form I-9 Section 3** task to record new work authorization information.

Rehired Previous Employee

- **If an employee is terminated then rehired, some type of I-9 action is always required**
 - Onboarding rules configured in Workday place the correct task in the inbox of the I-9 Partner or the employee.
- **No Workday I-9 On File**
 - As part of Onboarding, the employee receives a task in their inbox to **Complete Form I-9**.
 - The employee completes Section 1 and the task moves to the I-9 Partner's box to view documents and complete Section 2.
- **Workday I-9 signed less than 3 years ago for US Citizens, Permanent Residents, & Non-Citizen Nationals**
 - As part of Onboarding, the I-9 Partner receives a task in their inbox to **Complete Section 3**.
 - The I-9 Partner views new documents only if previous work authorization (List A or List C) document has expired.
- **Workday I-9 signed more than 3 Years ago or any break in service for an Authorized Alien**
 - As part of Onboarding, the employee receives a task in their inbox to **Complete Form I-9**.
 - The employee completes Section 1 and the task moves to the I-9 Partner's box to view documents and complete Section 2.

New Hire

- **No worker profile** in Workday prior to hire
 - As part of Onboarding, the employee receives a task in their inbox to **Complete Form I-9**.
 - The employee completes Section 1 and the task moves to the I-9 Partner's box to view documents and complete Section 2.
- **Contingent or Non-employee** worker profile prior to hire
 - The I-9 Partner and the employee coordinate to **Complete Form I-9** task.
- **Remote hire:** Follow the HR guidelines to collect a paper I-9, then coordinate with HR Records.