# THE FORM I-9 ...HOW TO PROPERLY ENTER YOUR INFO INTO SECTION 1

INSIDE OF WORKDAY OUTSIDE OF WORKDAY



BY FEDERAL LAW, ANY EMPLOYEE ENTERED INTO WORKDAY IS REQUIRED TO FILL OUT AN I-9 AND HAVE THEIR DOCUMENT(S) VERIFIED WITHIN THEIR FIRST THREE BUSINESS DAYS OF EMPLOYMENT.

### STEP I. LOG IN TO WORKDAY

IN YOUR WORKDAY INBOX, AFTER READING THE ONBOARDING INSTRUCTIONS AND SELECTING SUBMIT, YOU WILL FIND THE COMPLETE FORM I-9 INBOX ITEM. THIS IS SECTION 1 OF THE I-9.



### STEP 2. ENTER YOUR PERSONAL INFORMATION

### ENTER THE FOLLOWING:

- YOUR LEGAL NAME
- 2. YOUR RESIDENTIAL ADDRESS
- 3. YOUR SOCIAL SECURITY NUMBER (SSN), PHONE, AND EMAIL.

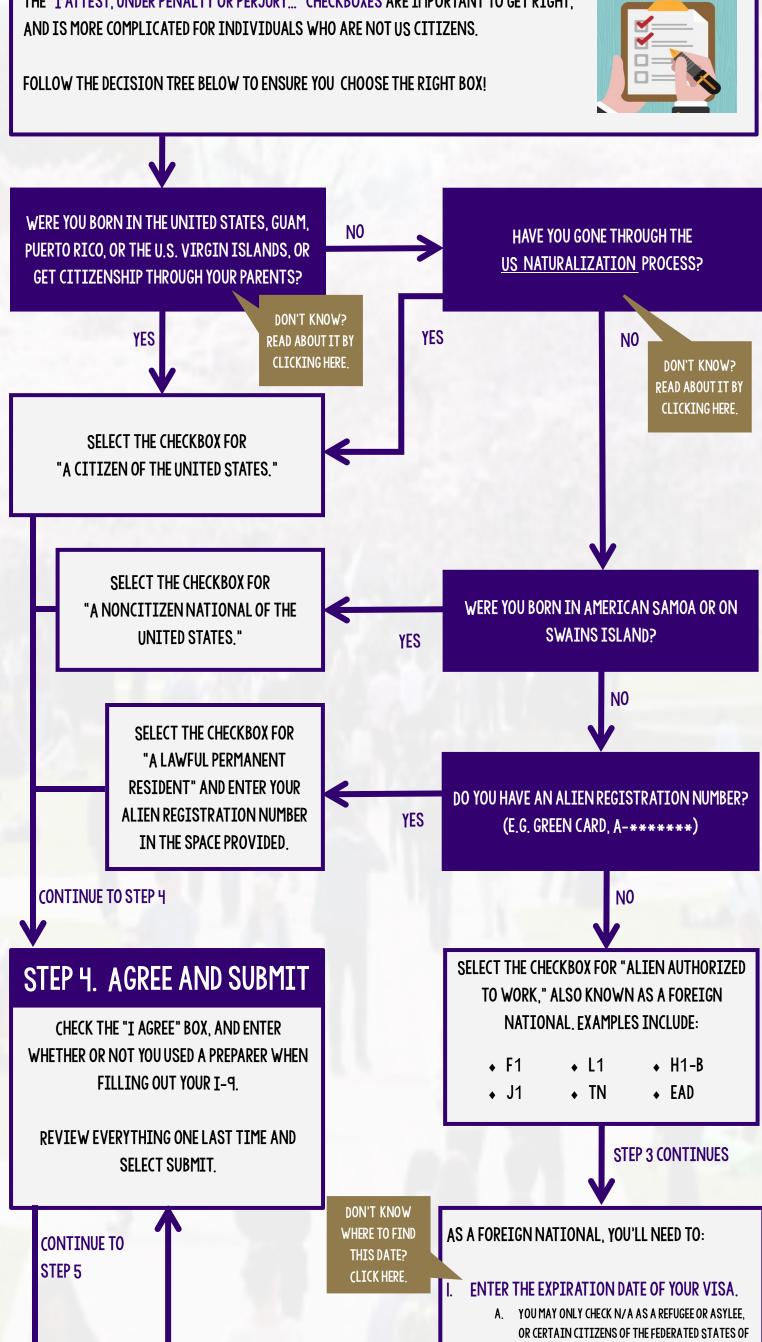
IF YOU DO NOT HAVE AN SSN, IT IS NOT REQUIRED IN THE I-9.

**NEED MORE** DETAIL(S)? CLICK HERE.

## STEP 3. BE CAREFUL CHOOSING YOUR CITIZENSHIP CHECKBOX!

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





- MICRONESIA AND THE REPUBLIC OF THE MARSHALL ISLANDS. B. YOU MAY ONLY CHECK D/S (DURATION OF STAY) AS AN
- F-I NONIMMIGRANT STUDENT ENGAGING IN ON-CAMPUS EMPLOYMENT OR A NONIMMIGRANT UNDER THE COMPACT OF FREE ASSOCIATION BETWEEN THE U.S. AND THE FEDERAL STATES OF MICRONESIA OR THE REPUBLIC OF THE MARSHALL ISLANDS. 2. ENTER "N/A" INTO ALIEN REGISTRATION /
- USCIS NUMBER FIELD.
- 3. ENTER EITHER: A. FORM I-94 ADMISSION NUMBER
  - B. YOUR FOREIGN PASSPORT NUMBER AND
  - **COUNTRY OF ISSUE**

### STEP 5. BRING SECTION 2 DOCUMENTS TO I-9 COORDINATOR

IN YOUR WORKDAY INBOX, THERE WILL BE AN ITEM REMINDING YOU TO SHOW THE

**CONTINUE TO STEP 4** 

PROPER DOCUMENTS TO YOUR I-9 COORDINATOR, YOU MUST DO THIS WITHIN THREE BUSINESS DAYS OF YOUR FIRST DAY OF WORK.

ONCE YOU HAVE SHOWN THEM, AND THEY HAVE COMPLETED SECTION 2 OF THE I-9, YOU

MAY CLICK SUBMIT ON THIS ITEM.

WHAT YOU NEED TO BRING? READ **ABOUT IT BY** CLICKING HERE.

DON'T KNOW