

HR Assistant & HR Partner – I-9 Section 3 (for Rehires)

USER GUIDE

INTRODUCTION

When an employee has been rehired and had previously completed the electronic I-9 form in Workday, **Complete Form I-9 Section 3** will be kicked off to HR Assistants and HR Partners. Nothing is sent to the Employee to complete.

The HR Partners will be taking the lead on completing this task. If there are questions, we will reach out to the department or hiring manager.

This step needs to be completed in a timely manner so that the remaining tasks are sent to the Manager and then the employee to complete.

COMPLETING SECTION 3 FOR REHIRE

1. If an employee has and previously completed the electronic I-9 Form in Workday, HR Partners & HR Assistants will receive a task called **Complete Form I-9 Section 3**. This will be completed prior to the employee’s start date.

*If you do not see this task 1) the employee did not previously complete the electronic I-9 form 2) was not rehired within 3 years of termination or 3) their documents have expired (IE- DL or Passport). They will need to complete the I-9 form that will be triggered off during Onboarding to them.

2. Review the information on the screen. If the employee informs you that their name, date of birth, or Social Security number is different from what they previously provided on the I-9; click the box for *Initiate New Form I-9 as Part of Onboarding*. They will be sent the task of completing a new form.

Initiate New Form I-9 as Part of Onboarding



Note: If ever unsure or feel that a new I-9 form would be appropriate, click Initiate New Form I-9 as Part of Onboarding and the rehired employee will need to complete a brand new I-9 form.

Reach out to Human Resources with any questions or if you need help completing the form: hr@co.marathon.wi.us or 715-261-1451.

3. If there is no change and you do not need to initiate a new I-9 form, go to the bottom for **Section 3: Reverification & Rehires**.

A. Name Change: if the employee has had a name change, you will need to enter that information in **A. New Name**. If they have their Social Security card, review to correctly enter in their information. They also need to do the Name Change task in Workday, if not already done.

Per USCIS, you should take steps to be reasonably assured of your employee’s identity if there has been a legal name change. These are types of documents you could use to verify the name change: *Driver’s License, Social Security Card, Court Document of Name Change- for example: Marriage, Divorce, Legal Name Change.*

B. Verify the **Date of Rehire** is correct. If it is not, enter in the correct rehire date. It will give you a soft alert to verify that the “Date of Rehire should fall within 3 years of the date the form was previously completed”.

Date (mm/dd/yyyy) * 12/04/2023 

C. Would only need to be filled out for Non- U.S. Citizens where their grant of employment or authorization has expired.

4. If there are no changes at all, you can skip right down to the bottom and click the box for **I Agree**, and your name will prefill. Click **Submit**. There is nothing else further to complete.



Note: Department HR Assistants and HR Partners will receive this task in their inbox. If you will not be doing anything with this, leave this task in your inbox and do not click Save for Later.

Once someone saves the task, it is removed from all inboxes and no one else can access the task.