

## Form I-9

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## USER GUIDE

### COMPLETE FORM I-9

To locate this task, click on your **Workday Inbox** and select the **Complete Form I-9** task. *This task needs to be completed no later than the first day of your employment.*



1. Any fields with the red asterisk (\*) are required. Make sure you are entering in your information exactly as it appears on your National ID (SSN or DL) and entering in full and complete information.
2. U.S. Social Security Number is not required here but is helpful information.
3. E-mail address and telephone number are not required on this form, but helpful information.
4. Select the correct box:
  - 1. A citizen of the United States
  - 2. A noncitizen national of the United States (See instructions)
  - 3. A lawful permanent resident (Alien Registration Number/USCIS Number):
  - 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" in the expiration date field. (See instructions)
5. After filling in the field, **review the Signature of Employee** and click **I Agree**
6. If Preparer or Translator was used, fill out the information below.
7. Once complete, hit **Submit**.