

HR Assistant & Partner - I-9 Verification

USER GUIDE

INTRODUCTION

When a new employee has been hired, they will have several items in their Inbox to complete, including Complete Form I-9. This guide walks through how to complete this task. For more information on Onboarding, view the Onboarding for New Hires aid on the Marathon County Support Site.

The completion of the I-9 form is a vital step in the hiring process for all employees as it is used to verify the identity and legal authorization to work in the United States.

Each department has at least one designated **HR Assistant in Workday**, and as part of this role, those individuals **will be responsible for completing part of the I-9 verification process for new hires** in their department.

Please Note: **All steps of I-9 need to be completed by their third day, or they are not authorized to work.**



Note:

If the Complete I-9 Task is not in the employee's Workday inbox, they may have been hired prior to the electronic I-9 form being available in Workday. The employee will need to complete the paper I-9 form: <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

Once the form is filled out by the employee and your department, email just the I-9 Form to: recruiter@co.marathon.wi.us

1. As part of the Onboarding process, new employees will receive several tasks to complete in Workday. On their hire date, they will have the following in their inbox:
 - **Complete Form I-9**
 - Complete Federal Withholding Elections
 - Complete State and Local Withholding Elections
2. Once the Complete Form I-9 task has been completed by the Employee, the **Review Form I-9** task is sent to the Department HR Assistants.

3. Looking at Section 1, verify their **Legal Name, Date of Birth and U.S. Social Security Number matches to their original forms of ID** they have provided. This information is prefilled from what they have already entered in Workday.
4. From Form I-9: "Employers or their authorized representative must complete and **sign Section 2 within 3 business days of the employee's first day of employment.** You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents."

The full lists are available as a dropdown under Document Title on the Review I-9 Task.

5. In **Section 2**, enter in their 2 forms of documentation provided to you. **Enter the information from the form(s) of ID provided by the new employee. These cannot be photocopies. They must be the original forms of ID.**
 - Document Title
 - Document presented is a receipt*
 - Select Issuing Authority
 - Document Number
 - Expiration Date (if any)

Identity and Employment Authorization

Document Title	<input type="text"/>
Document presented is a receipt	<input type="checkbox"/>
Select Issuing Authority	<input type="text"/>
Document Number	<input type="text"/>
Expiration Date (if any)	<input type="text" value="MM/DD/YYYY"/> 

**A receipt indicates that your employee has applied to replace a document that was lost, stolen or damaged, or in some cases, is a temporary document when the actual document is on its way. A receipt is not the actual document.*

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6. In the next Section- Signature of Employer or Authorized Representative, you are certifying that you have:

- (1) examined the document(s) presented by the above-named employee,
- (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and
- (3) to the best of my knowledge the employee is authorized to work in the United States.

7. Enter in the employee's first day of employment. If the form is being completed after the first 3 days, you will need to enter in the **Overdue Reason** at the bottom.

For reason, select: "awaiting social security number, other, or technical problems" – the remaining two reasons do not apply. If selecting "Other" you need to enter a full explanation in the Overdue Reason Other area.

The employee's first day of employment: 

Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)

State *

Overdue Reason

Overdue Reason Other

8. Under Signature of Employer or Authorized Representative, click the I Agree box. Your information will prefill- Title, Name and Marathon County.

Signature of Employer or Authorized Representative
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree * Title of Employer or Authorized Representative *

Last Name of Employer or Authorized Representative *

First Name of Employer or Authorized Representative *

Employer's Business or Organization Name *

Employer's Business or Organization Address (Street Number and Name) *

City or Town * State *

ZIP Code *



Note: When entering in the SSN if it does not match to what the employee entered, Workday will give you an alert. At this point, **Send Back** the document to be corrected by the Employee. Make sure they complete this task right away.

- 9.** Once done and all information is correct, click **Approve**. If the employee has entered in anything incorrectly, click the **Send Back** button. Make sure they complete this task right away.
- 10.** The last task of **Final US Employment Verification Status** will be sent to HR Assistant and HR Partner. The person that approved the I-9 form needs to complete this task.

Choose **Employment Authorized** and click **Submit**. The I-9 process is now fully completed.

Final U.S. Employment Verification Status Patti Mayonnaise 

Employment Start Date 03/07/2023 8 minute(s) ago - Effective 03/07/2023

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 *

Final E-Verify Case Number

Comment

(Please note that this task was required and could not be removed from the process)



Notes: All steps of I-9 need to be completed by their third day, or they are not authorized to work.

The new employee needs to provide the HR Assistant their original forms of ID (no photocopies) used to complete Step 2.

The employee can always come to HR and an HR Partner can help and then complete Step 2 and Final US Verification.

Please reach out to Human Resources with any questions.