

Use this job aid to complete your I-9 form.

## Complete I-9 form.

Navigate to your Workday inbox:



1. Select the **Complete Form I-9** task.



NOTE: A red asterisk\* indicates a field is required.

2. In the **Employee Information and Attestation** section, edit the following information if applicable:

- **Last Name (Family Name)**
- **First Name (Given Name)**
- **Address (Street Number and Name)**
- **City or Town**
- **State**
- **Zip Code**
- **Date of Birth**
- **U.S. Social Security Number**
- **Employee's E-mail Address**
- **Employee's Telephone Number**
- Select one of the following:
  - I. A citizen of the United States
  - II. A noncitizen national of the United States (See Instructions)
  - III. A lawful permanent resident (Alien Registration Number/USCIS Number)

- IV. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

- If applicable, edit **Alien Registration Number/USCIS Number, Form I-94 Admission Number, or Foreign Passport Number** fields.

3. In the **Signature of Employee** section, click **I Agree**.
4. In the **Preparer and/or Translator Certification**, select one:
  - I did not use a preparer or translator.
  - A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
  - If a preparer(s) and/or translator(s) assisted to complete Section 1, edit the following:
    - I. **How Many?**
    - II. Select **I Agree**
    - III. **Last Name (Family Name)**
    - IV. **First Name (Given Name)**
    - V. **Address (Street Number and Name)**
    - VI. **City or Town**
    - VII. **State**
    - VIII. **Zip Code**
5. Click **Submit** and **Done**.