# WDI9: I-9 Center Topics Covered

<table>
<thead>
<tr>
<th><strong>Introduction to Workday</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workday Demonstration</strong></td>
</tr>
<tr>
<td><strong>Employee I-9 Process:</strong> Direct Employee to the Workday I-9 Form</td>
</tr>
<tr>
<td><strong>I-9 Center Process:</strong> Locate the Employee’s I-9 Form in Workday</td>
</tr>
<tr>
<td><strong>I-9 Center Process:</strong> Review Employee’s Documents and Record in Workday</td>
</tr>
<tr>
<td><strong>I-9 Center Process:</strong> Enter Final Verification in Workday</td>
</tr>
<tr>
<td><strong>I-9 Center Process:</strong> I-9 Paper Form Process</td>
</tr>
</tbody>
</table>

## Appendix:

<table>
<thead>
<tr>
<th><strong>I-9 Process for Lawful Permanent Resident</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I-9 Process for Alien Authorized to Work</strong></td>
</tr>
<tr>
<td><strong>Where to find I-9 Instructions within Workday</strong></td>
</tr>
<tr>
<td><strong>Quick Reference Guide for I-9 Process</strong></td>
</tr>
</tbody>
</table>
Working at Yale involves the use of university information that is not available to the general public

- University operations, business processes, sensitive information...

- Certain categories of information are highly confidential
  - Salary information, financial data, medical information, research...

- It is likely that your I-9 role in Workday gives you access to confidential information, possibly information that you did not have access to before

University information may not be accessed by or disclosed to anyone who does not have a business need for that information.

Confidential information should not be discussed unless there is a business need to do so.
Our Responsibility as an Employer

- We must verify the identity and employment eligibility of every employee hired after November 6, 1986.

- The Form I-9 must be retained for inspection; after termination, we must retain the Form I-9 until 3 years after the date of hire or 1 year after the date of termination, whichever is later.

- We must refrain from violating or circumventing the Form I-9 process, including anti-discrimination requirements of the law, or we may be subject to civil and/or criminal penalties.

→ What does this mean for you as an I-9 Center?

You must process the I-9 for anyone who visits your Center to have their I-9 processed. You cannot refer them to another I-9 Center – this is discriminatory.
Who Needs to Complete the Form I-9?
All individuals hired after November 6, 1986 to work in the U.S., including:
  • Faculty and Academic Staff – including postdoctoral associates
  • Staff: Full-time/Part-time
  • Temps/Casuals
  • Students

Who does NOT have to complete the Form I-9?
  • Honorarium recipients
  • Consultants or agency temps

When is the Form I-9 Completed?
It must completed by the employee anytime after the offer of employment has been accepted but before the end of the first day of employment. It must be reviewed and approved by no later than the third day of employment (end of day Thursday if the employee started work Monday).

Where is the Form I-9 Completed?
In Workday or on paper. Is it approved at a Yale I-9 Center. No I-9 Centers can refuse to complete an I-9.
Introduction to Workday

Where the I-9 can be Completed Online
Introduction to Workday

Workday is...

- Workday is our system of record for:
  - Human Resources, Payroll, Academic information and Financials

- Workday’s environment is intuitive and easy to navigate

- Workday is accessible using any device with an internet connection
  - PC, Mac, iPhone, Android, iPad, Tablet...
Workday@Yale Help Resources

Help resources are available for performing Workday-related tasks

- Training Guides
- Videos

To find help resources:

- From within Workday:
  Click your name on the Workday blue header bar and select: Help

- Go to the Workday@Yale training website: http://workday.training.yale.edu

- Contact the Employee Service Center:
  - Email: employee.services@yale.edu
  - Phone: 203-432-5552
Employee Role in I-9 Process:

What the Employee is Responsible for Completing
If the Employee has not already completed the Workday Form I-9:

- Guide the employee to their Workday inbox to search for the task: **Complete Form I-9**

- If necessary, explain which fields are to be completed and then give the employee time to complete the form in privacy

- All fields with a red asterisk are required; also required is the “Preparer and/or Translator Certification”

- Remind the employee to click the Submit button once the form is completed

- Have the employee log out of Workday **and close the browser**

- For additional information, visit the official I-9 website: [http://www.uscis.bov/i-9](http://www.uscis.bov/i-9)
1. Visit **It’s Your Yale**: [http://your.yale.edu/](http://your.yale.edu/)

2. Click **Workday**

3. Login with your **NetID** and **Password**
The first time the employee logs into Workday, this screen will appear.

Click: **Let’s get started!**
Employees can access their I-9 task two ways:

Click the **Getting Started** worklet

Click the **Inbox** worklet
The employee will see all the tasks that need to be completed as a part of their onboarding process.

Begin the I-9 task by selecting the Inbox message: **Complete Form I-9**

If they don’t see the Form I-9 task but they do see the Contact and/or Personal Information tasks, have the employee complete both of those tasks; the Form I-9 will then appear.
Employee Instructions

- The Form I-9 opens in the Inbox

  **NOTE:** Informational text appears at the top of the form:

  You must bring your original identification and employment eligibility documents to an I-9 Center once you have completed and submitted your portion of the electronic Form I-9 so that it can be reviewed and approved by a Yale representative.

  All I-9 Center locations and hours of operation, as well as a list of acceptable identification documents, can be found [here](#). If you visit an I-9 Center prior to your first day of work, please bring a copy of your offer letter with you.

  Note: The information (name, address, etc.) that appears in Section 1 of your Form I-9 was collected during your hire. Please update any incorrect information.

- The employee completes the form
  - *All fields with a red asterisk* are required; also required is the “Preparer and/or Translator Certification”

- Once all information is entered, click Submit

- The employee must bring original identification document(s) to any I-9 Center to complete the process
Form I-9

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047
Expires 08/31/2019

START HERE: Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

Form I-9 Instructions:

ANTI-Discrimination Notice: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) *: Moodley  
First Name (Given Name) *: Bronson  
Middle Initial:  

Other Last Names Used (if any):  

Address (Street Number and Name) *: 100 Main Street  
Apartment Number:  
City or Town *: New Haven  

State *: CT  
ZIP Code *: 06611  

Date of Birth *: 01/01/1990  
U.S. Social Security Number: 123-45-6789  
Employee's E-mail Address:  

Employer's Telephone Number: +1 (203) 777-3876  

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ A citizen of the United States

☐ A noncitizen national of the United States (See instructions)

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):  

☐ 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)

- 16 -
Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

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 ✗

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [x] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Agree ✗

Last Name (Family Name) ___________________________ First Name (Given Name) ___________________________

Address (Street Number and Name) ___________________________ City or Town ___________________________ State ______

ZIP Code ___________________________
The employee submits the completed Form I-9

The completed form appears in the Workday Inbox of everyone who holds the Workday I-9 Center role

When the employee arrives with their documentation, anyone with the I-9 Center role can access the employee record and complete the next step

- It is the responsibility of the employee to provide the I-9 Center with the original documentation required for the I-9 Center to complete Section 2 of the Form I-9
I-9 Center Role:

What the I-9 Center is Responsible for Completing
Open Completed Form I-9 in Workday

When the employee arrives with their documentation, the I-9 Center accesses the employee’s completed Form I-9:

- In the Search box, type the employee’s name
- Select the **employee’s name**
- Select: **Job** tab
- Select: **Worker History** tab
- Select: **Complete Form I-9**
  (you may have to scroll down or use the filter to find the task in the Business Process list)
Review the Employee’s Form I-9

- Select: **Review →** The Form I-9 opens with the employee portion completed
- You must confirm that the employee portion has been filled out correctly

- **Do not** ask the employee for specific documents; all you can do is show them the list of acceptable documents and review what they present
Form I-9 Section 2: Review Employee Documents

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representatives 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 "List of Acceptable Documents."

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity and Employment Authorization</td>
<td>Identity</td>
<td>Employment Authorization</td>
</tr>
<tr>
<td>Document presented is a receipt</td>
<td>Document Title</td>
<td>Document presented is a receipt</td>
</tr>
<tr>
<td>Document Title</td>
<td>Select Issuing Authority</td>
<td>Document Title</td>
</tr>
<tr>
<td>Select Issuing Authority</td>
<td>Document Number</td>
<td>Select Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
<td>Expiration Date (if any)</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Code (if any)</td>
<td></td>
<td>Expiration Date (if any)</td>
</tr>
<tr>
<td>Document Title</td>
<td></td>
<td>Expiration Code (if any)</td>
</tr>
<tr>
<td>Select Issuing Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Issuing Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Issuing Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Information:

Certification: I attest, under penalty of perjury that (1) I have 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.

The employee's first day of employment: [MM/DD/YYYY] (See instructions for exceptions)

Signature of Employer or Authorized Representative:

By checking the I Agree check box, I acknowledge that I have read the above statement and am electronically signing this Form I-9.

I Agree: [ ] Title of Employer or Authorized Representative: [ ]

Coordinator:

[Image]

- 22 -
I-9 Center: Complete Employer Verification

The Workday electronic form has the same fields as the paper Form I-9

- Scroll down to Section 2: **Employer or Authorized Representative Review and Verification**

- Complete **List A**  **OR**  **List B**  **AND**  **C**

- Enter the employee’s **first day of employment** (Job tab > Job Details > Hire Date)

  The employee's first day of employment:  

- Check the **I Agree** box

- Click **Approve**

  **Note: If the I-9 is Overdue, you must choose an Overdue Reason.**

  Overdue Reason

  Overdue Reason Other

  * If you choose “Other” as the Overdue Reason, you must also populate the Overdue Reason Other box

* A Yale ID card is an acceptable List B document.
I-9 Center Final Verification

⋆⋆⋆ The Process is NOT Complete ⋆⋆⋆

- Go to your Inbox (click your name top right)
- The employee Form I-9 you just approved will be in your Inbox
- Select the item to open the Final U.S. Employment Verification Status
I-9 Center: Confirm Document Verification

- In the **U.S Employment Verification Status** field, click the prompt icon
- Select **Employment Authorized** *(this replaces Authorization Pending)*

![Image of U.S. Employment Verification Status dropdown]

- A comment is required – type: **Documents verified**

![Image of Verification form with Employment Authorized selected]

- Click **Submit** to complete the I-9 process
I-9 Center: Reverification

For any employee who completed an electronic I-9 in Workday, their I-9 can be reverified if their work authorization has expired.

1. Type **Sec 3** in the search box, and click on the **Complete Form I-9 Section 3** task when it appears below the search box.

2. Enter the employee’s name, press Enter on your keyboard, select the I-9 if necessary, then click **OK**.

3. Scroll down to **Section 3**, **only complete A and B if necessary**, then complete C.

4. Check **I Agree**, then click **Submit**.
For any employee who previously completed an electronic I-9 in Workday and is unable to use the Reverification option detailed on the prior slide because citizenship status changes cannot be recorded, they must use the Complete Form I-9 Document Reverification (Deprecated) process.

1. Have the employee type i-9 rev in the search box and click on the Complete Form I-9 Document Reverification (Deprecated) task when it appears below the search box.

2. Follow the steps on slide 10 (skip the first bullet) of this presentation to guide the employee, and then perform your review as detailed on slides 20-23.

3. The Final U.S. Employment Verification Status step is not required when using this reverification process to record citizenship changes.
### What is a receipt?

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Who may present this receipt?</th>
<th>Is this receipt proof of employment authorization and/ or identity?</th>
<th>How long is this receipt valid?</th>
<th>What must the employee present at the end of the receipt validity period?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A receipt for a replacement of a lost, stolen, or damaged document</td>
<td>All employees</td>
<td>A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C).</td>
<td>90 days from date of hire or, for reverification, 90 days from the date employment authorization expires.</td>
<td>The actual document for which the receipt was issued.</td>
</tr>
<tr>
<td>The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph</td>
<td>Lawful permanent residents</td>
<td>Employment authorization and identity (List A).</td>
<td>Until the expiration date of the Temporary I-551 stamp, or if no expiration date, one year from date of admission.</td>
<td>The actual Form I-551 (Permanent Resident Card, or “Green Card”).</td>
</tr>
<tr>
<td>The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp</td>
<td>Refugees</td>
<td>Employment authorization and identity (List A).</td>
<td>90 days from date of hire or, for reverification, 90 days from the date employment authorization expires.</td>
<td>An unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card.</td>
</tr>
</tbody>
</table>
Can I accept a receipt as documentation? Yes:
- Record the document title in Section 2 under List A, List B, or List C, as applicable.
- Write the word “receipt,” the document title and number and the last day that the receipt is valid.

Can I accept expired documents? No

What should I do if an employee has expired documents, and cannot provide adequate unexpired documents that will allow me to process their I-9?
- Inform the employee that you cannot process their I-9 at this time. Ask them to return to an I-9 Center as soon as they have the necessary unexpired documents.
- Then, immediately contact Employee Services at 203-432-5552 or employee.services@yale.edu. A case will be created and escalated to the I-9 Support Team and the HR Generalist (HRG) for that employee’s department. The HRG may contact the employee, his/her supervisor and the departmental Lead Administrator to inform them that the employee cannot be allowed to work until the I-9 has been completed.
I-9 Center: F-1 Students

- Yale F-1 students working on campus
  The combination of the following documents is considered a List A document, evidencing both identity and employment authorization:
  1. The student’s unexpired foreign passport
  2. A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status
  3. A valid Form I-20 issued by Yale University
     (Note: F1 students cannot work on campus after they graduate – this date is noted as the “Program End Date” on the I-20 – unless they are authorized for OPT and unless that post-graduation position is related to their field of study)

- Non-Yale F-1 Students with CPT authorization
  The combination of the following documents is considered a List A document, evidencing both identity and employment authorization:
  1. The student’s unexpired foreign passport
  2. A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status
  3. Form I-20 with the Designated School Official’s endorsement for employment on page 3

- F-1 Students with OPT (Optional Practical Training Authorization)
  A valid USCIS issued EAD – Employment Authorization Document – is sufficient documentation for completing List A.
H-1B status allows an non-immigrant to work for a specific employer in a specific position.

An individual who has permission to work at Yale will have an I-797 approval notice which notes Yale as the employer.

The I-94 card will have a specific expiration date. This is the date to which the individual is authorized to work and the date that goes on the I-9.

Either of the following combinations are considered evidence of both identity and employment authorization:

Two List A documents
1. The employee’s unexpired foreign passport
2. An unexpired Form I-94 indicating H-1B nonimmigrant status

One List B document and One List C document
1. Any document from List B
2. An unexpired Form I-94 indicating H-1B nonimmigrant status (List C)
I-9 Center: H-1Bs – Option 1 (List A)

By checking one of the boxes below, I acknowledge that I have read the below attestation, and attest under penalty of perjury that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident ( Alien Registration Number/USCIS Number):
  [D] 08/31/2017
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
  OR Form I-94 Admission Number:
  1. Alien Registration Number/USCIS Number:
  2. Form I-94 Admission Number: [C]

List A
Identity and Employment Authorization

- Document presented is a receipt
  - Document Title
  - Select Issuing Authority
  - Document #
  - Expiration Date

List B
Identity

- Document presented is a receipt
  - Document Title
  - Select Issuing Authority
  - Enter Issuing Authority
  - None of the above

List C
Employment Authorization

- Document presented is a receipt
  - Document Title
  - Document #
  - Expiration Date
I-9 Center: H-1Bs – Option 2 (List B & C)
The combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- **Yale students in J-1 Status**
  1. The exchange visitor’s unexpired foreign passport
  2. A valid Form I-94 or I-94A indicating J-1 nonimmigrant status
  3. Form DS-2019* issued by Yale University/OISS – end date of this form is the expiration date for employment

*If the DS-2019 is issued by another organization, a letter or other documentation from the Responsible Officer authorizing employment at Yale

- **Yale scholars in J-1 Status**
  1. The exchange visitor’s unexpired foreign passport
  2. A valid Form I-94 or I-94A indicating J-1 nonimmigrant status
  3. Form DS-2019* issued by Yale University/OISS – end date of this form is the expiration date for employment

*If the DS-2019 is issued by another organization, Yale must be included on the DS-2019 or the individual must present a letter from the Responsible Officer authorizing employment at Yale
I-9 Center: J-1 Exchange Visitors

By checking one of the boxes below, I acknowledge that I have read the below attestation, and attest under penalty of perjury that I am (check one of the following):

A citizen of the United States
A noncitizen national of the United States (See Instructions)
A lawful permanent resident (alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 08/31/2017

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number:

OR
2. Form I-94 Admission Number: 65989907530

List A

<table>
<thead>
<tr>
<th>Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document presented is a receipt:</td>
</tr>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Select Issuing Authority:</td>
</tr>
<tr>
<td>Document #:</td>
</tr>
<tr>
<td>Expiration Date: MM/DD/YYYY</td>
</tr>
</tbody>
</table>

List B

<table>
<thead>
<tr>
<th>Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document presented is a receipt:</td>
</tr>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Select Issuing Authority:</td>
</tr>
<tr>
<td>Document #:</td>
</tr>
<tr>
<td>Expiration Date: MM/DD/YYYY</td>
</tr>
</tbody>
</table>

List C

<table>
<thead>
<tr>
<th>Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document presented is a receipt:</td>
</tr>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Select Issuing Authority:</td>
</tr>
<tr>
<td>Document #:</td>
</tr>
<tr>
<td>Expiration Date: MM/DD/YYYY</td>
</tr>
</tbody>
</table>
Dependents of J-1 exchange visitors are classified as J-2 non-immigrants and are only authorized to work if the Department of Homeland Security has issued them an Employment Authorization Document (EAD), also known as Form I-766. Although referred to as a document or Form, the EAD is actually a card (see sample below). A J-2 nonimmigrant’s foreign passport and Form I-94/I-94A are not evidence of identity and employment authorization for purposes of Form I-9. The EAD (Form I-766) has an expiration date printed on the face of the card. The EAD must be re-verified upon expiration.
TN or Trade NAFTA status is available only to citizens of Canada or Mexico.

TN status allows an non-immigrant to work for a specific employer in a specific position for a specific period of time. The expiration date is noted on the front of the I-94 and the employer is noted on the back.

The expiration date noted on the I-94 is the date to which the individual is authorized to work and the date that is recorded on the I-9.

The combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

1. The employee’s unexpired foreign passport
2. An unexpired Form I-94 indicating TN nonimmigrant status with a notation on the back of the card indicating Yale is the employer
I-9 Center: TNs

By checking one of the boxes below, I acknowledge that I have read the below attestation, and attest under penalty of perjury that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number):
  - An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 09/15/2006

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: [Redacted]
2. Form I-94 Admission Number: 12345678901

List A
Identity and Employment Authorization
Document presented is a receipt: [ ]
Document Title: [ ]
Select Issuing Authority: [ ]
Document #: [ ]
Expiration Date: [MM/DD/YYYY]

List B
Identity
Document presented is a receipt: [ ]
Document Title: [ ]
Select Issuing Authority: [ ]
Document #: [ ]
Expiration Date: [MM/DD/YYYY]

List C
Employment Authorization
Document presented is a receipt: [ ]
Document Title: [ ]
Document #: [ ]
Expiration Date: [MM/DD/YYYY]
How to Process a Paper Form I-9
Paper Form I-9 Process

- Review the completed paper Form I-9 and identification document(s)
- Search for the employee in Workday, and open the employee’s record
- Select the **Personal tab**, then select the **IDs tab**
- Click **Edit**, then select **Edit Other IDs for Worker**
- If there is no I-9 Other ID, select + to insert a new row
  If there is already an I-9 Other ID, skip the following bullet point
- In the **Other ID Type** column, click the prompt ✗ and select **I-9 Status** from the list
- Complete the **Identification #, Issued Date (and Expiration date if required)**
  
  * **Note:** The **Identification #**
    Choose one of the following options, and *enter it exactly as it appears below*
    - No - Not Required
    - Yes - Alien Authorized To Work
    - Yes - Lawful Permanent Resident
    - Yes - U.S. Citizen
  
  * **Note:** The **Issued Date** is the date you (on behalf of Yale) are approving the I-9

- When done, click 

- Scan Form I-9 into FileNet
If a paper Form I-9 has been submitted, the electronic Form I-9 in the Workday Inbox must be cancelled.

1. Search for the employee in Workday, and open the employee’s record
2. Select: Job tab
3. Select: Worker History tab
4. Scroll down the business process list, locate Complete Form I-9
5. Select the related actions button
6. Hover over Business Process and select Cancel

7. Type the following into the Comment box: Paper I-9 form submitted.
8. Click: Submit
# Form I-9: Workday vs paper

<table>
<thead>
<tr>
<th>Workday</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Approve form</td>
<td>Review/Approve Form</td>
</tr>
<tr>
<td>Finalize authorization</td>
<td>Enter Other ID</td>
</tr>
<tr>
<td></td>
<td>Enter Issued Date</td>
</tr>
<tr>
<td></td>
<td>Enter Expiration Date (if applicable)</td>
</tr>
<tr>
<td></td>
<td>Cancel Workday Form I-9</td>
</tr>
<tr>
<td></td>
<td>Scan into FileNet</td>
</tr>
</tbody>
</table>
Workday Demonstration
Congratulations!

You have completed:

Workday I-9 Center Training
APPENDIX
If either of the following options are elected by the employee, there are different document options that Workday will populate in List A based on the selection:

- A lawful permanent resident (Alien Registration Number/USCIS Number):
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Lawful Permanent Resident (Alien Registration Number/USCIS Number)

List A Document Options:

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" document title, issuing authority, document number, and expiration date, if any.)

List A

Identity and Employment Authorization

Document Title

Select Issuing Authority

Document #

Expiration Date

Document Title

Select Issuing Authority

Document #

Expiration Date

Document Title

Document #

Expiration Date

Foreign Passport

Permanent Resident Card (Form I-551)
List A Document Options:

List A
Identity and Employment Authorization

- Document presented is a receipt

Document Title

Select Issuing Authority
- I-94 or I-94A departure portion
- Foreign Passport
- Employment Authorization Document (Form I-766)
- FSM or RMI Passport

Expiration Date (if any)

Document Title
List B and C provide other documentation options for employees who do not provide a List A document

Reference:
- The Federal Government I-9 website is:
  - [http://www.uscis.gov/i-9](http://www.uscis.gov/i-9)
1. Log into Workday
2. Click the Inbox icon
3. Click the **Complete Form I-9** task*, fill out all red asterisk fields, and click **Submit**
   *If there is no I-9 task in your Inbox, type **Complete Form I-9** in the search box and click on that task when it appears below the search box
4. Bring any required documents to an I-9 Center

**Yale University I-9 Centers**

**Additional I-9 Information**

---

2. **I-9 Center Task**

1. Search for the employee and open their profile
2. Click on the **Job** tab (note the **Hire Date** for step 7 below), then click on the **Worker History** subtab
3. Click on the I-9 task in the **Business Process** column
4. Click **Review**
5. Scroll down to **Section 2**
6. Complete List A OR Lists B & C
7. Enter the employee’s first day of work
   - *If overdue, you must choose an **Overdue Reason***
   - *If the reason is Other you must type in what the reason is*
8. Check **I Agree**, then click **Approve**

3. **I-9 Center Verification**

1. Click the Inbox icon on the home page
2. Click the task: **Complete Form I-9** for the employee you just approved
3. In the **Final U.S. Employment Verification Status** field, click the prompt icon
4. Select: **Employment Authorized**
5. In the Comment field type: **Documents verified**, then click **Submit**

4. **I-9 Center Reverification**

1. Type **Sec 3** in the search box, and click on the **Complete Form I-9 Section 3** task when it appears below the search box
2. Enter the employee’s name, select the I-9 if necessary, then click **OK**
3. Scroll down to **Section 3**, **only complete A and B if necessary, then complete C**
4. Check **I Agree**, then click **Submit**

---

5. **I-9 Center Reverification with Changed Citizenship Status**

1. Have the employee type **i-9 rev** in the search box and click on the **Complete Form I-9 Document Reverification (Deprecated)** task when it appears below the search box; follow the steps on slide 10 (skip the first bullet) of this presentation to guide the employee, and then perform your review as detailed on slides 20-23

**Yale**

Rev 02/15/2017
I-9 Reminder Notifications – Missing I-9

Notification to Employee:

Our records indicate that your I-9 Form has not yet been reviewed and approved by a Yale representative.

You must visit an I-9 Center immediately for this review. Before visiting, please complete your I-9 Form in Workday if you have not already done so. If it does not appear in your Workday Inbox, type "Complete Form I-9" in the search box, then click on the Task link that appears below the search box with that title. Please bring the proper documentation with you when you visit an I-9 Center. Here is a list of Yale's I-9 Centers, including their location and hours of operation, and the list of acceptable identification documents:

http://www.yale.edu/hronline/resources/docs/yale-i-9-centers.pdf [←copy and paste this link into a web browser]

If you do not have these documents with you today, bring them with you tomorrow (or your next scheduled work day) and visit an I-9 Center before returning to your office. Your department has been instructed to ensure that you have completed this task before allowing you to return to work.

If you have any questions or concerns, please contact Employee Services at 203-432-5552 or employee.services@yale.edu. Thank you for your prompt attention to this important matter.

Notification to Business Office and HR Support roles:

Our records indicate that any employee listed below has not had their I-9 Form reviewed and approved by a Yale representative, and has missed the deadline for visiting an I-9 Center by the end of their fourth day of employment.

Please instruct the employee to visit an I-9 Center immediately, and to bring the proper documentation with them. Before visiting, direct the employee to complete their I-9 Form in Workday if they have not already done so, and then bring the proper documentation with them when they visit an I-9 Center. If the I-9 Form task does not appear in their Workday Inbox, have them type "Complete Form I-9" in the search box, then click on the Task link that appears below the search box with that title. Here is a list of Yale's I-9 Centers, including their location and hours of operation, and the list of acceptable identification documents:

http://www.yale.edu/hronline/resources/docs/yale-i-9-centers.pdf [←copy and paste this link into a web browser]

If the employee does not have these documents with them today, have the employee bring the documents tomorrow (or the next scheduled work day) to an I-9 Center before beginning work. You should not allow the employee to return to work until this is done.

If you have any questions or concerns, please contact Employee Services at 203-432-5552 or employee.services@yale.edu. Thank you for your prompt attention to this important matter.
I-9 Reminder Notifications – Expired I-9

Notification to Employee:

Our records indicate that your I-9 Form has expired.

If your work authorization has been extended, please submit a new I-9 today in Workday (type "Complete Form I-9" in the search box, then click on the Task link that appears below the search box with that title), and then immediately bring the proper documentation to one of the I-9 Centers located around campus. If you are unable to complete an I-9 in Workday and see a message that says "Status: Your employment eligibility has already been verified. A new Form I-9 is not required.", you must complete a paper I-9 at a Yale I-9 Center.

Here is a list of Yale's I-9 Centers, including their location and hours of operation, and the list of acceptable identification documents:

http://www.yale.edu/hronline/resources/docs/yale-i-9-centers.pdf [←copy and paste this link into a web browser]

If you do not have these documents with you today, bring them with you tomorrow (or your next scheduled work day) and visit an I-9 Center before returning to your office. Your department has been instructed to ensure that you have completed this task before allowing you to return to work.

If you have any questions or concerns, please contact Employee Services at 203-432-5552 or employee.services@yale.edu. Thank you for your prompt attention to this important matter.

Notification to Business Office and HR Support roles:

Our records indicate that any employee listed below has expired work authorization.

If an employee's work authorization has been extended, please instruct the employee to complete a new I-9 Form in Workday now (have them type "Complete Form I-9" in the search box, then click on the Task link that appears below the search box with that title), and then immediately visit an I-9 Center, making sure to bring the proper documentation with them. If they are unable to complete an I-9 in Workday and see a message that says "Status: Your employment eligibility has already been verified. A new Form I-9 is not required.", they must complete a paper I-9 at a Yale I-9 Center.

Here is a list of Yale's I-9 Centers, including their location and hours of operation, and the list of acceptable identification documents:

http://www.yale.edu/hronline/resources/docs/yale-i-9-centers.pdf [←copy and paste this link into a web browser]

If the employee does not have these documents with them today, have the employee bring the documents tomorrow (or the next scheduled work day) to an I-9 Center before beginning work. You should not allow the employee to return to work until this is done.

If you have any questions or concerns, please contact Employee Services at 203-432-5552 or employee.services@yale.edu. Thank you for your prompt attention to this important matter.
I-9 Reminder Notifications – Expiring I-9

Notification to Employee:

Our records indicate that your I-9 Form will expire in 2 months. Once it expires, you will not be able to work unless or until you have completed a new I-9 and submitted your documents for review at an I-9 Center. You can continue to work for the next two months even if no new I-9 is completed.

If your work authorization has been extended, please submit a new I-9 in the next 2 months in Workday (type "Complete Form I-9" in the search box, then click on the Task link that appears below the search box with that title), and then bring the proper documentation to one of the I-9 Centers located around campus. If you are unable to complete an I-9 in Workday and see a message that says "Status: Your employment eligibility has already been verified. A new Form I-9 is not required.", you must complete a paper I-9 at a Yale I-9 Center.

Here is a list of Yale's I-9 Centers, including their location and hours of operation, and the list of acceptable identification documents:

http://www.yale.edu/hronline/resources/docs/yale-i-9-centers.pdf [←copy and paste this link into a web browser]

If you have any questions or concerns, please contact Employee Services at 203-432-5552 or employee.services@yale.edu. Thank you.

Notification to Business Office and HR Support roles:

Our records indicate that the I-9 Form of the employee(s) listed below will expire in 2 months. They can continue to work for the next two months even if no new I-9 is completed.

If an employee's work authorization has been extended, please direct them to submit a new I-9 in the next 2 months in Workday (have them type "Complete Form I-9" in the search box, then click on the Task link that appears below the search box with that title), and then bring the proper documentation to one of the I-9 Centers located around campus. If they are unable to complete an I-9 in Workday and see a message that says "Status: Your employment eligibility has already been verified. A new Form I-9 is not required.", they must complete a paper I-9 at a Yale I-9 Center.

Here is a list of Yale's I-9 Centers, including their location and hours of operation, and the list of acceptable identification documents:

http://www.yale.edu/hronline/resources/docs/yale-i-9-centers.pdf [←copy and paste this link into a web browser]

If you have any questions or concerns, please contact Employee Services at 203-432-5552 or employee.services@yale.edu. Thank you.