

The Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. This form is required for all new hires, rehires with an inactive Form I-9, and for employees taking on an additional job in another institution within the UA System.

The new hire will complete self-service onboarding tasks that are sent to their Workday inbox.

The first goal in completing the Form I-9 is to have all employees complete their Form I-9 Section 1 prior to or on their first day of work.

In the event the employee does not have an SSN, they should still complete section 1 of the Form I-9 by the first day of employment. The Immigration Partner should hold the Form I-9 in the review stage until the SSN is obtained.

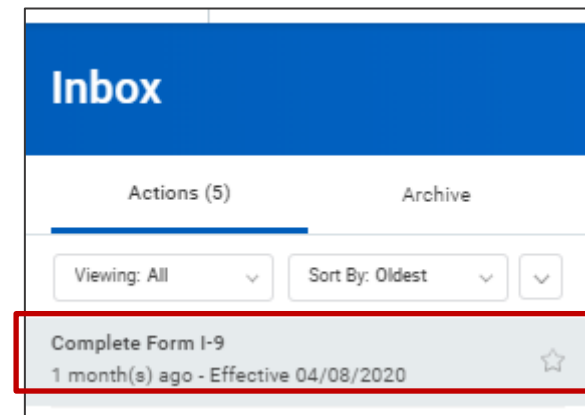
- If the worker is a Non-Resident Alien, their Onboarding should be handled by an Immigration Partner. If the NRA has not self-identified, the Onboarding Partner may need to refer the worker to their Immigration Partner. Collaboration and communication!
- Do not enter a "pseudo" SSN into Form I-9. Work with the employee to secure the official SSN and then complete the Form I-9. This process meets federal standards. The Form I-9 should stay in a pending status until the SSN is obtained and updated.

The second goal of the Form I-9 process is to have Section 2 completed by the end of the third day of employment. In the event an NRA needs to apply for an SSN, the Immigration Partner should hold the Form I-9 and complete it once the SSN is received to proceed to the E-Verify case and add an explanation for the late submission.

Employee Completes Section 1 of the Form I-9

The University of Arkansas System requires all institutions to use the E-Verify process.

New hires, rehires and employees taking on an additional job cross company will receive an inbox item to complete the Form I-9.



Workday maintains the Form I-9, allowing the UA System to

maintain compliance with use of the latest and most updated form. Workday also provides the employees with the instructions for the Form I-9 as shown below.



Upon the employee’s completion of Section 1 of the Form I-9, they will receive an **To Do** inbox item instructing them to present their **Form I-9 Documents** to their Onboarding Partner or Immigration Partner no later than three days from their start date.



Note: Onboarding Partners or Immigration Partners should proactively reach out to new hires to schedule a time for them to present their Form I-9 documents.

It is strongly encouraged that this be completed after finalizing the Onboarding Setup. The new hire will need to be informed offline (outside of Workday) on the exact location where they should bring their Form I-9 documents for review.

As an **Onboarding Partner** and **Immigration Partner**, it is

important to ensure employees are completing the Form I-9 on time to maintain compliance. To monitor the status of the Form I-9 for timely completion, there are two reports that will help you:

- **Form I-9 Process Status** - shows the Form I-9s that are outstanding by Supervisory Organization and the status
- **Onboarding Status Summary** – shows the worker, hire date, flags hires that are short notice hires, manager progress % (indicator to visually spot low progress), tasks not started, task in progress, and tasks completed. This report also includes contact information for the employee so Onboarding Partners and Immigration Partners can follow up with new hires as needed.

Form I-9 Process Status Report

Follow these steps to run the report.

1. Type **Form I-9 Process Status** in the **Search Bar**.
2. Select **Form I-9 Process Status** report.



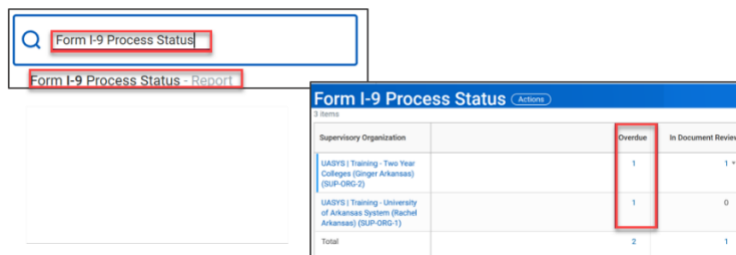
Note: The statuses of the employees most recent completed Form I-9 business processes and Record of External Form I-9s. Possible values:

- Assigned to Employee
- In Document Review

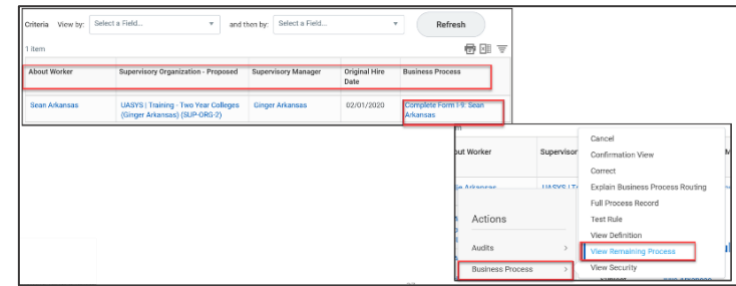
- Overdue
- Pending Finalization
- Process Finalized
- Denied
- External Record Completed
- External Record in Document Review

If overdue, the business process is assigned to the employee and the current date is 3 business days or more past the hire date.

3. Select the **Number** in the **Overdue** column to review status. (Follow the same steps to review the 'In Document Review' column). *Review*).



4. Review the information about the worker.
5. Right click on **Related Actions**, on the business process.
6. Select **Business Process**.
7. Select **View Remaining Process**.



Onboarding Status Summary Report

Follow these steps to run the report.

1. Type **Onboarding Status Summary** in the **Search Bar**.
2. Select **Onboarding Status Summary** report.
3. Select the supervisory organization or leave blank to load all results.
4. Review the hire date, if the hire is a short notice hire and which forms are not started, in progress vs complete.

Worker	Hire Date	Short Notice	Onboarding Progress	Not Started	In Progress	In Progress For >1 Day	Completed
Martin Arkansas	04/06/2020		93%		Change Emergency Contacts		<ul style="list-style-type: none"> Benefits Policies Change Benefit Elections Change Self-Identification of Disability Change Veteran Status Identification Complete Federal Withholding Elections More (20)
Roland Arkansas	04/08/2020		17%	<ul style="list-style-type: none"> Benefits Policies Change Emergency Contacts Change Self-Identification of Disability Change Veteran Status Identification Conflict of Interest Form More (10) 	<ul style="list-style-type: none"> Change Benefits for Life Event Complete Federal Withholding Elections Complete Form I-9 Complete State and Local Withholding Elections Payment Election Enrollment Event 		To Do: Complete I-9

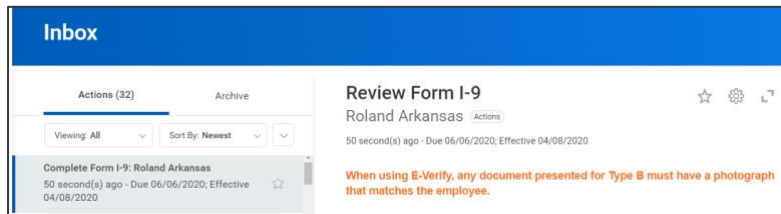
These two reports should be used to ensure the Form I-9 and

other onboarding documents are completed timely.

Review Section 1 for Errors

Once the employee completes the Form I-9 and acknowledges the instruction to submit the Form I-9 Documents, the Form I-9 will route to the Onboarding Partner or Immigration Partner for review.

Before completing Section 2, the Onboarding Partner or Immigration Partner must review Section 1 to ensure the employee completed it properly. If any errors are found in Section 1, send back the Form I-9 to the employee for correction.



1. Access the **Review Form I-9** task in the inbox.
2. Review all parts of the Form I-9 Section 1 to confirm the form is properly completed.
 - If no errors are found, proceed to the completion of Section 2.
 - If errors are found, return the Form I-9 to the employee using the Send Back button.

Completing Section 2 of the Form I-9

Onboarding Partners or Immigration Partners must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment.

1. Physically examine the Form I-9 Documents, in the employee's physical presence, before completing the Document fields in Section 2.
2. Based on the documents provided by the employee, complete either **List A** or **List B & List C** to document the Form I-9 Documents verified.
 - If List A documents were provided, complete all required fields.

Notes: The document titles that are available to select from will vary based on how the employee self-disclosed in Section 1.

- If List B & List C documents were provided, complete all required fields under both document types.

List B
Identity

Document Title

Document presented is a receipt

Select Issuing Authority
 Enter Issuing Authority
 None of the above

Document Number

Expiration Date (if any)

AND

List C
Employment Authorization

Document Title

Document presented is a receipt

Select Issuing Authority
 Enter Issuing Authority
 None of the above

Document Number

Expiration Date (if any)

Additional Information

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 *

- If the Form I-9 is completed late, an **Overdue Reason** will be required. If Other is selected, another field will open up to allow entry of the other reason.

Overdue Reason

Overdue Reason Other

Attachments

Other

Search

Audit Revealed that New Hire Was Not Run
 Awaiting Social Security Number
 Federal Contractor with E-Verify Clause verifying an existing employee
 Other
 Technical Problems

- Form I-9 Documents** must be attached in the **Attachments** section of the Form I-9.
- Click **Submit** when submit the E-Verify integration.

Notes: Additional Information should be used to notate any additional information required for Form I-9 such as employment authorization extensions, additional documents presented, etc. This field may remain blank if the employee's circumstances do not require additional notations.

- Enter the employee's first day of employment.
- Review the prepopulated employer information (pulls in from the reviewer's worker profile), make any revisions necessary. If all information is accurate, check **I Agree**.

Notes: Form I-9 Documents should only be attached on this business process and NOT in the Worker Documents. This will ensure the documents are secured with the Form I-9 and will also follow the Form I-9 document retention requirements.

Partner/Immigration Partner will also have to provide a duplicate continue reason.

- **Creating a New Case for Verification** - The new case will be given a case number for tracking and then return the case number to Workday. The employee's information will be verified, and a result will be returned informing the Onboarding Partner or Immigration Partner of the employee's employment eligibility or next steps needed to verify the employee's eligibility.

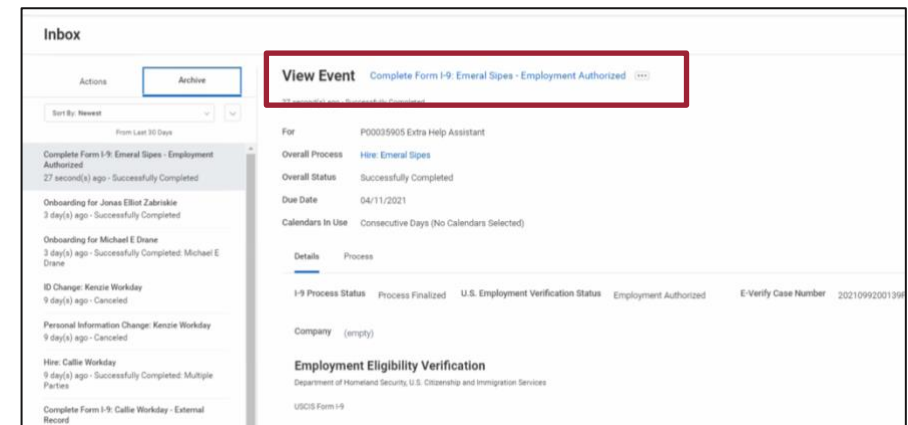
E-Verify Integration

When the integration is triggered, a case will be created in DRAFT status (not submitted for verification yet) and will go through a check for duplicate case process first. If there are no duplicate cases, a new case will be created. Once the case is created, a status of employment authorized will return or one of the alternate statuses as listed in the next section. Follow the instructions for the respective status to proceed with the case.

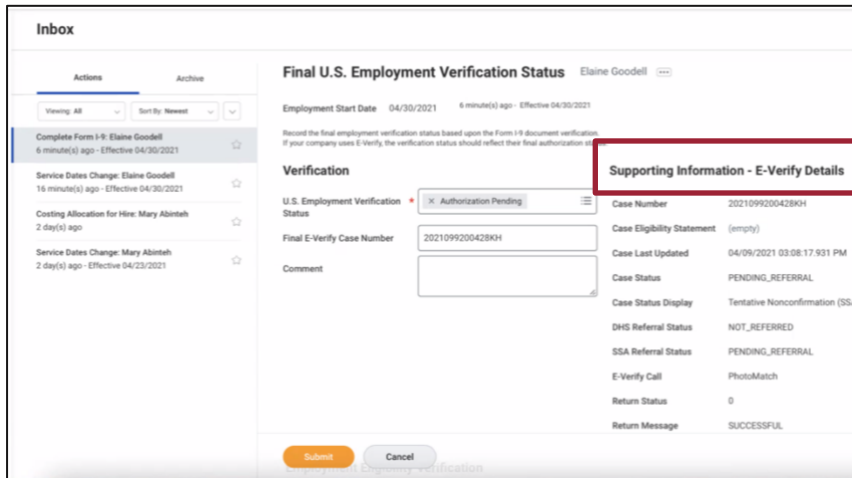
3. Employment Authorized - when the case is returned with *Employment Authorized* no further action is needed. The case will be automatically closed, and the Form I-9 will be updated to successfully completed.

Go to the **Archive** tab and look for '**Complete Form I-9 – Employee Name - Employment Authorized**'. An E-Verify case number will be brought back into Workday.

1. Once the Form I-9 is submitted, the E-Verify integration will trigger. It's important to wait for the integration to run (will take 1-2 minutes). Onboarding Partners or Immigration Partners should refresh the inbox to determine if the case returns as authorized or if further action is needed.
2. E-Verify case creation.
 - **Checking for Duplicate Cases** - the integration will check for duplicate cases prior to creating a new case. The Onboarding Partner or Immigration Partner should check the existing case for the employee and either continue the existing case or close the out prior to creating a new case. If there is a need to create a new case and leave the duplicate case(s) open, the Onboarding



- If the task **'Complete Form I-9 – Employee Name'** returns to your inbox, the E-Verify integration has completed but further information is needed to authorize. Refer to the **Supporting Information – E-Verify Details** to determine the case status. Proceed with the E-Verify case based on the instructions below.



- Unconfirmed Data** - when the case is returned with a status of *Unconfirmed Data*, the Onboarding Partner or Immigration Partner needs to review the Form I-9 details and correct section 2 or send section 1 back to the employee to confirm the data. Once the details have been updated/confirmed and resubmitted and updated case status will be returned.
- Photo Match** - when the case is returned with a status of *Photo Match*, the Onboarding Partner or Immigration Partner must verify the photo of the employee to confirm whether or not the photo matches the employee's document.

- Scan and Upload** - when the case is returned with the status of *Scan and Upload*, the Onboarding Partner or Immigration Partner must submit the photo document the employee provided using the scan and upload task. Upload images of the front and the back of the employee's photo document.
- Tentative Non-Confirmation** - when the case is returned with the status of *Pending Referral*, the Onboarding Partner or Immigration Partner will need to follow TNC procedures. The Onboarding Partner or Immigration Partner will need to access the E-Verify website to refer the TNC to DHS, Social Security Administration (SSA), or both, to complete the case. They will need to update the final status of the case directly in Workday to complete the process.
- Manual Review** – when the case is returned with a status of *Manual Review* the case requires Department of Homeland Security (DHS) to manually review the case. The Onboarding Partner or Immigration Partner will need to access the E-Verify website to review the results of the manual review and progress the case. They will need to update the final status of the case directly in Workday to complete the process.

- Queued** - when the case is returned with a status of *Queued* the case is being processed by E-Verify. The Onboarding Partner or Immigration Partner will need to access the E-Verify website to view the updated case status and progress the case. They will need to update the final status of the case directly in Workday to complete the process.
- Referred** - when the case is returned with a status of *Referred* the case is being referred. The Onboarding Partner or Immigration Partner will need to access the E-Verify website to view the updated case status and progress the case. They will

need to update the final status of the case directly in Workday to complete the process.

Form I-9 Process Status

Form I-9 Process Status report can be used to review the U.S. Employment Verification Status, including locating case numbers (case numbers, etc.)

1. Access the **Form I-9 Process Status** report from the Workday search bar.
2. To see what employees are assigned for you to review, select the **Assigned to Employee** by clicking on the **Number**.
3. Modify the view by changing the **Criteria**. Select U.S. Employment Verification Status in the **View By** and the About Worker in the **Then By**.
4. Click **Refresh**.
5. Review the **U.S. Employment Verification Status**.

U.S. Employment Verification Status	Bailey Arkansas	Count
(Blank)	1	1
Total	1	1



Note: The above result is showing blank due to this being a training environment.