Complete and Manage Form I-9
The objective of this guide is to complete and manage the Form I-9.

Security Role
- HR Partner

Contents

Complete Form I-9 for New Hires (HR Partner)
1. Once you have processed the Hire event in Workday, your new hire will receive an email with a username and temporary password, as well as be assigned various Onboarding tasks, including Form I-9. See **Hire Event** and **Onboarding Guides** for more information.
   a. The new hire must log into Workday to complete the onboarding tasks, which will be deployed in two batches.
      - **NOTE:** Batch 1 must be complete in order for Batch 2 to be deployed. Form I-9 is in Batch 2. **Section 1 of the Form I-9 must be completed on the new hire's first day of employment.**
        i. Batch 1: Basic Information, Personal Information.
        ii. Batch 2: Form I-9 Section 1, Payment Election, W-4s (Federal and State), Emergency Contacts, and Benefit Enrollment.
      - **NOTE**: VR OJT/OJE, Work Experience Clients, and Per Diems follow a different Form I-9 process. Please reach out to state.jobs@nebraska.gov for more information.
2. Once your new hire completes Section 1 of the Form I-9, you will receive a task in your inbox / My Tasks to Complete Section 2. ***Section 2 of the Form I-9 must be completed within three business days of the day of hire of the employee.***
3. Access your Workday Inbox / My Tasks in the upper righthand corner and search for your new hire by name (First and Last Name) or by employee ID number.
4. Find the task called Complete Form I-9: (New Hire Name & Employee ID #).

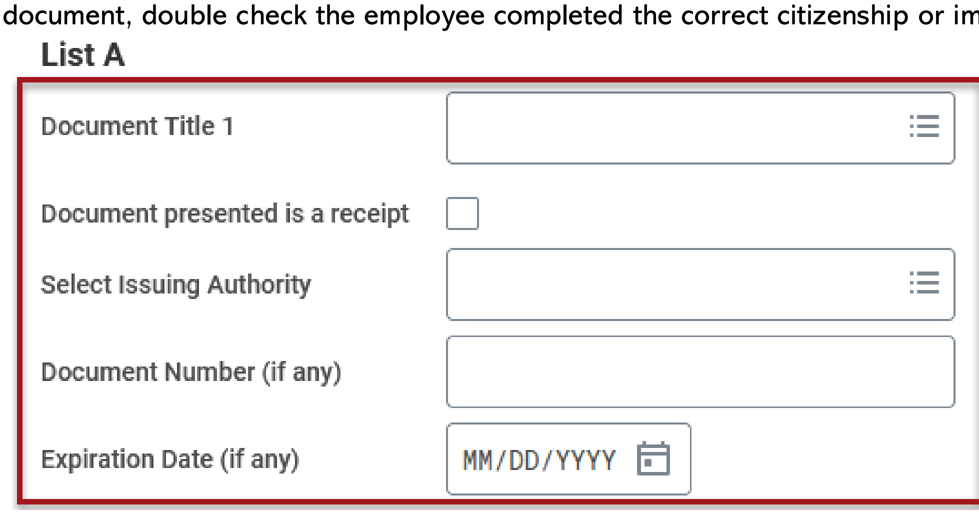
a. If the "Complete I-9 Section 2 Question" questionnaire in the Hire Event was responded to that the hire will require a remote I-9 Authorized Representative (someone without the HR Partner role in Workday), you will get a task to add the email address for the Authorized Representative. After the new hire completes Section 1 of the I-9 and you enter the email address, the Authorized Representative will receive a one-time link to access Section 2 of the I-9. See **Remote I-9 Guide** for more information.
   - **NOTE**: remote Form I-9s are sent to the authorized representative through email and will NOT appear in their Workday inbox / My Tasks, even if they have a Workday account. They must access the form through the emailed link.

Verify Information Entered in Section 1 (HR Partner)

5. You must review and verify information entered in Section 1 is complete (including middle initial) and accurate. If incorrect information is entered, the E-Verify authorization will likely fail. You can send the Form I-9 back to the new hire for correction by clicking Send Back at the bottom of the task.
   a. The new hire must enter citizenship or immigration status in Section 1.
      i. If your new hire has checked option 4 for their status, confirm they have entered one of the following: USCIS A-Number or Form I-9 Admission Number or Foreign Passport Number and Country of insurance.

Completing Section 2 with Documents Presented (HR Partner)

6. Your new hire must present documentation to show their identity and authorization to work.
   a. The list of acceptable documents can be found on the USCIS Website: [Form I-9 Acceptable Documents | USCIS.]
      i. The person must present a document from List A OR documents from List B AND List C.
      ii. Carefully review the list of acceptable documents to ensure the document you accept is valid. For example, a social security card is a valid List C document. However, if it lists "Valid for work only with DHS Authorization" it is NOT an acceptable document.
      iii. List B documents MUST include a picture since we participate in E-Verify.
7. You must examine the physical documents to ensure they are genuine, relate to the employee, and are acceptable documents for I-9 purposes. The person that examined the documents must be the one to complete Section 2 of the I-9 and add copies of the documents in the attachments section. If this was remote, the authorized representative must complete Section 2 and add copies of the documents into the attachments section. See **Remote I-9 Guide** for more information.
   a. You must enter complete information about each document presented, including document title, issuing authority, document number, and expiration date (if applicable)
   b. The acceptable document types will populate based on the citizenship or immigration status the employee selected in Section 1. If the document provided is not listed as an acceptable document, double check the employee completed the correct citizenship or immigration status.


List A

Document Title 1

Document presented is a receipt

Select Issuing Authority

Document Number (if any)

Expiration Date (if any) MM/DD/YYYY

OR

List B

Document Title 1

Document presented is a receipt

Select Issuing Authority

Enter Issuing Authority

None of the above

Document Number (if any)

Expiration Date (if any) MM/DD/YYYY

AND

List C

Document Title 1

Document presented is a receipt

Select Issuing Authority

Enter Issuing Authority

None of the above

Document Number (if any)

Expiration Date (if any) MM/DD/YYYY

c. In some cases, it is acceptable to present a receipt in place of the actual document. If a receipt was presented, click the box "Document presented is a receipt" next to the document information. For more information about acceptable receipts, please visit: Receipts | USCIS.

Document presented is a receipt

i. The box by receipts should ONLY be clicked if it was an acceptable receipt was presented. E-Verify will not be completed until the actual documents are provided.

ii. Receipts are valid for different lengths of time, such as Social Security Card Receipts are valid for 90 days. **The new hire must present the actual document once they receive it.**

1. Please notify State Personnel once you receive the actual documents by contacting state.jobs@nebraska.gov so E-Verify can be completed.
    - **NOTE**: This does not apply to a temporary Driver's License as that is considered an acceptable document (not a receipt).

d. A copy of the documents <u>must</u> be added in the Attachments section by dragging and drop the files in the box or clicking select files. You should only add copies of the documents you listed on the Form I-9.

Attachments

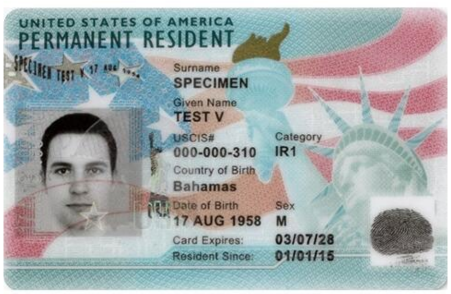
Drop files here

or

Select files

i. If a new hire presents a document with two sides, such as a Passport Card, Permanent Resident Card, or Employment Authorization Card, make sure both sides of the card are scanned / copied and attached.

1. Example of Permanent Resident Card



2. Example of Employment Authorization Card

8. After documents are entered into either List A OR List B and List C, you will enter the new hire's first day of employment (hire date).

First Day of Employment (mm/dd/yyyy): MM/DD/YYYY

9. Finally, you will complete the Signature of Employer or Authorized Representative.
   a. Check the box next to "I Agree" to acknowledge that you have read the attestation statement (above the first date of employment field) and that you are electronically signing the Form I-9.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

   b. Please verify that the information Workday populated from your worker profile is correct. Update as applicable (note, the State of Nebraska address can be left as is).

   c. If the Form I-9 is overdue (being competed past the third business day after your new hire stated), please enter a reason from the drop-down menu.
      i. If it is other, please type the reason in the “Overdue Reason Other” section.

10. Click Approve at the bottom of the I-9. When you click approve, the Form I-9 will automatically be sent to E-Verify for confirmation of employment authorization.
    a. As long as there are no issues and the case is completed, the E-Verify Case Number will be automatically added to the new hire’s Worker Profile in Workday.

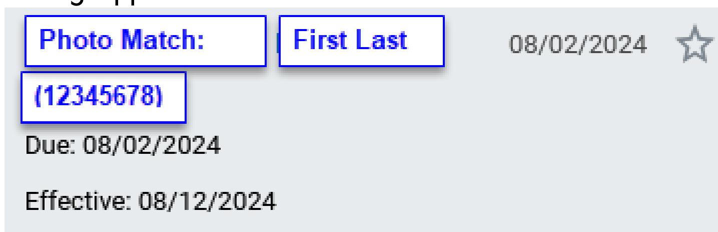
Supplement B (formerly Section 3) (HR Partner)

11. If a current employee has expired work authorization documents, or if an employee was rehired within three years from the date they completed their previous Form I-9, you may complete a block on Supplement B, Reverification and Rehire, or complete a new Form I-9. (6.2 Reverifying or Updating Employment Authorization for Rehired Employees | USCIS).
    - **NOTE:** the employee must have previously completed an I-9 in Workday in order for the system to populate Supplement B instead of a new Form I-9.
    a. The Supplement B populates during the Hire Event.
12. If a prior employee is still authorized to work, they do not need to provide any additional documents. This includes U.S. Citizens, noncitizen nationals, and lawful permanent residents who presented a Form I-551. For these employees, you must
    a. Enter date of rehire and the employee’s full name from the original Form I-9 at the top of the supplement.
    b. You will then complete the Signature of Employer or Authorized Representative.
       i. Check the box next to “I Agree” to acknowledge that you have read the attestation statement (above the first date of employment field) and that you are electronically signing the Form I-9.
       ii. Please verify that the information Workday populated from your worker profile is correct. Update as applicable (note, the State of Nebraska address can be left as is).
    c. Click Submit at the bottom of the I-9 Section 3.
13. If a current employee, or prior employee, is being rehired within three years and has expired employment authorization documents, you must
    a. Enter date of rehire or original hire for current employee and the employee’s full name from the original Form I-9 at the top of the supplement.
    b. Complete reverification. Your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the boxes under employee’s full name.
       - **NOTE:** you should not reverify expired List B documents.

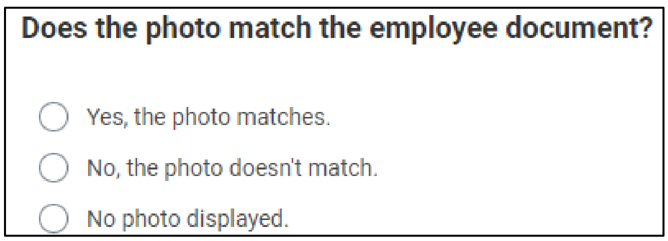
    c. You will then complete the Signature of Employer or Authorized Representative.
       i. Check the box next to “I Agree” to acknowledge that you have read the attestation statement (above the first date of employment field) and that you are electronically signing the Form I-9.
       ii. Please verify that your information that automatically from your worker profile is correct. Update as applicable (note, the State of Nebraska address can be left as is).
    d. Add copies of the documents presented into the Attachment section by dragging and dropping the files or click select files.
       - **NOTE:** this should be copies of the updated identification documents presented only.
    e. Click Submit at the bottom of the I-9 Section 3.

Photo Match

14. If the new hire presented a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-776), U.S. Passport or U.S. Passport Card, it will automatically trigger a task called Photo Match after clicking Approve on Section 2 of the Form I-9.

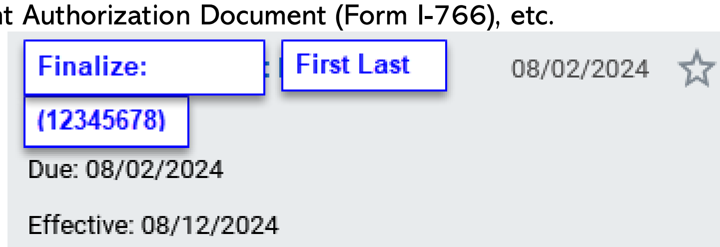


15. In your Workday Inbox / tasks, search for “Photo Match” and click on the task related to your new hire. Note: this task can be completed by any HR Partner; it does not have to be done by the person that completed Section 2 of the I-9.
    a. Compare the Photo displayed in Workday with the photo on the new hire’s document (and not with the actual new hire).
        i. If there is no photo on the document, E-Verify may automatically skip photo matching.
        ii. Employers have the option to select No photo displayed when Workday either displays no photo or it displays an image of something other than a photo of a person, such as an image of a document or piece of a document.
    b. Select if the photo matches and click submit.



Finalize Task

16. If E-Verify cannot confirm the new hire, a finalize task will appear in Workday.
    a. A Finalize task can appear for several reasons such as List A / List B or C was a receipt, Tentative Non-Confirmation (TNC) Mismatch information with DHS or SSA, New Hire has an Employment Authorization Document (Form I-766), etc.

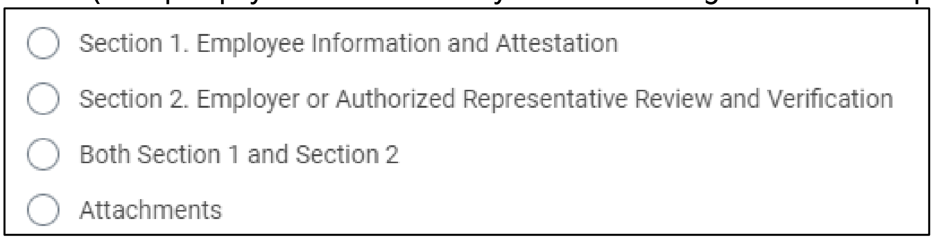


17. **Do not submit the Finalize task –State Personnel will provide the HR Partner with further instructions.**

Amend Form I-9

18. If there was incorrect information entered by either the new hire or authorized representative or if a document was a receipt and the actual document has been presented physically, you need to amend the form.
    a. This can also be followed when State Personnel has directed you to amend the form to ensure correct information is on the Form I-9.
19. Go to the new hire’s worker profile in Workday.
20. Click Actions (in the blue ribbon), select Personal Data, and then click View Form I-9.
21. Select Amend Form at the top of the form.

22. You will then be prompted with four sections that you can select to change.
    a. Section 1. Employee Information and Attestation will send the new hire a task for them to update/change information on the Form I-9 Section 1.
        i. You must enter in a comment for what the employee needs to fix/update.
    b. Section 2. Employer or Authorized Representative Review and Verification will allow the HR Partner to amend only Section 2 of the Form I-9.
        i. For example, this is where the HR Partner will go to uncheck the receipt box as directed by State Personnel.
    c. Both Section 1 and Section 2 will send a task to the new hire for them to update/change information on the Form I-9 Section 1 and then allow the HR Partner to amend only Section 2 of the Form I-9.
    d. Attachments – This selection will allow you to add any additional documents that have been presented (example: physical Social Security Card after being marked a receipt).



23. If amending Form I-9 Section 2, you must enter a reason as to why you are amending the Form I-9.
24. Click submit.

Related Reports

25. To review the status of pending Form I-9s, run the **Form I-9 Process Status, Worker List (SoN)** report.
    a. To access the report, type the report name in the search bar and select the result with this name.
    b. Update the prompts as applicable.
    c. Click OK.
26. Once the report runs, review the Transaction Status and Form I-9 Process Status columns for the status of pending Form I-9s.

Expiring work authorization documents for paper Form I-9 completed outside of Workday.

27. Run this report, **Expired Work Authorization (SoN)**.
    - **NOTE:** it is the responsibility of your agency to ensure continued work authorization for our employees. Follow the Supplement B instructions above for reverification if applicable.
    a. To access the report, type the report name in the search bar and select the result.
    b. Update the prompts as applicable.
    c. Click OK.
28. Once the report runs, review the Government ID Type and Expiration Date fields to review expiring documents.

Expiring work authorization documents for Form I-9s completed in Workday.

29. Run this report, **U.S. Employees with Form I-9 Expiring Documents (Ise)**.
    - **NOTE:** it is the responsibility of your agency to ensure continued work authorization for our employees. Follow the Supplement B instructions above for reverification if applicable.
    a. To access the report, type the report name in the search bar and select the result.
    b. Update the prompts as applicable.
    c. Click OK.
30. Once the report runs, review the Form I-9 Document Title and Expiration Date fields to review expiring documents.