

# Remote I-9 Completion Pro

## Purpose

The objective of this User Guide is to complete a remote I-9. Remote I-9s are used when someone other than the HR Partner needs to complete Section 2 (employer section) of the Form I-9.

## Security Role

HR Partner, Employee as Self, Authorized Representative

Note: Process starts after the Onboarding Set-up task is complete.

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## Complete Remote I-9 Questionnaire (HR Partner)

1. Click Complete Questionnaire.

### Success! Event submitted

Up Next: [redacted] | Complete I-9 Section 2 Question | Due  
Date 10/28/2023

[View Details](#)

[Complete Questionnaire](#)

2. Answer the questionnaire with the appropriate answer.
  - a. **Yes – Authorized Representative Needed** – Select this option if Section 2 of Form I-9 needs to be complete by someone OTHER than the HR Partner. Proceed to next step.
  - b. **No – I-9 documents will be checked by HR Partner locally** – Select this option if Section 2 of Form I-9 will be completed by the HR Partner. No further action needed related to this Remote I-9 process.
3. Click **Submit**.

## Complete Section 1 of Form I-9 (Employee or Pre-Employee as Self)

4. Complete Form I-9, Section 1 per Form I-9 Instructions.
  - NOTE: this must be completed on or before first day of employment.
5. Click **Submit**.

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## Manage Remote Form I-9 (HR Partner)

6. Select Complete Form I-9 task in inbox.
7. Select Relationship and enter email address for identified authorized representative. Add other details as applicable.

Manage Remote Form I-9 for Ivan Nine (80045548)



Created: 10/27/2023 | Effective: 10/30/2023

Attach copies of the documents reviewed before submitting Section 2.

### Provide Authorized Representative

Specify the authorized representative who'll enter information from the employment eligibility documents into Section 2 of the Form I-9 for Ivan Nine (80045548). This person should be:

- At least 18 years old.
- Someone that can meet in person within 3 days of the start date of Ivan Nine (80045548)'s new job, by 11/01/2023.

Relationship

Once you've selected the authorized representative, enter their email address. Workday will send them an email with a link to complete Section 2 of the Form I-9.

Instructions from Employer: Meet with your local co-worker in person to have them complete Section 2 of your Form I-9. Bring your Form I-9 acceptable documents. If you have any questions or issues, please contact your HR Partner.

Email

First Name

Last Name

Phone Number

Message to Section 2 Reviewer

### Review Form I-9

Review the Form I-9 and determine if it needs to be sent back for correction.

> [View Form I-9](#)


8. Click **Next**.
9. Close out of Manager Remote Form I-9 box by clicking the **X** in the upper righthand corner.
  - NOTE: the authorized representative will receive an email with the link to complete Section 2 of the Form I-9. You can also resend the link to the reviewer if needed.

## Complete Section 2 of Form I-9 (Authorized Representative)

10. Receive email from Workday and contact employee to arrange a time to meet in-person.
  - NOTE: This must be done by the third business day after the employee's hire date.
11. When meeting with employee, click link in email.
12. Enter/update personal information as applicable.

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13. Read statement and click box next to I agree.




### Enter Your Personal Information

Confirm or correct your personal information. You can also enter additional information.

|               |  |
|---------------|--|
| First Name    | <input type="text" value="Raleigh"/>                   |
| Last Name     | <input type="text" value="Remote"/>                    |
| Email *       | <input type="text" value="RaleighRemote@noemail.com"/> |
| Phone Number  | <input type="text"/>                                   |
| Government ID | <input type="text"/>                                   |

I attest under penalty of perjury that I will complete all information in this form to the best of my ability and to the best of my knowledge all information entered here is true and accurate.

I Agree \*



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14. Click **Next**.

15. Review employee's identification documentation per Form I-9 instructions and enter in to document title section.

- NOTE: There is a link on this screen to acceptable documents, and their corresponding list (A, B, or C) if needed.

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## 16. Enter information about documents per required fields.



Good Life. Great Opportunity.

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### Enter Section 2 Information for Ivan Nine

#### Employee Section 1 Information

|                         |                                |
|-------------------------|--------------------------------|
| Last Name (Family Name) | Nine                           |
| First Name (Given Name) | Ivan                           |
| M.I.                    | N/A                            |
| Citizenship Status      | A citizen of the United States |

#### Section 2 Information

Review the documents presented by Ivan Nine and enter the document information in the fields below. Depending on the documents provided, you may need to enter 1 or more documents. The list of acceptable documents can be found [here](#).

Enter in the first document provided by Ivan.

|                            |  |
|----------------------------|--|
| Document Title *           | <input type="text" value="U.S. Passport or U.S. Passport Card"/> |
| Document is a receipt      | <input type="checkbox"/>   |
| Issuing Authority          | <input type="text" value="U.S. Department of State"/>            |
| Document Number (if any) * | <input type="text" value="9999999"/>                             |
| Expiration Date (if any) * | <input type="text" value="09/09/2095"/>                          |

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Next Cancel

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17. Click **Next**.

18. Enter employee's **first day of employment**.

19. Complete signature of employer or authorized representative section, including reading statement, marking box next to I Agree and entering/update details as applicable.

20. Attach copy of documents reviewed. NOTE: This is **REQUIRED** and will be sent back if not completed.

21. Click **Submit**.

## Review Form I-9 (HR Partner)

22. Review Form I-9 for accuracy and completeness. Ensure copies of identified documents are attached. Send back for Section 1 or Section 2 corrections as needed.

- NOTE: The employee will also receive a task to complete Remote Form I-9. They can click submit on this task.

23. Click **Next**.

24. Click **Approve**.

- Note: Clicking approve will trigger the E-Verify integration.

Process complete.