

TIPS

 The list of acceptable documents can be found on the Jobs on Campus page.

RELATED TASK(S)

Complete Onboarding

How to Complete the I-9 Form

- Login to Workday
- Complete the I-9 Form
 - On the homepage, click on your Workday inbox located at the top right
 - Click on the <Complete I-9 Form*> task
 - Complete Part I of the form
 - Read the instructions and complete all required fields denoted with a red asterisk (*)
 - Verify your personal information
 - Select your citizenship status
 - Check the box, <I agree>
 - Click <Submit> and refresh your inbox

UP NEXT: After the form is completed, please bring valid forms of identification to the Human Resources Office located on the first floor of St. Joseph Hall.

*<u>Note</u>: Federal law requires all new employees to complete the Form I-9 with Part I completed by the employee no later then the first day of employment. Part II must be completed by the employer within three (3) days of hire.

Still need help? Contact Jobs on Campus at <u>joc@marymount.edu</u> or call (703) 284-1680.