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.