

Workday: Electronic Form I-9 and E-Verify Integration



Topics Covered

Overview

The City of Baltimore has adopted the electronic Form I-9 as a part of its on-boarding process.*

Session Objectives

- Describe the purpose and process of electronic Form I-9 and E-Verify.
- Identify the Employer Requirements with electronic Form I-9 and E-Verify.
- Demonstrate how the electronic Form I-9 is completed in Workday and sent to E-Verify.

***The paper Form I-9 may still be required in some rare instances. When there is a system failure, the paper Form I-9 may be used only with the approval of DHR.**

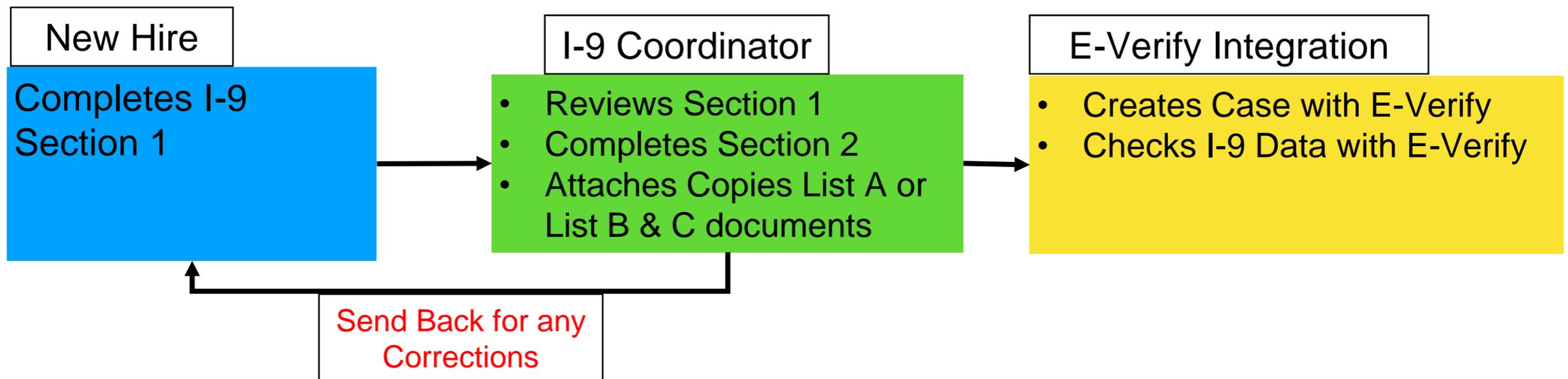


Form I-9 Overview – Purpose & Process

Purpose

- To verify the identity and employment authorization status of individuals hired in the United States.
- Compliance: Proper completion of the Form I-9 is required for every individual hired in the United States.

Process



Electronic Form I-9 Process and E-Verify Workday Integration

The City of Baltimore has elected to integrate its Form I-9 and E-Verify processes within the Workday system. The process for completion is as follows:



The new employee completes the electronic Form I-9 in Workday.



The new employee presents the required documents to a member of the Agency's HR team.



The I-9 Coordinator attests to the validity of the documents provided. The data is sent to E-Verify from Workday.

The response from E-Verify is usually received within 24 hours. However, it can take up to 3 days if there are issues with matching the data.



E-Verify Overview – Employer Requirements

Employers that use E-Verify MUST

- Clearly display the Notice of E-Verify Participation and the Right to Work posters in English AND Spanish.
- Complete the Form I-9 and submit it within 3 days of the employee's hire date.
- Ensure all personally identifiable information (PII) is safeguarded.
- Obtain a Social Security number from each newly hired employee on the electronic Form I-9.
- Enter the employee's email address in E-Verify if it was provided on electronic Form I-9.
- Ensure that electronic Form I-9 List B identity documents have a photo.

Employers that use E-Verify MUST NOT

- Use E-Verify to pre-qualify candidates for employment.
- Specify or request which I-9 document an employee must use, except to specify that any Form I-9 List B document the employee chooses to present must contain a photo.
- Use E-Verify to discriminate against any job applicant or employee based on his or her national origin, citizenship, or immigration status.



I-9 Section 1. Employee Information and Attestation

Complete Form I-9

1 minute(s) ago - Due 11/19/2020; Effective 11/16/2020

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047
Expires 10/31/2022

- **The I-9 in Workday is the same as the I-9 paper form.**
- **The data entered on the I-9 must match the Social Security Administration (SSA) and Department of Homeland Security (DHS) databases.**
- **Section 1 of the I-9 must be completed by new employees.**
- **An error message will be displayed to indicate information has NOT been entered for any required field. If information is NOT entered for a single required field, the I-9 form cannot be submitted to HR.**

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

[Form I-9 Instructions.](#)

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) *	<input type="text"/>	First Name (Given Name) *	<input type="text"/>
Middle Initial	<input type="text"/>	Other Last Names Used (if any)	<input type="text"/>
Address (Street Number and Name) *	<input type="text"/>	Apt. Number	<input type="text"/>
City or Town *	<input type="text"/>		
State *	<input type="text"/>	ZIP Code *	<input type="text"/>



EI-9 Section 1. Employee Information and Attestation

Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.

Date of Birth *	MM/DD/YYYY 	U.S. Social Security Number	____-____-____	Employee's E-mail Address	_____
Employee's Telephone Number	_____				
I attest, under penalty of perjury, that I am (check one of the following boxes):					
<input checked="" type="radio"/> 1. A citizen of the United States					
<input type="radio"/> 2. A noncitizen national of the United States (See instructions)					
<input type="radio"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____					
<input type="radio"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" in the expiration date field. (See instructions)					
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.					
1. Alien Registration Number/USCIS Number:		Aliens that are authorized to work in the United States MUST enter ONLY 1 one of these 3 document numbers.			
OR					
2. Form I-94 Admission Number:					
OR					
3. Foreign Passport Number:					
Country of Issuance:		(empty)			

EI-9 Section 1. Employee Information and Attestation

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. **This is the attestation statement for the new employee.**

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree * **Checking the "I Agree" box indicates you are signing this form electronically. This is the equivalent of physically signing the paper I-9 form.**

Preparer and/or Translator Certification (check one):

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many?

If you used a translator or preparer to help complete Section 1 of the I-9 form, then enter the total number of translator(s) and preparer(s) that you used. If you did NOT use a translator or preparer to help complete Section 1 of the I-9 form, then leave the "How Many" field as 0.

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Signature of Preparer or Translator **This is the attestation statement for the preparer or translator.**

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Agree **Check the "I Agree" box to indicate that you assisted the new employee by either completing the I-9 form itself or acting as a translator. The name and address fields below must be completed with the information for the person that provided the assistance. If no one aided, leave the name and address fields blank.**

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name) City or Town State

ZIP Code

- Click Submit if the form has been completed. The I-9 Coordinator will be notified that your portion of the I-9 is complete.
- Click Save for Later if you want to save the information you have entered. You may return later to complete the I-9.
- Click Cancel if you want do NOT want to save the information you have entered. No information will be saved.



Electronic Form I-9 Section 2. Employer or Authorized Representative

Section 2 of the I-9 must be completed by the I-9 Coordinator. The I-9 Coordinator must select either: one document from List A OR one document from List B and one document from List C. An error message will be displayed to indicate information has NOT been entered for any required field. If information is NOT entered for a single required field, the I-9 form cannot be submitted to E-Verify.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

List A

Identity and Employment Authorization

Document Title 

Document presented is a receipt

Select Issuing Authority 

Document Number

Expiration Date (if any)  **Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.**

The I-9 Coordinator can select one of the documents from List A.

Document Title 

Select Issuing Authority 

Document Number

Expiration Date (if any)  **Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.**

Note: Clicking on this icon will display a list of choices for the field. Click on one of the choices to make an entry in the field.

Document Title 



EI-9 Section 2. Employer or Authorized Representative

Document presented is a receipt

Select Issuing Authority

Document Number

Expiration Date (if any)

OR

List B

Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.

Identity

Document Title

Document presented is a receipt

Select Issuing Authority

Enter Issuing Authority

None of the above

Document Number

Expiration Date (if any)

The I-9 Coordinator can select one of the documents from List B.

Note: Clicking on this icon will display a list of choices for the field. Click on one of the choices to make an entry in the field.

Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.

AND



EI-9 Section 2. Employer or Authorized Representative

Note: Clicking on this icon will display a list of choices for the field. Click on one of the choices to make an entry in the field.

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

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

The employee's first day of employment:  (See instructions for exemptions)

Signature of Employer or Authorized Representative
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

The I-9 Coordinator can select one of the unexpired documents from List C.

Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.

Note: Clicking on this icon will display a calendar. It can be used to select a date for the field.



EI-9 Section 2. Employer or Authorized Representative

Signature of Employer or Authorized Representative

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9. **This is the attestation statement.**

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 *

Overdue Reason (empty)
Overdue Reason Other

The Overdue Reason section must be completed by the I-9 Coordinator if the I-9 is not completed within 3 days of the new employee's hire date.

Attachments

Drop files here
or

The I-9 Coordinator can attach copies of the ID documents to the Form I-9 by:

- **Using File Explorer to “drag and drop” files into the Attachments section**
- OR**
- **Clicking on the Select files button in the Attachments section and selecting the files**

Click Approve if the new employee has provided the required document(s). The data on the form I-9 will be sent to E-Verify for verification.
Click Send Back if the new employee must update any information on the Form I-9.
Click Save for Later if you want to save the information you have entered. You may return later to complete the Form I-9.
Click Cancel if you do NOT want to save the information you have entered. No information will be saved.



Additional Information

For questions regarding the E-Verify Integration with Workday, the Form I-9 or Immigration Policy please send them to:

- workday@baltimorecity.gov

For technical issues with submissions and statuses, please reach out to DHR's HRIS team at:

- dhrsystems.support@baltimorecity.gov

