



Electronic I-9 Task

Overview: The Employee Eligibility Verification Form I-9 is a form required by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS). You will be responsible for completing Section 1 of your Form I-9, while Section 2 will be completed by an authorized representative that you must be able to meet with in person.

- **Be prepared!**
 - You will need identification that confirms your identity and your eligibility to work in the United States.
 - Acceptable forms of identification can be found [here](#).
 - Photocopies, photos or laminated documents CANNOT be used.
 - Identify a trusted individual to act as your authorized representative to examine your identification documents.
 - You will need to meet with your authorized representative in person to complete this process.
- **Instructions:** Sign into [Workday](#) and navigate to your inbox by clicking on the tray icon in the upper right-hand corner of the page.
 - Prior to your Form I-9 becoming available, you will need to complete the following two tasks:
 - Review your name, personal information and contact information.
If you live in an apartment or duplex, be sure to include your unit number in your address.
 - Verify your social security number.

- You will then receive a Workday Inbox item to complete Section 1 of your I-9 form.
 - Follow the instructions provided within the Workday task.
 - For further information on the Form I-9, click [here](#).

- After submitting Section 1, you will be asked to provide information for your authorized representative.
 - You can include a personalized message for your authorized representative in the Message to Section 2 Reviewer field.

Note: An authorized representative can be anyone 18 years or older that you can meet with in person to complete Section 2 on your behalf. You cannot act as your own authorized representative for your I-9 form.

- Connect with your authorized representative to set up a time to meet in person. Make sure to bring original or certified copies of your identifying documents.

Note: If your authorized representative needs to change for any reason or if they have misplaced the link, you are able to use the existing task to complete that process.

complete Remote Form I-9

Link Sent to Section 2 Reviewer

Workday emailed a link to your Section 2 reviewer. You must meet with them in person with your employment eligibility documents so they can complete Section 2 of your Form I-9.

If your Section 2 reviewer can't find the email, you can send a new link. If their information is incorrect or you need to change your Section 2 reviewer, you can edit the reviewer. When you edit the reviewer, Workday will send a new link.

You can view the list of eligible employment documents below.

[Form I-9 Acceptable Documents](#)

Remember: you must complete your Form I-9 within 3 days of your start date, by 07/05/2025.

Relationship: Authorized Representative

Real Name: [REDACTED]

Workday Link: <https://w22-enpl.myworkday.com/RemoteReview/cwml/USUP/VERIFICATION/Mdc3ODFmZGMzYy00ZnZlUE1ZDctYTFhYWNoTGMGQ5>

Next Step: Bring your employment eligibility documents when you meet with your Section 2 reviewer.

- During your in-person meeting with your authorized representative, you will complete the following:
 - Your authorized representative will access the link they received from Children's.
 - They will review your documents and enter their details.
 - Begin typing the document name ("Passport," "U.S. Driver's License," "U.S. Birth Certificate," "Social Security Card," etc.) in the Document Title box to select the appropriate type. It is not recommended that you click the drop-down menu to search.
 - If a List A document is presented that is not a U.S. passport, search for the document using the Form number.

Note: Since your reviewer will upload pictures of the documents they reviewed, it is recommended they use a mobile device to complete this task so the representative can upload the images directly into Workday, instead of saving a photo to their camera roll.

Employee Section 1 Information

Last Name (Family Name) Sipes

First Name (Given Name) Emerald

M.I. N/A

Citizenship Status A citizen of the United States

Section 2 Information

Review the documents presented by Emerald Sipes 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 Emerald.

Document Title *

- Provide your authorized representative with your hire date. It is important that this date is entered correctly to avoid an error.

- Your authorized representative is required to include a title when completing their information. They should use any honorific title they choose (Mr., Mrs., Ms., Dr., etc.).

Check here if you used an alternative procedure authorized by DHS to examine documents ☐

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.

Employee's first day of employment *

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.

I Agree * ☐

Title of Authorized Representative *

Last Name of Authorized Representative *

First Name of Authorized Representative *

- Your authorized representative will then upload a photo of the documents you presented.
- Make sure to review the instructions within the Workday task to ensure photos are uploaded correctly.

Note: When uploading photos of a passport, make sure to send one image of the page containing your photo and personal information, and one image of the back of that page containing the official U.S. coat of arms (do not send images of the outside of your passport booklet).

Attachments

Click on "Select Files" in the box below, and then select your camera functionality to photograph the documentation. Be sure to photograph both the front and the back of each document presented. Once you take the photos, verify that each photo you took is clear and legible and proceed to uploading.

Once the documents upload successfully, review your camera roll to ensure the photo was not saved to your device.

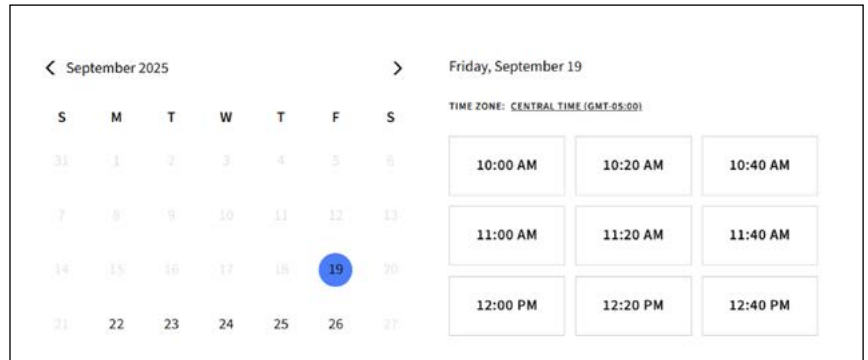
Drop files here

or

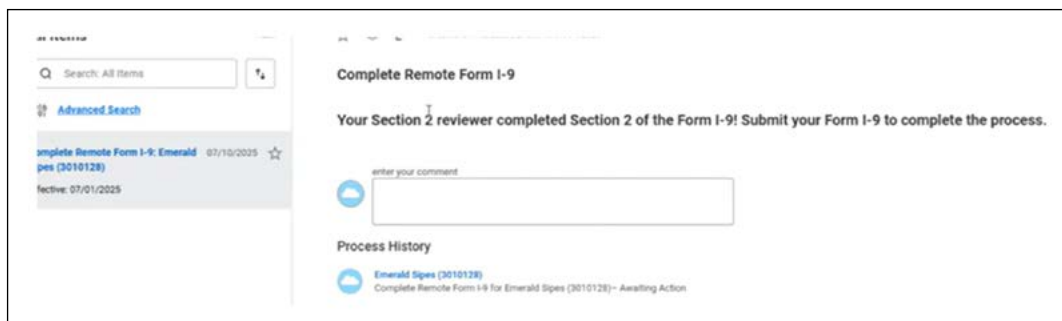
Select files

Submit Cancel

- Once Section 2 has been completed, you will receive a Workday task to submit your I-9 form, as well as a link to schedule a time to meet virtually with an HR team member. The purpose of this call is to present your photo identification that you used to complete your I-9. Please have this documentation on hand and ready for review.
 - You will receive a Workday Task with a link to self-schedule your appointment through Acuity.



- Appointments are scheduled for 20 minutes but may not take the full time.
 - Once you select your appointment date and time, you will be prompted to enter your name and contact information.
- If you are more than 5 minutes late to your appointment, you may be asked to reschedule.
- You must schedule your appointment within 10 days of receiving the task in Workday.
- Available appointment options (Central time):
 - Monday: 1:30 p.m. – 4:15 p.m.
 - Tuesday-Thursday: 10 a.m. – 4:15 p.m.
 - Friday: 10 a.m. – 3:30 p.m.



Please note: It is strongly encouraged for you to complete your I-9 prior to your start date. After this step is completed, you will gain access to additional onboarding tasks.