Form I-9 Process

The Form I-9 is used to verify the identity and work authorization of individuals. Employers are required to have their employees complete the Form I-9 to ensure that the company is only hiring individuals who are legally allowed to work in the United States. Employers who do not submit I-9 verification forms for their employees risk audits and fines from the federal government.

IMPORTANT! **The Form I-9 must be completed within three (3) consecutive days of the employee's hire/start date.** If you need assistance with Form I-9 call HR Support at (602)-535-4100, Option 1. If outside of HR business hours (M-F 8:00-5:00 MST) submit a support ticket. See pages 9-10 for more information.

Enter Home Contact Information: Donation Attendant - Effective: 03/26/2024	04/01/2024	☆
Enter Personal Information: Donation Attendant - Effective: 03/26/2024	04/01/2024	☆
Edit Government IDs Due: 04/03/2024	04/01/2024	☆
Enter Legal & Preferred Names: Donation Attendant - Effective: 03/26/2024	04/01/2024	☆

1. The first step of the Form I-9 process begins with the new hire. The new hire needs to complete four Workday "My Tasks" inbox tasks to generate the I-9.
- Enter Home Contact Information
- Enter Personal Information
- Edit Government IDs
- Enter Legal and Preferred Names

Note: Once the new hire has submitted each task, they need to refresh their "My Tasks" inbox to access Section 1 of the I-9 Form.

Complete Form I-9 Due: 04/12/2024 Effective: 03/26/2024	04/09/2024	☆

2. New hires need to complete and submit Section 1 of the Form I-9.

IMPORTANT! Once the new hire has submitted Section 1 of the Form I-9, the task will route to the manager(s) "My Tasks" inbox. The task will route to multiple managers (retail and the ROC) but only **one manager should complete the task—the task cannot be delegated or shared!** Once one manager completes the task, it will be removed from every manager's "My Tasks" inbox.

Note: If the new hire is a rehire they might see a *Alert-National IDs* alert pop up when they complete the **"Edit Government ID"** task. This means that the rehire's social security number is already on file. The rehire should simply confirm that the social security number on file is correct and then click the **Submit** button to complete the task.

3. The manager needs to open the **Complete Form I-9: Candidate Name** item from their "My Tasks" inbox and scroll down to Section 2 of the form.

> *Note:* Have the new hire read your screen and verify that all information typed in Section 1 is accurate and correct before proceeding to Section 2. **If the new hire entered the wrong information in Section 1, send the task back to their Workday "My Tasks" inbox by clicking the "Send Back" button.** This will allow the new hire to edit their information and re-submit Section 1 of Form I-9.
>
> **Send Back**

4. The manager needs to **physically examine original, acceptable, and unexpired documents** (electronic versions are not acceptable!)

> **IMPORTANT!** The new hire should have received a list of acceptable documents via email prior to their hire/start date. **MANAGERS MAY NOT TELL NEW HIRES WHICH DOCUMENTS TO BRING! DOING SO COULD BE SEEN AS DISCRIMINATORY!** Please review this *link* for a list of acceptable documents.

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)   MM/DD/YYYY

Document Title

Select Issuing Authority

Document Number

Expiration Date (if any)   MM/DD/YYYY

Document Title

Document presented is a receipt ☐

Approve   Send Back   Save for Later   Cancel

5. The manager will need to fill out the appropriate information in the appropriate section (e.g. List A or Lists B and C) in Section 2 of Form I-9 based on the type of document(s) the new hire provides (i.e. if a new hire provides a List A document the manager will fill out the List A section of Section 2).

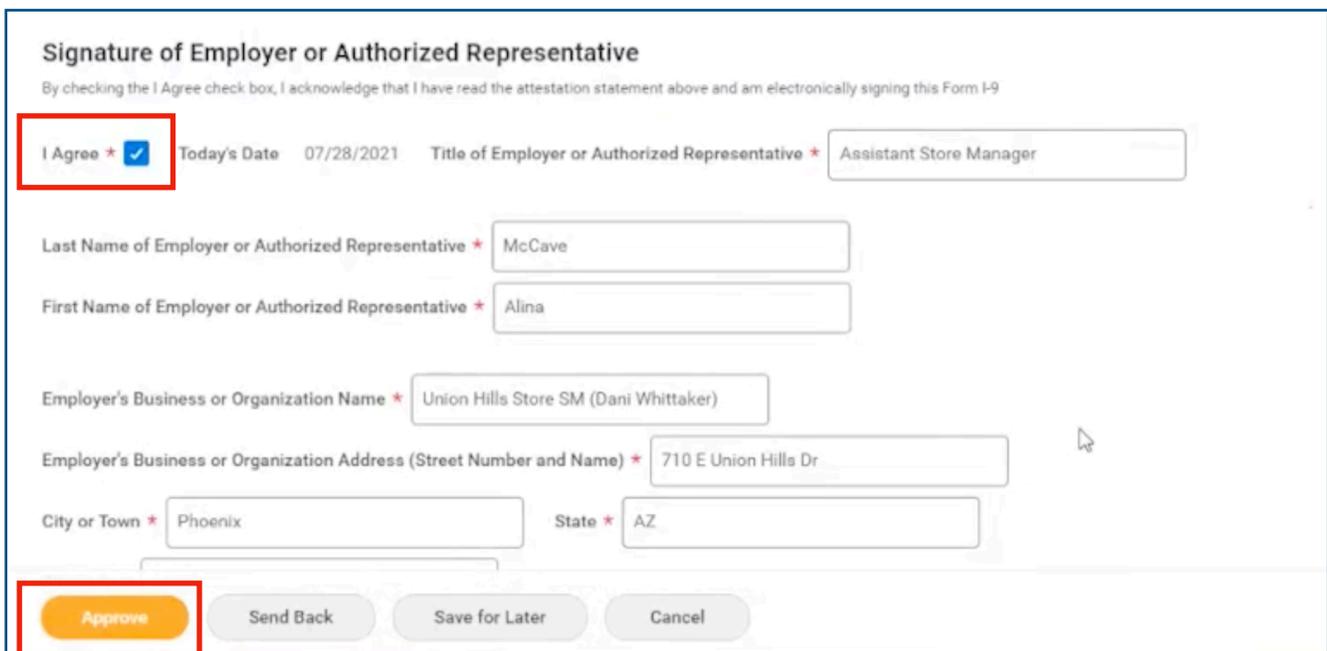**6**. The manager should confirm that the new hire's hire/start date is correct. If it's incorrect select the appropriate date.

The employee's first day of employment:	07/28/2021 📅	(See instructions for exemptions)

7. The manager should check the **I Agree** box to signify their electronic signature.

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 ★ ☑   Today's Date   07/28/2021   Title of Employer or Authorized Representative ★ Assistant Store Manager

Last Name of Employer or Authorized Representative ★ McCave

First Name of Employer or Authorized Representative ★ Alina

Employer's Business or Organization Name ★ Union Hills Store SM (Dani Whittaker)

Employer's Business or Organization Address (Street Number and Name) ★ 710 E Union Hills Dr

City or Town ★ Phoenix   State ★ AZ

Approve   Send Back   Save for Later   Cancel

8. Click **Approve** to submit the Form I-9

E- Verify Returned for Data Review

Managers will receive a Section 2 Data for Review task in their "My Tasks" inbox if the information entered in Section 2 of the Form I-9 does not match the Social Security Administration (SSA) and/or the Department of Homeland Security (DHS) databases. Common reasons for data mismatches include typos and/or entering preferred names vs legal names, etc.

IMPORTANT! Managers must review the data entered in Section 2 with the new hire, make necessary corrections, and approve the changes. **DO NOT CLICK APPROVE UNTIL THE APPROPRIATE CHANGES HAVE BEEN MADE! THE FORM CAN ONLY BE APPROVED ONCE!**

Uploading List A Documents

If the new hire provides a document from List A, **the manager will need to make a copy (front and back) and upload it into the Form I-9.** When making copies of these documents to upload, managers should *NEVER* save the images! Copies of List A documents need to be immediately deleted!

List A Photo Match

E-Verify will return a Photo Match task anytime a List A document is used in Section 2 of the I-9. **Managers must verify the Photo matches the List A document** to get the Final Employment Status.

How to Submit a Ticket to Change a New Hire's Hire/Start Date.

> **IMPORTANT!** The hire/start date in the Form I-9 must match the hire/start date in Workday. If the hire/start date needs to be changed in Workday submit a ticket in the HR Service Portal.

1. Navigate to the HR Support portal in Jira via the link https://support.gwaz.org/plugins/servlet/desk/portal/11

2. Scroll down on the "Welcome to the Human Resources Portal Page" and **click on the "HR Services" tab** from the sidebar on the left

Request Type Categories

Most Popular Requests

Benefits and Compensation

Crisis Management Resources

HR Services

HRIS (Human Resources Information Systems)

Leadership Development

Leave of Absence

Manage My Team

Payroll

Recruiting

Report a Workplace Concern
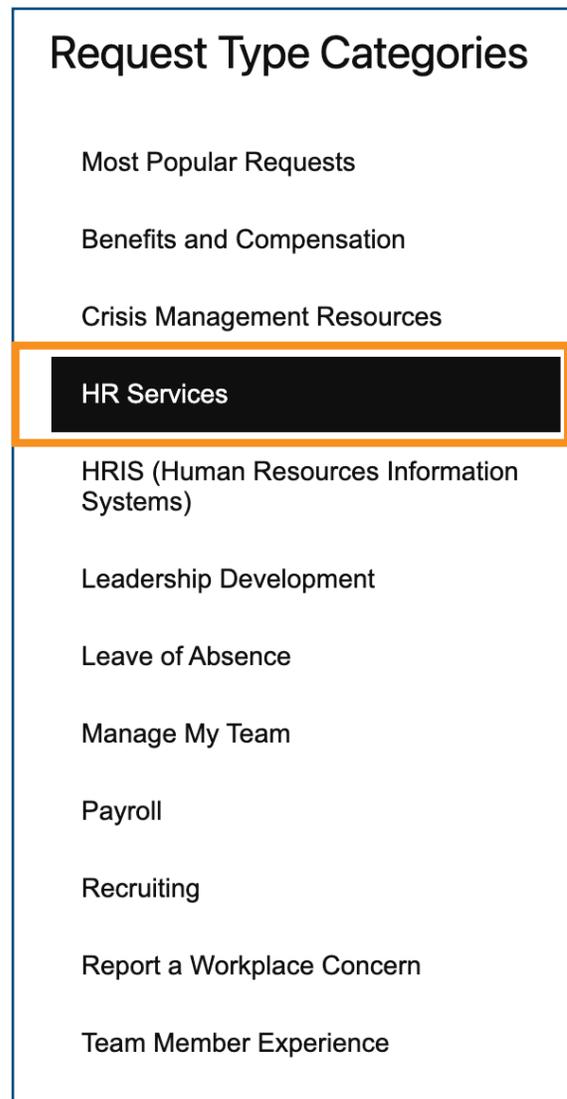
Team Member Experience

3. Click on the **Onboarding Assistance** tile
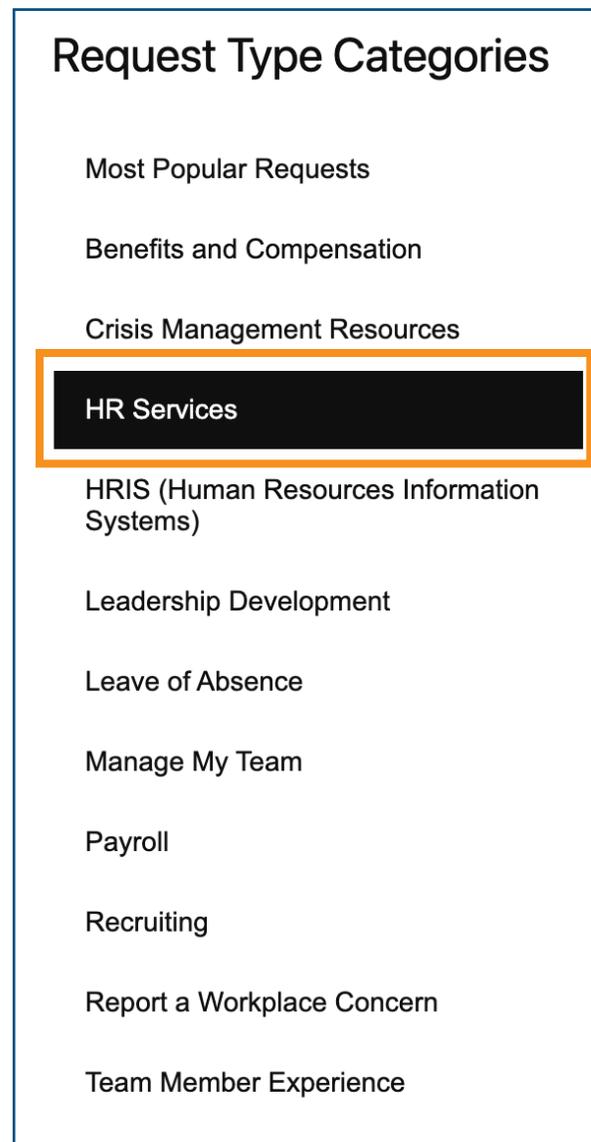

4. Fill out the appropriate information in the ticket and click **Create**

How to Submit a Ticket for I-9 Support

> **IMPORTANT!** If managers need assistance with Form I-9 please call HR Support at (602)-535-4100, Option 1. If assistance is needed outside of HR business hours (M-F 8:00-5:00 MST) submit a ticket in the HR Support Portal through the following procedure:

1. Navigate to the HR Support portal in Jira via the link https://support.gwaz.org/plugins/servlet/desk/portal/11

2. Scroll down on the "Welcome to the Human Resources Portal Page" and **click on the "HR Services" tab** from the sidebar on the left

Request Type Categories

- Most Popular Requests
- Benefits and Compensation
- Crisis Management Resources
- **HR Services**
- HRIS (Human Resources Information Systems)
- Leadership Development
- Leave of Absence
- Manage My Team
- Payroll
- Recruiting
- Report a Workplace Concern
- Team Member Experience

3. Click on the **Form I-9 Assistance** tile

4. Fill out the appropriate information in the ticket and click **Create**