

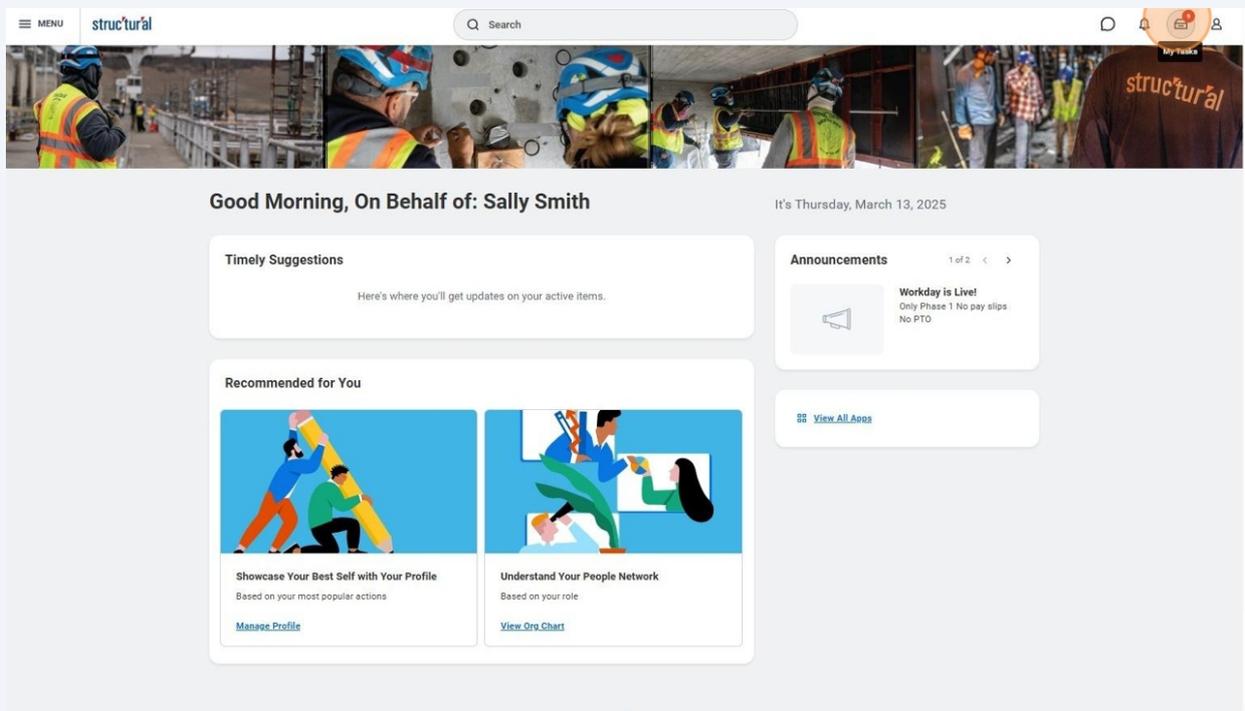
Completing the Form I-9 in Workday

1

Section 1 of the I-9 is to be completed by the Employee on their first day of employment. This process is entirely digital within Workday.

2

The employee should log into Workday and Click into their Inbox.



3 Scroll to find "Complete Form I-9" task

The screenshot shows the 'structural' app interface. On the left, a sidebar lists various tasks. The 'Complete Form I-9' task is highlighted with an orange box. The main content area displays the 'Complete Form I-9' task details, including the title 'Employment Eligibility Verification', the department 'Department of Homeland Security, U.S. Citizenship and Immigration Services', and the form type 'USCIS Form I-9'. Below this, there are instructions and a form for 'Section 1. Employee Information and Attestation'. The form includes fields for Last Name, First Name, Middle Initial, Other Last Names Used, Address, City or Town, State, ZIP Code, Date of Birth, U.S. Social Security Number, Employee's Email Address, and Employee's Telephone Number. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

4 The Employee will need to populate their personal information.

The screenshot shows the 'structural' app interface. On the left, a sidebar lists various tasks. The 'Complete Form I-9' task is highlighted with a blue box. The main content area displays the 'Complete Form I-9' task details, including the title 'Employment Eligibility Verification', the department 'Department of Homeland Security, U.S. Citizenship and Immigration Services', and the form type 'USCIS Form I-9'. Below this, there are instructions and a form for 'Section 1. Employee Information and Attestation'. The form includes fields for Last Name, First Name, Middle Initial, Other Last Names Used, Address, City or Town, State, ZIP Code, Date of Birth, U.S. Social Security Number, Employee's Email Address, and Employee's Telephone Number. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'. The form also includes a section for attesting to citizenship or immigration status with three radio button options: '1. A citizen of the United States', '2. A noncitizen national of the United States (See instructions)', and '3. A lawful permanent resident (Enter USCIS or A-Number: [input field])'.

5 Once completed, the employee should validate the information.

On behalf of: Sally Smith

MENU structural

Form I-9 Instructions

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B. Reverification and Rehire: Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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) * Smith First Name (Given Name) * Sally

Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) * 123 Main St Apt. Number (if any)

City or Town * Baltimore State * MD ZIP Code * 20852

Date of Birth (mm/dd/yyyy) * 85/12/1996 U.S. Social Security Number 123-45-6752 Employee's Email Address sallysmith@gmail.com

Employee's Telephone Number (555) 555-1234

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Enter USCIS or A-Number)
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number

OR

Submit Save for Later Cancel

6 Employee will continue to complete the Form I-9 by indicating their citizenship or immigration status.

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) * Smith First Name (Given Name) * Sally

Middle Initial (if any) Other Last Names Used (if any)

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City or Town * Baltimore State * MD ZIP Code * 20852

Date of Birth (mm/dd/yyyy) * 85/12/1996 U.S. Social Security Number 123-45-6752 Employee's Email Address sallysmith@gmail.com

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Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Enter USCIS or A-Number)
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

7

Employee reviews the Signature Statement and check the 'I agree' box to acknowledge.

Search: All Items

[Advanced Search](#)

- Complete Form I-9** 01/10/2025 ☆
Due: 01/11/2025
Effective: 01/08/2025
- Change Emergency Contacts** 01/10/2025 ☆
Due: 01/12/2025
- Veteran Status Identification** 01/10/2025 ☆
Effective: 01/08/2025
- Disability Self-Identification** 01/10/2025 ☆
Effective: 01/08/2025
- Photo Change** 01/10/2025 ☆
Due: 01/12/2025
Effective: 01/08/2025
- Payment Election Enrollment Event** 01/10/2025 ☆
- Complete Federal Withholding Elections** 01/10/2025 ☆
Due: 01/12/2025
Effective: 01/08/2025

OR

Form I-94 Admission Number

OR

Foreign Passport Number and Country of Issuance

Country of Issuance: (empty)

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-94.

I Agree

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification

[Preparer and/or Translator Certification](#)

Supplement A. Preparer and/or Translator Certification for Section 1

I did not use a preparer or translator.

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many?

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement.

8

Employee indicates if they used a preparer and/or translator.

Effective: 01/08/2025

- Change Emergency Contacts** 01/10/2025 ☆
Due: 01/12/2025
- Veteran Status Identification** 01/10/2025 ☆
Effective: 01/08/2025
- Disability Self-Identification** 01/10/2025 ☆
Effective: 01/08/2025
- Photo Change** 01/10/2025 ☆
Due: 01/12/2025
Effective: 01/08/2025
- Payment Election Enrollment Event** 01/10/2025 ☆
- Complete Federal Withholding Elections** 01/10/2025 ☆
Due: 01/12/2025
Effective: 01/08/2025
- State Tax Elections** 01/10/2025 ☆
Due: 01/12/2025
Effective: 01/08/2025
- View Documents** 01/10/2025 ☆

Country of issuance: (empty)

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-94.

I Agree Today's Date (mm/dd/yyyy) 03/13/2025

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

[Preparer and/or Translator Certification](#)

Supplement A. Preparer and/or Translator Certification for Section 1

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many?

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement.

Signature of 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

9

If a Preparer/Translator was used, they must fill in their information and agree to the statement.

The screenshot shows the 'structural' app interface. On the left is a sidebar with 'All Items' and a list of tasks including 'Complete Form I-9', 'Change Emergency Contacts', 'Veteran Status Identification', 'Disability Self-Identification', 'Photo Change', 'Payment Election Enrollment Event', 'Complete Federal Withholding Elections', 'State Tax Elections', and 'Review Documents'. The main content area is titled 'Preparer and/or Translator Certification' and 'Supplement A. Preparer and/or Translator Certification for Section 1'. It contains radio buttons for 'I did not use a preparer or translator.' (selected) and 'A preparer(s) and/or translator(s) assisted the employee in completing Section 1.'. Below this is a 'How Many?' input field with '0'. A large orange box highlights the 'Signature of Preparer or Translator' section, which includes an attestation statement, an 'I Agree' checkbox, and input fields for 'Last Name (Family Name)', 'First Name (Given Name)', 'Middle Initial (if any)', 'Address (Street Number and Name)', 'City or Town', 'State', and 'ZIP Code'. There is also a comment field and a 'Process History' section showing 'Sally Smith' with 'Complete Form I-9 - Awaiting Action' due on 01/11/2025. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

10

Click "Submit" once all data is confirmed and finalized.

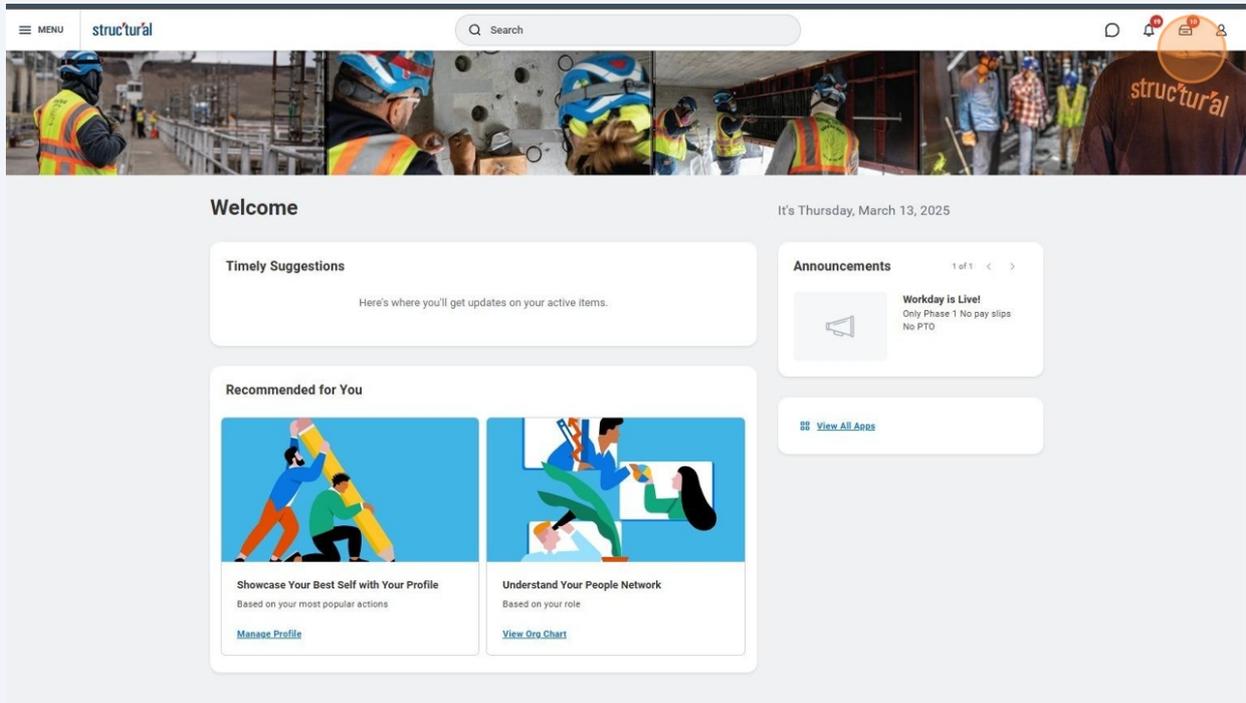
This screenshot is identical to the one above, showing the same 'Preparer and/or Translator Certification' form. The only difference is that the 'Submit' button at the bottom left is now highlighted with an orange circle, indicating the final step in the process.

11

Once the employee submits Section 1 of the Form I-9, Section 2 will automatically route to either the Admin Support or HR Operations.

12

The Admin Support should log into Workday and Click into their Inbox.



13

Admin Support clicks on the Complete Form I-9 inbox task

The screenshot shows the 'structural' HR system interface. At the top, there is a 'MENU' icon and a search bar. Below the header, the main content area is titled 'All Items' and contains a list of tasks. The first task, 'Complete Form I-9: Sally Smith', is highlighted with an orange box. This task has a due date of 03/13/2025 and an effective date of 01/08/2025. Other tasks in the list include 'Complete Form I-9: Niagra Falls', 'Open Enrollment Change: Joanna Bautista on 06/01/2025', 'Finalize: Aaron Smith', 'Benefit Change - Job Change : Joanna Bautista on 09/16/2024', 'Finalize: Foreman 1 - Christian Chisag', and 'Complete Form I-9: Giovanni Meade'.

Task Title	Due Date	Effective Date
Complete Form I-9: Sally Smith	03/13/2025	01/08/2025
Complete Form I-9: Niagra Falls	03/12/2025	03/12/2025
Open Enrollment Change: Joanna Bautista on 06/01/2025	02/28/2025	06/01/2025
Finalize: Aaron Smith	02/12/2025	02/12/2025
Benefit Change - Job Change : Joanna Bautista on 09/16/2024	01/31/2025	09/16/2024
Finalize: Foreman 1 - Christian Chisag	01/24/2025	01/24/2025
Complete Form I-9: Giovanni Meade	01/23/2025	01/23/2025

14

Admin Support will see that "Section 1. Employee Information and Attestation" has already been completed by the new hire employee.

The screenshot shows the Workday Form I-9 interface. On the left, a sidebar lists various HR tasks, with 'Complete Form I-9: Sally Smith' highlighted. The main content area displays 'Section 1. Employee Information and Attestation'. This section is pre-filled with employee data: Last Name (Family Name) * Smith, First Name (Given Name) * Sally, Middle Initial (if any) N/A, Other Last Names Used (if any) N/A; Address (Street Number and Name) * 123 Main St, Apt. Number (if any) N/A, City or Town * Baltimore, State * MD, ZIP Code * 20852; Date of Birth (mm/dd/yyyy) * 05/12/1996, U.S. Social Security Number 123-45-6752, Employee's Email Address sallysmith@gmail.com, Employee's Telephone Number (555) 555-1234. Below this, there are four radio button options for citizenship status, with the first option 'A citizen of the United States' selected. At the bottom, there are buttons for 'Approve', 'Send Back', 'Save for Later', and 'Cancel'.

15

Admin Support will complete Section 2 of the I-9. Just like the regular I-9 form, populate appropriate documents in **List A** or **List B & List C**.

If you enter information in to List B, Workday will require information in List C.

The screenshot shows the Workday Form I-9 interface, now on 'Section 2. Employer Review and Verification:'. This section is currently empty. Below the section title, there are three 'List A' sections, each with input fields for 'Document Title 1', 'Document presented is a receipt' (checkbox), 'Select Issuing Authority', 'Document Number (if any)', and 'Expiration Date (if any)'. The 'Expiration Date' fields have a date picker icon. At the bottom, there are buttons for 'Approve', 'Send Back', 'Save for Later', and 'Cancel'.

16

Enter first day of Employment and check the "I Agree" box.

Admin Support's name, title and work address will automatically populate in the Authorized Representative section.

structural Search

MENU

All Items 10 items

Search: All Items

Advanced Search

- Complete Form I-9: Sally Smith** 03/13/2025 ☆
Due: 03/14/2025
Effective: 03/13/2025
- Complete Form I-9: Niagra Falls** 03/12/2025 ☆
Due: 03/13/2025
Effective: 03/12/2025
- Open Enrollment Change: Joanna Bautista on 06/01/2025** 02/28/2025 ☆
Due: 03/02/2025
Effective: 06/01/2025
- Finalize: Aaron Smith** 02/12/2025 ☆
Due: 02/13/2025
Effective: 02/12/2025

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.

First Day of Employment (mm/dd/yyyy): 03/13/2025

(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.

I Agree *

Title of Employer or Authorized Representative *

Last Name of Employer or Authorized Representative *

First Name of Employer or Authorized Representative *

Send Back Approve

17

Click "Select files" to attach supporting documentation to complete the I-9. The employee can email the documents to the Admin Support role. Then click Approve.

The screenshot shows the 'structural' HR system interface. On the left, a sidebar lists 'All Items' with a search bar and 'Advanced Search' link. The list includes:

- Complete Form I-9: Sally Smith (03/13/2025, Due: 03/14/2025, Effective: 03/13/2025)
- Complete Form I-9: Niagra Falls (03/12/2025, Due: 03/13/2025, Effective: 03/12/2025)
- Open Enrollment Change: Joanna Bautista on 06/01/2025 (02/28/2025, Due: 03/02/2025, Effective: 06/01/2025)
- Finalize: Aaron Smith (02/12/2025, Due: 02/13/2025, Effective: 02/12/2025)

The main content area shows a form for 'Supplement B, Reverification and Rehire'. It includes a ZIP Code field (00170), a note about reverification, and an 'Attachments' section with a 'Drop files here' area and a 'Select files' button. At the bottom, there is a 'Send Back' button and a blue 'Approve' button highlighted with an orange box.

18

Once submitted, the Form I-9 is sent to E-Verify automatically - no further action needed.

The screenshot shows the 'structural' HR system interface with a 'You have submitted' notification box at the top. The notification includes a 'View Details' link and a radio button for 'None of the above'. Below the notification, the I-9 form is displayed with the following fields:

- Document Number (if any): [Empty]
- Expiration Date (if any): [MM/DD/YYYY]
- Additional Information: [Empty]
- 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.
- First Day of Employment (mm/dd/yyyy): [MM/DD/YYYY] (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.
- I Agree Title of Employer or Authorized Representative * Senior Administrative Assistant
- Last Name of Employer or Authorized Representative * Bautista First Name of Employer or Authorized Representative * Joanna
- Employer's Business or Organization Name * Structural Preservation Systems, LLC
- Employer's Business or Organization Address (Street Number and Name) * 9555 Soreng Ave City or Town * Schiller Park

At the bottom, there are buttons for 'Approve', 'Send Back', 'Save for Later', and 'Cancel'.

19

If there is an error with the Form I-9, a "Finalize: *Employee Name*" task will come to your inbox. Please contact hrops@structuralgroup.com with any questions.

The screenshot displays a task management interface. On the left, a list of tasks is shown under the heading "All Items". One task, "Finalize: Sally Smith", is highlighted with a red box and a red arrow pointing to it. The main panel shows the details for a task titled "Final U.S. Employment Verification Status" for Justin Timberlake. A red box highlights a warning message: "The Form I-9 process was not able to contact the E-Verify system. Warning." Below this, instructions are provided: "If you see this screen, STOP! Log into E-verify and verify the employee's I-9 status by following the steps below: Log into E-Verify, Click into 'Cases' in the Menu at the top of the page, Search for the Worker by name, Review the Case Status that should appear by the employee's name." A list of instructions follows: "If you see 'Employment Authorized', then select 'Employment Authorized' in the drop down below, and enter the E-Verify Case Number, if needed. If you see 'Case Incomplete', click 'Continue Case' and proceed through the next steps. If you do not see the employee in E-Verify, or have any questions, the please reach out to HRDps@Structuralgroup.com". The form includes a dropdown for "U.S. Employment Verification Status" (set to "Authorization Pending"), a text field for "Final E-Verify Case Number", and a "Comment" field. At the bottom, there are "Submit" and "Cancel" buttons.