



TIPS

The list of acceptable documents can be found [here](#).

RELATED TASK(S)

- Complete Onboarding

RESOURCES

- [Student Employment Support Site](#)

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 in two (2) forms of valid ID to the Human Resources Office located on the first floor of St. Joseph Hall.

***Note:** Federal law requires all new employees to complete the Form I-9, with Part I completed by the employee by the first day of employment and Part II completed by the employer within three (3) days of hire.

Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.