



- When an exception occurs and a paper I-9 is needed, it is the department’s responsibility to manage the steps as outlined below.
- The paper form I-9 can only be attached on the record after the appointment has been entered and current (not future dated) in Workday.

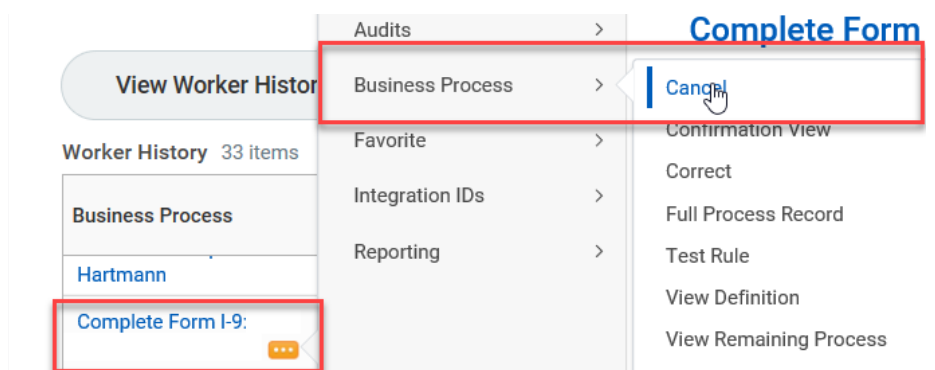
Please follow the detailed steps below to successfully complete the process.


After entering the appointment into Workday, there are three easy steps to successfully complete the uploading process.

1. Cancel the electronic I-9 in Workday;
2. Scan the document;
3. Entering the paper I-9 completion dates into Workday;
4. Uploading the documents.

Cancel the Electronic I-9 in Workday

1. On the employee record, click on the JOB sub-menu under the employee’s picture.
2. Click on the last tab called Worker History.
3. In the Business Process column, you should see a Complete I-9 task.




4. Hover to the right of the Complete I-9 task and click on the  icon, select Business Process and then Cancel.

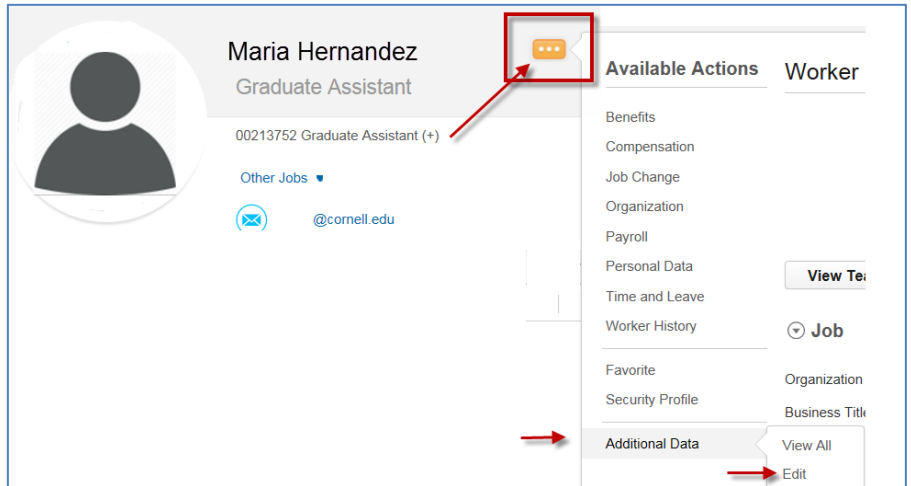
Scan the Documents:

- 1) **Recommended Naming Convention:** First always list the document name. Then the employee’s name. (Ex. I9Hernandez)




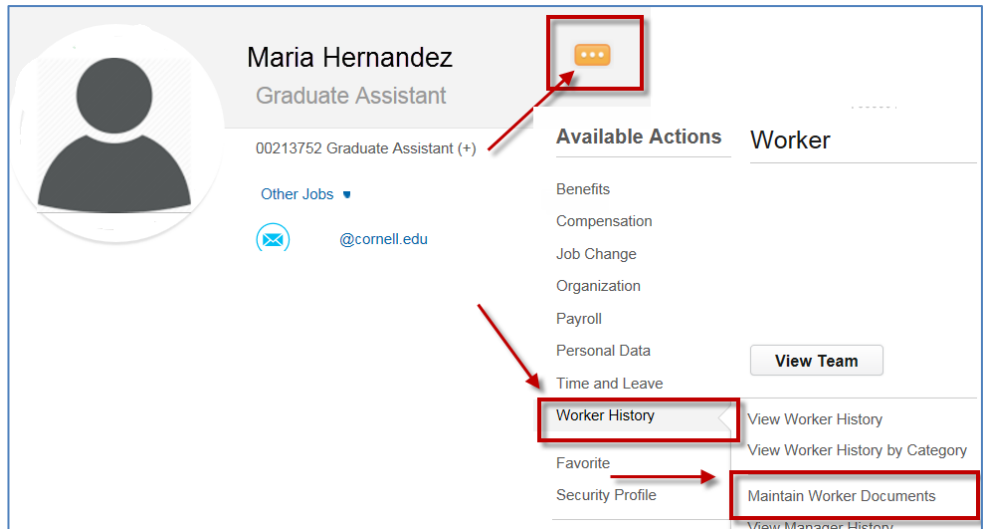
Enter the I-9 Completion Dates:

1. Next to the Student's Name, click on the  icon.
2. Select **Additional Data**, then select **Edit**.
3. In the Custom Object field, Paper I-9 , enter the date *the form was completed* by the student (not today's date) and then click **OK**.



To Upload the Documents:

1. Next to the Student's Name, click on the  icon.
2. Select **Worker History**, then select **Maintain Worker Documents**.
3. Click on the **Add** button to upload a new document.
4. Once the file has been uploaded, select the appropriate **Document Category** from the dropdown option.



5. Paper I-9 must go into the HIRE w/SSN folder.
6. Paper IRPRA must go into the HIRE w/out SSN folder.
7. Comments are optional but can be added to provide additional information.
8. Click **OK**.
9. If you uploaded the wrong document, you may use the garbage can icon to remove it and start all over.