

- 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 <u>three easy steps</u> 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

- 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.

	Audits	>	Complete Form
View Worker Histor	Business Process	>	Cang
Worker History 33 items	Favorite	>	Confirmation View
Business Process	Integration IDs	>	Full Process Record
Hartmann	Reporting	>	Test Rule View Definition
Complete Form I-9:			View Remaining Process

4. Hover to the right of the Complete I-9 task and click on the ²²² icon, select Business Process and then Cancel.

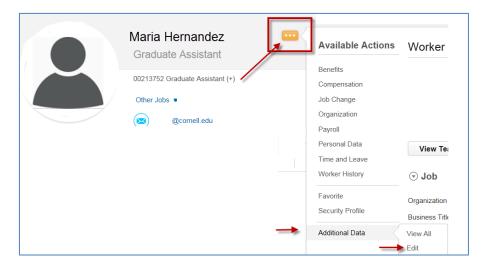
Scan the Documents:

1) Recommended Naming Convention: First always list the document name. Then the employee's name. (Ex. 19Hernadez)



Enter the I-9 Completion Dates:

- Next to the Student's Name, click on the icon.
- 2. Select Additional Data, then select Edit.
- 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:

- 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.
- Once the file has been uploaded, select the appropriate **Document Category** from the dropdown option.
- Maria Hernandez Graduate Assistant Available Actions Worker 00213752 Graduate Assistant (+) Benefits Other Jobs Compensation (\mathbf{X}) @cornell.edu Job Change Organization Payroll Personal Data View Team Time and Leave Worker History View Worker History View Worker History by Category Favorite Security Profile Maintain Worker Documents
- 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.