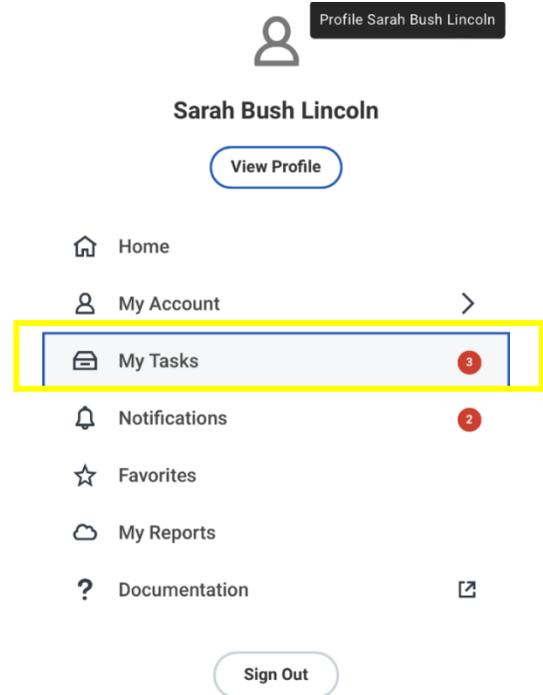
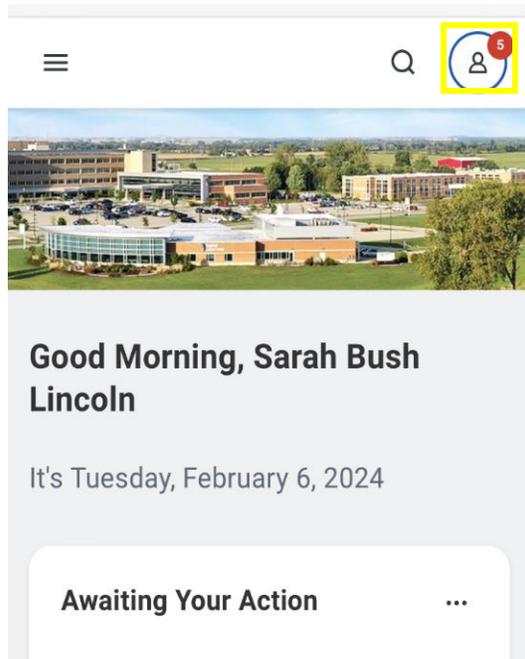


## Complete Form I9

### Pre-Hire User Guide – Mobile

1. Once logged in to Workday, navigate to the person icon in the top right corner. Click “My Tasks”
2. Find task titled Complete Form I9
3. Scroll down and enter all personal information with required fields.
4. Check the appropriate box to indicate your citizenship status.
5. Review “Signature of Employee” and select I Agree
6. Select whether you utilized a preparer or translator.
7. SUBMIT

1.



2. < Item 1 of 6 ↑ ↓

**Complete Form I-9**

☆ ⚙

Created: 03/12/2024 | Due: 03/16/2024 |  
Effective: 03/13/2024

**Employment Eligibility Verification**

Department of Homeland Security, U.S. Citizenship and  
Immigration Services

USCIS Form I-9

OMB No. 1615-0047  
Expires 07/31/2026

>START HERE: Employers must ensure the form  
instructions are available to employees when

⋮ Save for La... Submit

3. < Item 1 of 6 ↑ ↓

**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) \***

Bush Lincoln

**First Name (Given Name) \***

Sarah

**Middle Initial (if any)**

⋮ Save for La... Submit

4. < Item 1 of 6 ↑ ↓

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)

⋮ Save for La... Submit

← Item 1 of 6



### 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. I attest, under penalty of perjury, that this information, 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-9.

I Agree \*



Today's Date (mm/dd/yyyy)

03/12/2024



Save for La...

Submit

← Item 1 of 6



### 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?

0

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 and/or translator must enter the



Save for La...

Submit