

## **Electronic Form I-9 and Workday Integration: FAQ's**

**1. Will the City be penalized for notifications in Workday regarding current employees requiring I-9 completion despite having a paper copy on file?** No. If the employee has a valid I-9, timely submitted, there will be no penalty for improper notifications in Workday.

**2. When is the transition from paper Form I-9 to electronic Form I-9 and E-Verify?** The official launch of E-Verify and the electronic Form I-9 for the City is effective February 1, 2021.

**3. Is uploading List B&C documents mandatory? Is this different from the paper Form I-9?** Only List B documents (that establish identity) require an upload in Workday, this is different from paper Form I-9 which does not require an employer to maintain supplemental documents used to verify an employee's status.

**4. Can the new employee and HR Practitioner complete the electronic Form I-9 at the same time?** No, the employee must complete Section 1 and submit it before the HR Practitioner can begin and submit Section 2.

**5. Does Form I-9 have to be updated if there is a change in status – e.g. (The employee is a green card holder but at some point obtains citizenship)? Do we go back as the HR and update this new information?** When your employee's employment authorization or, in most cases, employment authorization documentation expires, you must reverify, by completing Section 3 of the paper Form I-9, to ensure your employee is still authorized to work. To find out if your current employee's employment authorization expires, look in Section 1 for the date that employment authorization expires and in Section 2 for the date that the employment authorization document expires.

We suggest that you remind these employees, at least 90 days before the date reverification is required, that they will be required to present a List A or List C document (or acceptable receipt) showing continued employment authorization on the date that their employment authorization or documentation whichever is sooner, expires. If your employee has a Form I-765, Application for Employment Authorization, pending with USCIS, and the application has been pending for 75 days, your employee may contact the USCIS Contact Center.

**6. Who is responsible for uploading employee identity and work status documents in Workday, the new hire or HR personnel?** The newly hired employee must present the appropriate documents to the HR Practitioner. The HR Practitioner is responsible for verifying the documents. If there is a List B document provided, the HR Practitioner must upload that document into Workday.

**7. If there are technical complications or system delays with getting the new hire into Workday, can a paper I-9 be used in that case for compliance?** Yes, if you complete a paper Form I-9, you may scan and upload the original signed form, correction or update, and retain it electronically. When Workday is restored, the form should be completed in Workday and if it is overdue the "technical problems" reason should be indicated.

**8. Is there a contact for our HR people if we have to contact an I-9 administrator?** Yes, please email: [Workday@baltimorecity.gov](mailto:Workday@baltimorecity.gov)

9. When does the new employee see the I-9 in Workday to complete Section 1? The employee receives this task as a part of their onboarding tasks in Workday after the HR Partner/Practitioner hires the employee into WD. Workday sends the notification via email as well as being noted in the employee's WD inbox.

10. How or when will the I-9 be sent to the employee for completion? The employee receives this task as a part of their onboarding tasks in Workday after the HR Partner/Practitioner hires the employee into WD. Workday sends the notification via email as well as being noted in the employee's WD inbox.

**11. What happens in Workday if a Tentative Non-confirmation (TNC) is not resolved?** An email is sent to the employee and HR Partner/Practitioner. TNC's in general, require the Agency HR Practitioner to provide the [Further Action Notice](#) to the employee. The employee must indicate whether they intend to contest the TNC on the form. HR Practitioners should make copies of the form for their records. From that point, the process is handled by the employee and the appropriate entity (SSA or DHS) and E-verify is updated when the employee's case is resolved. Workday will be synced to reflect the employee's final status once provided.

**12. Currently, we are unable to hire employees, without completing I-9's. Will this process be changed/updated in Workday?** Workday allows you to hire the person into Workday. The Complete I-9 task triggers during the onboarding process once the employee is hired and they have officially started.

**13. When hiring a new employee in Workday, the I-9 documents needs to be inputted as part of the hiring process. It was stated that the new employee will have access to Workday when hired to complete the I-9 form. How can the HR Practitioner hire the employee without having the I-9 form completed?** Workday allows you to hire the person into Workday. The Complete I-9 task triggers during the onboarding process once the employee is hired and they have officially started.

**14. How are HR Practitioners notified of expiring documents in Workday?** The Work Authorization Docs Expiring case alert is a notification that an employee's Employment Authorization Document (Form I-766) or Arrival-Departure Record (Form I 94) document is expiring. This alert is intended as a reminder to reverify the employee by completing Section 3 of Form I-9. However, E-Verify should not be used for reverification, so do not use E-Verify to create a new case.

Because this is simply a reminder, no action is required or permitted in E-Verify. You may dismiss each alert by clicking Dismiss Alert.

This alert will only appear if the document the employee presented for the original E Verify case was either an Employment Authorization Document (Form I-766) or an Arrival-Departure Record (Form I-94). The alert will appear in E-Verify 90 days prior to expiration. Also, the alert only appears when the Form I-766 or Form I-94 used for the E-Verify case expires—subsequent expiration dates will not activate another case alert.