

The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. Also, the City of Baltimore is an E-Verify employer and will provide the federal government with the electronic Form I-9 information to confirm that new employees are authorized to work in the U.S.

The electronic Form I-9 completion must be done in Workday as part of the employee's onboarding process and must be completed within three (3) days of the employee's first day of work. The following instructions provide guidance on completing the Form I-9 in Workday.

Section 1 of I-9 Form – Employee responsibilities in Workday

- New employee should complete Section 1 *prior* to employee's first day of work.
- Employee receives an e-mail notification to complete Section 1 of the I-9.
- Log in to Workday <https://workday.baltimorecity.gov/>
- Form I-9 status will continue to show as pending and the I-9 Coordinator will not be able to complete Section 2 until employee clicks "submit" in Workday to finish this process.
- Once section 1 is completed, employee receives an e-mail notification to provide the I-9 Coordinator with the appropriate documents.
- Presenting the acceptable identification documents may be done via video-link, fax, or e-mail, in accordance with the most recent USCIS Guidelines, until March 31, 2021. Contact your I-9 Coordinator to schedule an appointment. A list of acceptable identification documents can be found at: <https://www.uscis.gov/i-9-central/acceptable-documents>.

Section 2 of Form I-9 - Coordinator responsibilities in Workday

- I-9 Coordinator receives an email notification to complete Section 2 of the Form I-9.
- Upon receipt of employee's documents, I-9 Coordinator ensures documents are either from list A **OR** lists B & C of Form I-9 and match identification of new employee.
- I-9 Coordinator completes certification section and selects "Approve."
- I-9 Coordinator receives a notification in Workday for the status of their submission.
- If completed more than 3 days after hire date, I-9 Coordinator must enter an overdue reason when completing Section 2 of Form I-9.

For more information, please visit (workday.baltimorecity.gov).