# **Onboarding:** Complete I-9

## OVERVIEW

The purpose of the I-9 form is to verify eligibility of an employee to work legally in the United States. This form is mandatory for employers and employees. This requirement applies to both U.S. citizens and non-citizens. This mandatory task must be complete within 3 business days. Failure to comply will result in termination of employment.

Welcome to NWACC!

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## **CREATE I-9**

- 1. From <u>www.nwacc.edu</u>, select Login, then My NWACC.
- **2.** Enter your username and password.

*Note:* Contact the IT Help Desk to obtain login information.

**3.** Select Workday, then Workday in the dropdown list.

Note: Bookmark for future use.

- 4. In the Announcement area, select **Onboarding**.
- **5.** Take a moment to read your welcome messages and review the entire home page.



#### TASKS

- **1.** The Inbox (items you must take action on), the left-hand column shows actions you must take for your onboarding process.
- 2. Scroll down and select Complete Form I-9.
- 3. Enter all required information in Section 1





## New Hire

# **Onboarding:** Complete I-9

## **New Hire**

4. Select Submit.

Inbox	
Actions Archive	Complete Form I-9
Viewing: All 🗢 Sort By: Newest 😞 😓	11 minute(s) ago - Due 02/10/2021; Effective 02/07/2021
	Employment Eligibility Verification
11 minute(s) ago - Due 02/14/2021; Effective	Department of Homeland Security, U.S. Citizenship and Immigration Services
02/07/2021	USCIS Form I-9
Complete Federal Withholding Elections 11 minute(s) ago - Due 02/14/2021; Effective	OMB No. 1615-0047 Expires 10/31/2022
Complete State and Local Withholding Elections 11 minute(s) ago - Due 02/14/2021; Effective 값 02/07/2021	-START HERE Download and read instructions carefully before completing this form. The instructions must b
Enter Contact Information: P-001482 Accounting Coordinator - Eddie Eagle	ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers C individual because the documentation presented has a future expiration date may also constitute illegal disc
Triminute(s) ago - Effective 02/07/2021	Section 1 Employee Information and Attestation
Complete Form I-9 11 minute(s) ago - Due 02/10/2021; Effective 52 02/07/2021	Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not b
	Last Name (Family Name) * Eagle First Name (Gi
Accounting Coordinator - Eddie Eagle	Other Last Names Used (if any)
Enter Personal Information: P-001482 Accounting Coordinator - Eddie Eagle	Address (Street Number and Name) * One College Drive Apt.
	State & Long and State & Long and
Hire: Eddie Eagle	State AR 72712

**<u>Note</u>**: The task routes through reviews and approvals.

#### UPLOADING DOCUMENTS

- 1. In the upper right-hand corner is a circle with clouds, known as your **Profile**. You can upload a profile picture of yourself at your convenience.
- 2. Select your profile and then **View Profile**.



- 3. On the left-hand side, towards the bottom select **Personal**.
- Across the top of the section, select **Documents**, then select the Add button.



**Note:** The most commonly provided forms of identification is the U.S. Passport **OR** Driver's License **AND** Social Security card.

If you have any questions on acceptable forms of identification or requirements involving the I-9 process, please visit the USCIS <u>website</u>.

- 5. Select the **Select files** button and navigate to the appropriate file(s) to upload.
- 6. Select OK.



