

Create and View an I-9

Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the US. Completion of Form I-9 is only required for new employees, or if documents used for a previous Form I-9 are about to expire.

Create an I-9

Form I-9 is created as a form within the solution and then submitted by the employee for verification.

Navigation: Menu > My Info > My HR > Forms > Government Forms > I9s

1. From the **I9s** page, select **Add New**. The **New I-9** window appears.
2. Select **Create I9**.
3. Complete fields as necessary on the form. For assistance completing the form, select **View Instructions**.
4. Select **Submit I9**.
5. Enter your password and select **I Agree**.

View an I-9

A completed Form I-9 can be reviewed as necessary.

Navigation: Menu > My Info > My HR > Forms > Government Forms > I9s

1. From the **I9s** page, select the **View Form I9** icon.
2. From the **Form I9** page, review information as needed.

Note:

A copy of the completed Form I-9 can be downloaded by selecting **Download PDF**.