New Hire

1. **Pittsburgh & Silicon Valley Campuses**
The new employee receives a “To Do” task, in Workday, to complete Section 1 of the Form I-9. The new employee completes Section 1 prior to the first day of work. Within the first three days, the employee visits the Human Resources Service Center to present original documentation. The HR Coordinator completes Section 2 of Form I-9.

2. **Other CMU Campus Locations**
A new employee at a campus location with a local HR contact must visit the campus business office on their first day to complete the Form I-9 using the paper form. The completed form, along with copies of the documentation, will be mailed to the Human Resources Service Center to be uploaded to Workday. The HR Coordinator will then cancel the Form I-9, Section 1 “To Do” task in Workday.

3. **Remote Locations**
A new employee in a remote location will be given the Instructions for Remote Workers [pdf] by their hiring department. The remote hire is expected to visit a notary public or partner institution (details are found in the instructions) to complete the Form I-9 by the third business day from their start date.

Current Active Employee

1. No action is required unless the employee’s work authorization changes or expires. Workday will notify the HR Coordinator and employee 60 days before the expiration date of the work authorization.

2. If the employee does not have an electronic I-9 in Workday, the HR Service Center will instruct the employee to provide the necessary documentation to the HR Coordinator and to complete an electronic I-9 in Workday.

3. If the employee does have an electronic I-9 in Workday, the employee provides the necessary documentation to the HR Coordinator who will complete Form I-9 Section 3 to record the new work authorization information.

Rehired Previous Employee

1. If the employee did not have an electronic I-9 in Workday, the rehired employee will receive a notification in Workday to complete the Form I-9. The employee completes Section 1 by their first day of employment. Within the first three days of employment, the employee visits the HR Shared Services Center to present original documentation. The HR Coordinator completes Section 2 of Form I-9.

2. If the employee did have an electronic I-9 in Workday within the last three years, the HR Coordinator completes Section 3 of Form I-9. No action is required by the employee.

3. If the employee returns after three years, the employee receives a “To Do” task in Workday to complete Section 1 of Form I-9. Within the first three days of employment, the employee visits the HR Shared Services Center to present original documentation. The HR Coordinator completes Section 2 of Form I-9.