Quick Reference Guide: I-9 Reverification

Keep in mind

- Only the impacted employee can initiate the I-9 Reverification process in Workday.

Information Needed

- Reverification documents and dates.

Steps for Reverifying an I-9:

1. In the search field, type in “Complete I-9”.

2. Click on the task “Complete Form I-9 Document Reverification”.

3. Ensure your name is in the Worker field.

4. Complete/update all of your personal information.
5. Select your citizenship status.

   Note: if selecting a status other than “U.S. Citizen”, you will be prompted to enter dates pertinent to your work authorization documents.


7. Complete the Preparer and/or Translator Certification only if Section 1 was completed by someone other than you.

8. Click on the Submit Icon to submit your I-9 Recertification. The process will route to your HR or Academic HR Partner to complete.