

Procedure: Attaching I-9 Documents



I-9 documents must be scanned securely. The option for secure scanning is:

- Using a Xerox that is mapped to a Phoenix Shared Drive.

If you are unable to scan the documentation securely by this method below, you must hand carry the documents to the Medical Center HR Office or University Human Resources in Healy Hall.

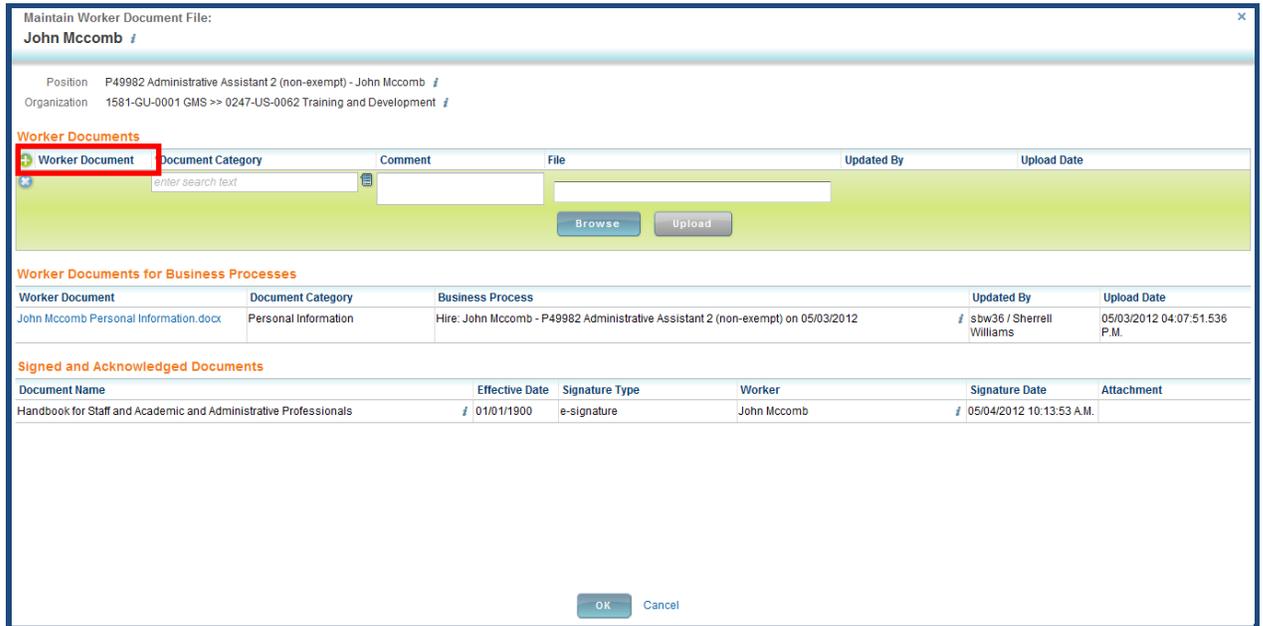
1. If you are able to scan your document(s) based on the outlined requirements, once the document is scanned, select the Related Actions button off of the worker.
2. From the Related Actions button, click Worker History.
3. From Worker History, select Maintain Worker Document File.

A screenshot of the Workday web interface for a worker named John McComb. The interface is divided into several sections. On the left, there's a 'Job Details' section with fields for Employee ID (45941), Organization (1581-GU-000), Position (P49982 Admit), Business Title (Administrative As.), Job Profile (Administrative), Employee Type (Ongoing (Reg)), Time Type (Full time), FTE (100.00%), Location (Harris Building), Hire Date (05/03/2012), Original Hire Date (05/03/2012), Continuous Service Date (05/04/2012), Years of Service (0), Time in Position (0), and Time in Job Profile (0). In the center, there's an 'Available Actions' menu with a list of options: Benefits, Business Process, Calendar, Compensation, Favorite, Integration IDs, Job Change, Organization, Payment, Payroll, Payroll Interface, Personal Data, Preferences, Recruiting, Reporting, Security Profile, Talent, Time Off and Leave, Time Tracking, and Worker History. The 'Worker History' option is highlighted with a red box. On the right, there's a 'Worker: John McComb' section with 'Contact' and 'Job' information. The 'Job' information includes Organization (0247-US-0062 Training and Development), Business Title (Administrative Assistant 2), Manager (Mary Mahin), Location (Harris Building), and Time in Position (0). Below the 'Available Actions' menu, a sub-menu is open for 'Worker History', showing options: View Worker History, View Worker History by Category, Edit Service Dates, Edit System ID, Maintain Worker Document File (highlighted with a red box), Maintain Worker History from Previous System, View Manager History, View Service Dates, and View Worker Document File.



Prior to uploading the file(s) the document filename should be labeled: Last Name, First Name, Form Date (mm-dd-yyyy), I-9 Docs.

- On the Maintain Worker Document File page, you will see all documents that have been uploaded for the employee. Click  the Add Row button next to Worker Document.



Maintain Worker Document File:
John McComb #

Position P49982 Administrative Assistant 2 (non-exempt) - John McComb #
Organization 1581-GU-0001 GMS >> 0247-US-0062 Training and Development #

Worker Documents

Worker Document	Document Category	Comment	File	Updated By	Upload Date
	<input type="text" value="enter search text"/>	<input type="text"/>	<input type="text"/>		

Worker Documents for Business Processes

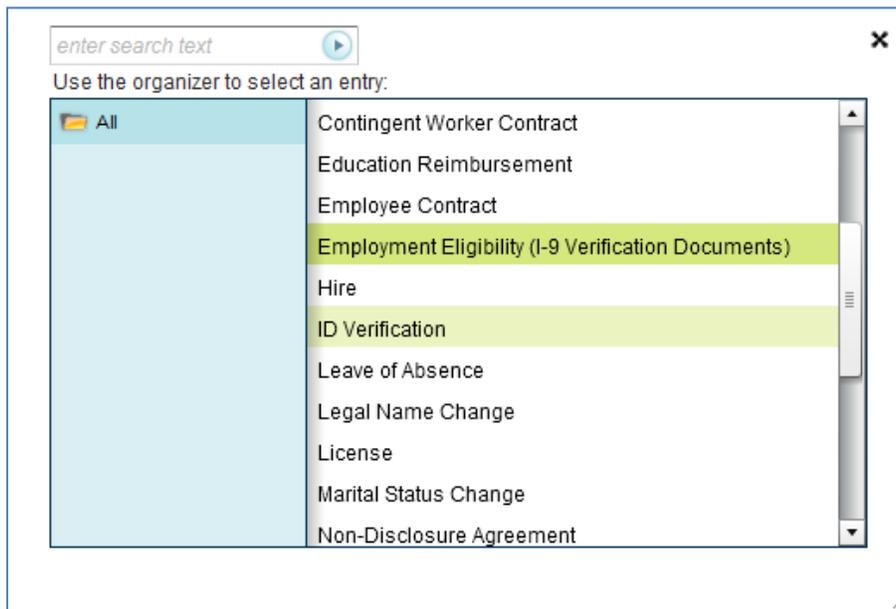
Worker Document	Document Category	Business Process	Updated By	Upload Date
John McComb Personal Information.docx	Personal Information	Hire: John McComb - P49982 Administrative Assistant 2 (non-exempt) on 05/03/2012	# sbw36 / Sherrell Williams	05/03/2012 04:07:51.536 P.M.

Signed and Acknowledged Documents

Document Name	Effective Date	Signature Type	Worker	Signature Date	Attachment
Handbook for Staff and Academic and Administrative Professionals	# 01/01/1900	e-signature	John McComb	# 05/04/2012 10:13:53 A.M.	

OK Cancel

- Click  the Prompt button next to the Document Category. From the drop down, select Employment Eligibility (I-9 Verification Documents).

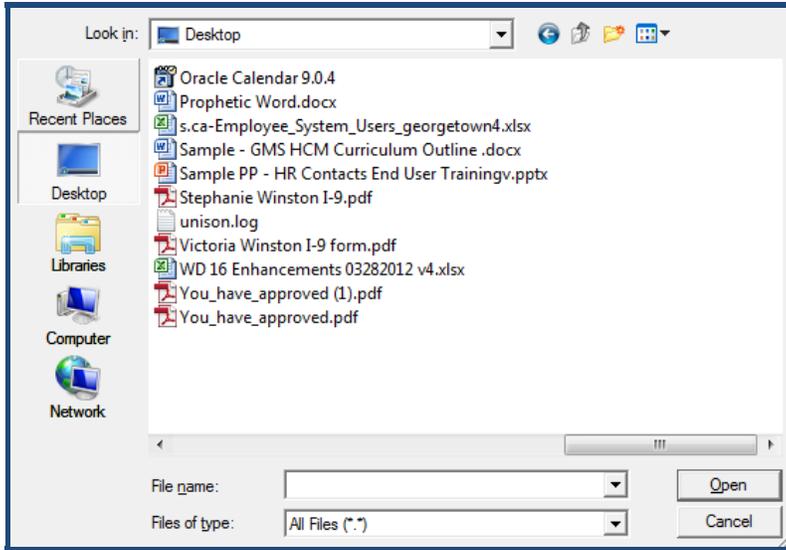


enter search text 

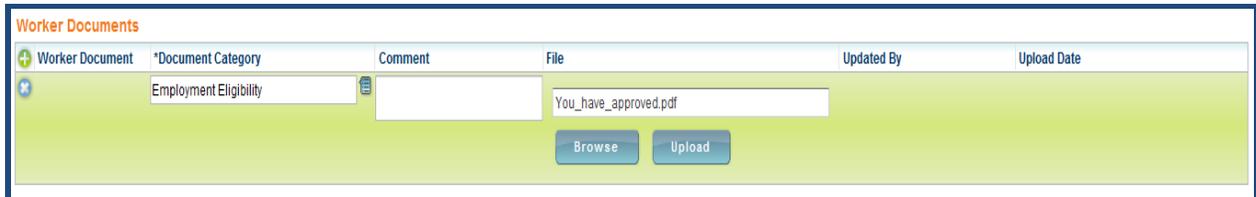
Use the organizer to select an entry:

- All
- Contingent Worker Contract
- Education Reimbursement
- Employee Contract
- Employment Eligibility (I-9 Verification Documents)**
- Hire
- ID Verification
- Leave of Absence
- Legal Name Change
- License
- Marital Status Change
- Non-Disclosure Agreement

- Click  the Browse button. Located the scanned document



- Once the document has been located, double click on the document. The document name will appear in the file field.



- Click the Upload button. The system will date stamp the uploaded document.

