

Amend I-9 (U.S. locations only)

Overview

Step by step direction on how to amend an employee's I-9.

Who Does This: HRBP

Things to Know:

- This task/form is only applicable for U.S. locations.
- If changes to Section 1 of the I-9 are needed, a task will be sent to the employee for review / complete.
- If changes to Section 2 of the I-9 are needed, only tasks to the HR Business Partner will be required.
- If changes are needed for both Sections 1 and 2, then the process will start with the HR Business Partner amending Section 2 and then an inbox task will be sent to the employee to amend Section 1.

The screenshot displays a user interface for amending an I-9 form. At the top left is a red logo with a white infinity symbol. To its right is a search bar containing the text 'amend'. Below this is a prominent blue banner with the text 'Amend Form I-9' in white. Underneath the banner is a text input field with the label 'Worker Form I-9 *' and a dropdown menu icon on the right. At the bottom of the interface are two buttons: an orange 'OK' button and a grey 'Cancel' button.

Step 1

In the search bar, type in **Amend Form I-9**.

Type the name of the worker whose I-9 you need to amend into the "**Worker Form I-9**" field.

Hit OK.

← Amend Form I-9

This function allows you to correct errors to the form I-9 after employment authorization has been completed. Please select the section(s) you wish to change.

- Section 1. Employee Information and Attestation
- Section 2. Employer or Authorized Representative Review and Verification
- Both Section 1 and Section 2
- Attachments

Note Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not applicable.

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047
Expires 08/31/2019

Submit

Cancel

Step 2

Click on the radial to indicate which section(s) or attachments* you need to correct.

*Based on your selection, you will have the opportunity to provide corrections on the indicated section(s).

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Agree

Last Name (Family Name) (empty) First Name (Given Name) (empty)

Address (Street Number and Name) (empty) City or Town (empty) State (empty)

ZIP Code (empty)

Instructions for Employee *

Reason for changes to Section 2 *

Step 3

Make necessary changes in the appropriate sections.

Enter information into any required fields such as **“Instructions to Employee”** and/or **“Reason for Changes to Section 2”**.

Click Submit.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Amend Form I-9: Jones
46 second(s) ago

2 day(s) ago - Due 10/25/2020; Effective 10/23/2020

3 day(s) ago

3 day(s) ago - Effective 10/23/2020

Form I-9 Section 1 - Amend

46 second(s) ago

Instructions

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Note

Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not applicable.

Employment Eligibility Verification

Department of Homeland Security

Submit

Step 4:
(Only for the Employee when Section 1 is selected to be Amended)

When Section 1 is indicated as needed changes, the employee whose I-9 was amended by HR will receive a Workday Inbox task to review and enter any corrections..

The employee should click on the inbox task review and make any changes as necessary in the appropriate sections.

They will need to enter information into any required fields such as **“Reasons for Changes to Section 1”**.

Click Submit.

FAQ's

What happens next?

The I-9 amend process is now complete.