



Overview


This feature allows you to initiate changes required for *Section 1*, or update *Section 2* or *Attachments*, due to error(s) made during original completion.

Before You Begin


This option is only available when:

- Employee has a completed Form I-9 in Workday
- *U.S. Employment Verification Status* is **Employment Authorized** or **Documents Reverified**

Amend Form I-9

1. In the Workday *Search* field, type the employee's name and press **Enter/Return**
2. Next to the employee's name, click  > **Personal Data > View Form I-9**
3. **Multiple Form I-9s:** In such cases you will see a list of all completed *Form I-9s*. Click on the most recent *Form I-9*

If you are updating receipts, please refer to the [Form I-9 – Update Receipts](#) tip sheet

4. Click 
5. Choose the type of amendment from following options and continue with instructions in the appropriate section:
 - Section 1. Employee Information and Attestation
 - Section 2. Employer or Authorized Representative Review and Verification
 - Both Section 1 and Section 2
 - Attachments

Section 1. Employee Information and Attestation

Section 1 may only be corrected by the employee. Therefore, the *I-9 Verifier* can only provide instructions:

6. Enter requested changes in *Instructions for Employee*
Note: This text will be displayed to the employee when they receive the task in their Workday Inbox
7. Click **Submit**
8. Click **Done**


Section 2. Employer or Authorized Representative Review and Verification

6. Apply required *Section 2* changes
7. Enter the *Reason for changes to Section 2*
8. Click **Submit**
9. Click **Done**

Both Section 1 and Section 2

6. Enter requested changes in *Instructions for Employee*
Note: This text will be displayed to the employee when they receive the task in their Workday Inbox
7. Apply required *Section 2* changes
8. Enter the *Reason for changes to Section 2*
9. Click **Submit**
10. Click **Done**

Attachments

6. Scroll down to *Attachments*
7. You may:
 - Click  to delete current attachments
 - Add new attachment by clicking **Select files** and choosing the attachment
8. Enter the *Reasons for change to Attachments*
9. Click **Submit**
10. Click **Done**