Remote Instructions

I-9 Employment Verification Section 2 – What You Need to Know

Federal law requires HR to verify your identity and work authorization **within 3 days of your start date**. If not completed, this can impact your eligibility to continue employment.

How to Complete This Step

This step is typically completed in person. **However, because Liberty University participates in E-Verify, remote employees may complete Section 2 virtually. If you are near campus, you are welcome to present your documents in person at HR.**

****Do not click Submit** until all steps below are complete.

1. Complete ***Form I-9 Section One (Part 1 of 2) Employee Information Attestation*** in your Workday inbox **on or before** your first day of employment.
2. Review the Acceptable Documents list and take clear photos of your **signed, unexpired original documents, including FRONT AND BACK and all edges.** If presenting a U.S. passport, upload the photo/signature page and both sides of the barcode page(s) located in the back of the passport book.
3. **Upload Your Documents**
    - Select **Maintain My Worker Documents**
    - Upload your files
    - Choose **Identity Verification Documents - I-9** as the document category.
    - Click **OK** to securely save the documents to your Workday profile.
4. **Schedule an Appointment**
    - HR must review your original physical document(s) during your virtual I-9 appointment.
    - Use the **Bookings link** to schedule your virtual I-9 appointment.
    - **You will only see availability up to 3 days from the date you are viewing the calendar.**
    - Appointments are in EST and typically take less than 20 minutes.
5. **Attend Your Virtual Appointment**
    - **Be ready to present the same original physical documents you uploaded.** Photocopies cannot be accepted.
    - Once your documents have been verified, HR will complete Section 2 of your I-9, allowing you to proceed with the next steps of your onboarding in Workday.

Need Help?
Visit the New Employee Resources page, call Human Resources at 434-592-7330, or submit a Workday Help Case.