



March 4, 2020

TO: Texas A&M AgriLife On & Off Campus Contacts

SUBJECT: I-9 task changes in Workday

Changes were made to the routing of I-9 tasks in Workday. Tasks that require a new form I-9 or a section 3 form I-9 to be completed now route to an I-9 Processor role.

Actions Required by I-9 Processors:

Complete Form I-9 Section 3 for Rehire – AgriLife requires a new I-9 at this step: (1) Complete a new I-9 in Guardian, (2) Submit the To Do step.

Complete Form I-9 in Guardian – (1) Complete a new I-9 in Guardian, (2) Submit the To Do step.

Complete Form I-9 Section 3 – This triggers when an employee submits a personal information change on their citizenship status or a change to passport and visa information. Please review changes being made and determine if the I-9 needs to be updated.

(1) Complete Form I-9 section 3, (2) Place supporting documents in Laserfiche, (3) Submit To Do Step.

Amend Form I-9 – This triggers when an employee submits a personal information change on their date of birth which may require amending the I-9. Please review the I-9 and determine if the I-9 needs to be changed. If a change is required to the I-9, please contact the Payroll office.

For questions, please contact: Payroll at (979) 845-3636

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