



May 9, 2018

TO: Texas A&M AgriLife I-9 Processors

SUBJECT: I-9 Overdue Reason

Dear I-9 Processors,

As you are aware, Workday asks for an Overdue Reason when an I-9 is signed more than 3 days after an employee's hire date. A comment is required when selecting "other" as a response. This comment is sent to E-verify explaining why the I-9 is overdue and **should be appropriate to the situation and valid for E-verify purposes**. The overdue reason is the same as the "case note" that Payroll asked for in Guardian.

A comment about Workday's processes is not a valid overdue reason for E-verify and will cause I-9s to be returned for correction. Please view comments at the bottom of the I-9 if it is returned to you.

We appreciate your help!

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423