

Uploading I-9 Documents to Workday

As part of the I-9 Verification process, you must upload to Workday clear, legible images of your unexpired documents that establish your identity and authorization to work in the United States.

1. Log into Workday
2. Type “Maintain My Worker Documents” in the Search bar
3. Click “Add” to upload your documents
4. Choose from one of the following options*

OPTION 1: Upload U.S. Passport (upload both photo page **and** barcode page) *or* U.S. Passport Card (upload both front **and** back)

OPTION 2: Upload **A COMBINATION** of one document from List A **AND** one document from List B:

List A:

School ID (upload both front **and** back) *or*
Driver's License (upload both front **and** back)

List B:

Social Security Card (upload both front **and** back) *or*
Original or certified copy of a U.S. Birth Certificate (upload both front **and** back)

*Click [here](#) to view a list of all options