



Human Resource Service Center Instructions for Completing Form I-9 for Employees that are awaiting a Social Security Number

Instructions for Completing Form I-9 for Employees that are awaiting a Social Security Number

1. Once the **Employee** has completed Section 1 of the Workday Form I-9, Section 2 cannot be completed until the **Employee** provides an SSN. This will need to wait in the **I-9 Partner's** Workday inbox until it has been received.
2. The Employee must schedule an appointment with Social Security Administration to obtain their Social Security Number. Please click/copy the links below for guidance from the Social Security Administration.
 - a. <https://www.ssa.gov/ssnvisa/ebe.html>
 - b. <https://www.ssa.gov/pubs/EN-05-10107.pdf>
3. Once the **I-9 Partner** is notified of the **Employee** obtaining their SSN, the **I-9 Partner** will press the "Send Back" button for the **Employee** to enter the SSN in the U.S. Social Security Number box.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * Rodriguez First Name (Given Name) * Middle Initial N/A Other Last Names Used (if any) N/A

Address (Street Number and Name) * Apt. Number City or Town * Austin State * TX ZIP Code * 78705

Date of Birth * 07/11/2000 U.S. Social Security Number Employee's E-mail Address

Employee's Telephone Number

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A non-citizen national of the United States (See instructions)

4. Once the **Employee** resubmits Section 1, the **I-9 Partner** will then complete Section 2 of the I-9 and follow the remainder of the instructions from *Instructions for Completing the Form I-9 Remotely: I-9 Partners*.

Do not use any temporary or alternative Social Security Number until your permanent Social Security Number is received. This will result in a false Tentative NonConfirmation case result for Employee Authorization.