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](https://www.ssa.gov/ssnvisa/ebe.html)

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.

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.