

I-9 Management for Workday Customers

Form I-9 is the employment eligibility verification form that U.S. employers must complete for each new hire. The process may seem simple at first but becomes harder as hiring volume, remote work, multiple locations, document review, reverification deadlines, retention rules, and audit requirements grow. Missed fields, late completion, documentation gaps, and retention errors can create compliance risk and potential fines.

To make this process easier, **OneSource Virtual (OSV) partners with Experian to offer I-9 management through a Workday Certified integration.** This service covers the full process, from completion, validation, and submission to reverification tracking and retention-related tasks.

Accessible, safe, and easy

Manage I-9 activity across locations and work arrangements. Authorized users can access information, retrieve documents, track verifications, and update fields through a single platform.

User friendly

Our integration guides users through tips, error checking, electronic validations, signature links, and an "Awaiting SSN Routine" for employees whose Social Security number is still pending.

Fully integrated E-Verify management

After Section 2 is completed, the Form I-9 information is automatically sent to E-Verify. Experian handles E-Verify registration on the employer's behalf, and authorized users can complete follow-up actions through single sign-on.

Digital management and purging

The service centralizes I-9 information so administrators can search records, monitor activity, retrieve documents, support compliance processes, and purge Form I-9s that have met retention requirements.



Interface with Workday

- An account is automatically created in Experian's platform when a new employee is created in Workday.
- After an employee completes Section 1, administrators are alerted that Section 2 is ready.
- Employee data is updated via the API integration when relevant changes occur in Workday.
- Once Sections 1 and 2 are complete, Form I-9 information is used to create an E-Verify case.

Questions to consider

01

Is E-Verify integrated into your system?

02

Are you hiring remote or work-from-home employees?

03

Can you quickly access the I-9 reporting and documentation needed to support an audit?

To learn more about I-9 Management for Workday customers, visit our [partner page](#) or contact us.

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