

I-9 Information

Please complete section 1 of your I-9 prior to your first day of work, please see "Complete Form I-9" task in your inbox.

- You will be presenting your supporting documents to your Center Director in person as soon as possible, but no later than Day 2.
- Make sure to gather your I9 verification documents and have them ready for in person review. This is a requirement of the United States Citizen and Immigration Services and E-Verify program.
- If you do not complete section 1 by the first day of employment, and present your documents by day 2, it could result in your inability to work with us.
- **If you have received an email from I-9 Advantage, please follow directions provided and complete the process with them. You do not have to complete the I-9 in Workday.**
- Please contact AskHR @ 1-833-692-7547 if you have questions about completing your Form I-9
- Click below for a list of acceptable documents or go to this URL:
<https://www.chenmed.com/sites/default/files/2020-05/Lists%20of%20Acceptable%20Documents%20-%202019.pdf>