

HireRight + Workday



Workday Integration – Form I-9/E-Verify Support Enhancement

As a Workday Select Partner, HireRight has extensive experience with Workday Recruiting integrations with hundreds of Workday customers using our pre-developed, Workday certified integration. HireRight's background screening integration with Workday Recruiting includes an enhancement option that supports HireRight's standard Form I-9 creation and completion workflows as well as Remote Form I-9 Section 2 completion functionality.

The optional I-9 integration component provides the ability to initiate Form I-9's, receive real-time status updates on I-9/E-Verify cases, and access the Form I-9 in HireRight directly from Workday Recruiting.

Integration Enhancement Functionality

- Workday Recruiting users can initiate either a standard I-9 or Remote I-9 directly from Workday using the package selection feature.
- Employees will receive an email with a link to complete, sign and submit Section 1 of the Form I-9 on their mobile device, tablet, or laptop for their convenience.
- Employers can access and complete Section 2 via a link displayed in Workday and/or an email a link sent to the initiator of the I-9 request or the individual designated to complete Section 2 (if configured in Workday).
- As steps of the Form I-9 process are completed (Section 1 completion, Section 2 completion, E-Verify processed) status updates will post back from HireRight and display in Workday.

HireRight Form I-9/E-Verify Solution

HireRight's Form I-9 and E-Verify Services feature a fully web-based I-9 form solution with the tools you need to manage your Form I-9 program.

- **Workflows to Fit Your Process** - You can leverage a variety of workflows to align with your on-boarding processes and meet your business and employee needs.
- **Remote I-9** - HireRight's Remote I-9 service gives you access to over 5,000 authorized representatives nationwide who will complete section 2 of the Form I-9 and verify documents in person with your employee. The service is ideal for customers needing to complete Section 2 for employees working remotely or who are unable to visit one of your offices to verify their documents in person.
- **E-Verify Integration** - HireRight's I-9 solution is integrated into the Department of Homeland Security's E-Verify service for employers who are either required to or who opt to use this service.
- **Compliance Focused** - HireRight's I-9 solution is designed to meet all USCIS requirements related to the electronic creation, signature, retention, and security of the Form I-9 process.