

Overview

Every employee working in the US must complete an I-9 Form to verify their identify and employment eligibility. Federal law requires that Section 1 of the I-9 to be completed on or before your first day of work and Section 2 be completed no later than three days after your start date

- **New hires** are encouraged to start the I-9 process at least 1 week before their start date, if possible.
- **International assignees working in the US** must start the I-9 process after they arrive in the US

Please note: If you begin work on certain government contracts, you may be asked to complete an I-9, even if you already have one on file. This step is required by certain federal agencies.

Please refer to the Global Staffing Procedures and Guidelines for more information.

Submit your I-9 Form

Complete Section 1 of the I-9 on or before your first day of work

- Fragomen I-9 Service Center is SSO from your Workday Onboarding Tasks
- By clicking on the Section 1 field of the I-9, pop ups will guide you to complete all necessary fields
- Sign I-9
- Upload copies of the required documentation as [defined on the I-9 form](#)
- Optional: For remote completion of Section 2, you can designate the individual who will be verifying your documents

If you discover that you have made an error after completing Section 1 of your I-9, please contact the I9 Service Center at 415-263-8459 as the I-9 will be locked once you sign.

Completion of Section 2 must be complete no later than three days after your start date

There are two options for completing Section 2 of the I-9:

If you work at or near a large site*

Go to the Agilent Security office at your site on you first day of work to finalize the I-9 process. Make sure to bring the documents that you uploaded when completing Section 1 for verification.

If you do not work at or near a large site/you work remotely

- Ask your manager, co-worker or anyone you know and trust including a family member to complete Section 2 of the I-9 for you.
- You can designate the person verifying your documents when completing Section 1 or you can call Fragomen Support Services at 415-263-8459 and give them your name and the name and

email address of the person who will complete Section 2. Fragomen will email the instructions and provide them with a link to the I-9 Service Center

- The person completing Section 2 will validate your original identity/work authorization document(s)
- They must inspect the original document(s) in person
- They will be instructed to upload a scanned copy of your document(s) to complete the authorization process.

***Large Sites: Kirkland, WA Folsom, Ca, Roseville, CA, Santa Clara, CA, Boulder, CO, Colorado Springs, CO, Englewood, CO, Memphis, TN, Chicopee, WI, Winooski, VT, Wilmington, DE, Cedar Creek, TX**

E-Verify

In addition to processing your I-9, Fragomen will complete the E-Verify process, which further verifies your eligibility to work in the US. Agilent's status as a Federal Contractor requires us to adhere to the government's E-Verify program in all 50 states.

Completion of Section 3 of the I-9

Re-verification Process for International Assignees or Foreign Nationals working in the US

Reverification is required if:

- You have [temporary work authorization that has an expiration date](#), or
- You provided a receipt for an extension for work authorization in the US that is valid for 90 days

Complete Section 3 of the I-9

If you work at or near a large site*

Go to the Agilent Security office at your site to finalize the I-9 Process. Make sure to bring the original documents so the person verifying your documents can complete Section 3.

If you do not work at or near a large site/work remotely

- Ask your manager, co-worker or anyone you know and trust including a family member to complete Section 2 of the I-9 for you.
- Call Fragomen Support Services at 415-263-8459 and give them your name and the name and email address of the person who will complete Section 3. Fragomen will email the instructions and provide them with a link to the I-9 Service Center
- The person completing Section 3 will validate your original identity/work authorization document(s)
- They must inspect the original document(s) in person
- They will be instructed to upload a scanned copy of your document(s) to complete the authorization process.

For more information please refer to the Global Staffing Procedures and Guidelines or contact agilent19@fragomen.com