



Internal Memo

Date: July 27, 2023

To: HR Directors and Designees; SEMA4 HR Users

RE: Agencies must use revised Form I-9 by November 1, 2023

On August 1, 2023, U.S. Citizenship and Immigration Services (USCIS) will publish a revised version of Form I-9, Employment Eligibility Verification. Agencies can use the current Form I-9 (edition date 10/21/2019, expired 10/31/2022) through October 31, 2023. By November 1, 2023, agencies must use the new version, either in Self Service/SEMA4 or the PDF form published by USCIS.

We anticipate receiving the Self Service Form I-9 update from our vendor prior to the November 1 deadline. Once received, we will perform system testing and implement the new Form I-9 in Self Service and SEMA4. We will communicate updates as we get closer to November 1.

Resources

- [Form I-9](#) (new form Aug. 1)
- [HR/LR Policy #1404](#) Employment Authorization Verification and Form I-9
- [HR/LR Procedure #1404P](#) Employment Eligibility Verification: I-9 Audits
- [USCIS I-9 Central](#)

Contacts

If you have questions about Self Service and SEMA4 transactions, please contact your SEMA4 HR Services Specialist:

- Diane Clemens at Diane.Clemens@state.mn.us
- Kaeley Cazin at Kaeley.Cazin@state.mn.us
- Tia Hutchinson at Shantia.Hutchinson@state.mn.us

If you have questions about HR/LR Policies, Procedures, and General Memos please contact Sue Kangas at Sue.Kangas@state.mn.us.