

Internal Memo

Date: September 25, 2017

To: HR Directors and Designees, SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Resources

RE: New Form I-9 Now Available in Self Service and SEMA4

Work is now complete on installing the new version of Form I-9 in Self Service and SEMA4. Agencies may resume using the fillable Form I-9 in Self Service (on the “My Personal Information” page and in the “New Hire/Rehire Activity Guide”).

As noted in prior communications, as of September 18, 2017, agencies **must** use the new version of [Form I-9, Employment Eligibility Verification](#), dated “07/17/17 N.”

Agencies should continue to follow existing storage and retention rules for all of their previously completed Forms I-9.

Resources

[USCIS News Alert](#)

[Form I-9](#)

[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](#)

If you have questions, please contact your HR Business Systems account representative:

Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us

Mary O’Connor at 651-259-3633 or Mary.OConnor@state.mn.us

Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us