Internal Memo

Date: September 12, 2017

To: HR Directors and Designees, SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Resources

RE: You must use revised Form I-9 starting Sept. 18; Updates to Self Service and SEMA4 Coming Soon

As you may recall, I sent a memo on July 20, 2017, advising you that the federal government released a new, revised Form I-9. Beginning September 18, 2017, agencies must use the new version of Form I-9, Employment Eligibility Verification, dated “07/17/17 N.” You can find this form on the U.S. Citizenship and Immigration Services (USCIS) website.

We are working to update the form in Self Service and will notify you as soon as that work is complete. In the meantime, beginning September 18, 2017, do not use the fillable form in Self Service (on the “My Personal Information” page and in the “New Hire/Rehire Activity Guide”). Instead, please use the form available on the USCIS website.

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