

## 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**

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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:**

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