I-9 Form and Reports
A new I-9 form is required for new hires and rehires. It is also required for transfers and those adding a concurrent job if the employee is being appointed to a new agency.

Once an employee submits the I-9 Form in the Activity Guide (Self Service), follow the steps below.

**I-9 Form**

**Step 1: Verify that the employee has submitted the form in Self Service**

**Navigation:** Workforce Administration > Personal Information > I-9 Forms > Complete/Reverify EE I-9 Form

Enter the employee ID number and click Search.
Open the form when you meet with the employee to review and complete the I-9 form as explained in the I-9 Form policy on MMB’s website. [MMB HR/LR Policies](#)

When the form is complete, click **Accept** at the bottom of the form and continue to Step 2 for printing.
**Step 2: Print I-9 Form**

This report allows you to print I-9 forms from SEMA4.

**Navigation:** Workforce Administration > Personal Information > I-9 Forms > Print I-9 Forms

![Print I-9 Forms](image)

The From Date and Thru Date reflect the date the employee submitted the I-9 form in Self Service. Select a date range, enter the employee ID number and click **Run**.
The Process Scheduler Request page will appear. Click OK. Click the Report Manager link. Click the Refresh button until you see the line for the I-9 you are printing.

Click on the .pdf document name listed in the Description column to open the .pdf.
Print as you would print any .pdf. Sign the document at the bottom and file.
**I-9 Receipt/Expiration Report**

The I-9 Receipt/Expiration Report provides a list of expiring I-9 documents or applications in a selected date range.

**Navigation:** Main Menu > Workforce Administration > Personal Information > I-9 Forms > I-9 Receipt/Expiration Report

The From Date and Thru Date reflect the expiration dates for I-9 documents. Enter the date range and select the type of report you are running. Click **Run**.

![I-9 Receipt/Expiration Report](image)

The From Date and Thru Date reflect the expiration dates for I-9 documents. Enter the date range and select the type of report you are running. Click **Run**.
The Process Scheduler Request page will appear. Click **OK**.

You will return to the I-9 Receipt/Expiration page. Click the **Report Manager** link.

Click the **Refresh** button if needed until the name of your report appears in the Reports list.
Click on the .pdf name of the report in the Description column. The report .pdf will open. Print or save as needed.
I-9 Form Reverification for Expiring Documents

To update documents for an employee who is not a U.S. citizen:

**Navigation:** Workforce Administration > Personal Information > I-9 Forms >

Complete/Reverify EE I-9 Form

Use the Current Employment Eligibility section of the employee’s I-9 to record documents with the reverification for employment. Click **Accept** to save the I-9 with the changes.

If you have already used the Current Employment Eligibility for the previous reverification, click the **Select** button to allow the employee to submit a new I-9 form. On the new I-9 form, you need to complete only the Current Employment Eligibility section instead of sections A, B and C.
I-9 Report via the Regional Page

Your agency may choose to track I-9 completion and expiration dates via the Regional page of the Personal Information and the Identification Data Component. If your agency uses this method, you must manually enter the information.

Select Workforce Administration > Personal Information > Modify a Person

**Effective Date**: Enter the date the form was completed.

**Citizenship Proof 1 and Proof 2**: Record the documents viewed to complete the I-9.

**Eligible to Work in U.S.**: Verify that the box is checked if the new hire is eligible to work in the U.S.

Click Save
Select Workforce Administration > Personal Information > Citizenship > Identification Data

Complete the Country and Citizenship Status field on the Citizenship/Passport page.

Country: Accept the default, USA.

Citizenship Status: Select the appropriate option from the drop-down menu.

Click Save.

If the employee is not a U.S. citizen, you must complete the Visa/Permit page. This data appears on the Visa Permit Data on-demand report, which can be used to track expiration dates.
**Country:** Click and select USA.

**Type:** Click and select the appropriate type code for the visa or permit.

**Effective Date:** Enter the date you viewed or confirmed the Form I-9 information.

**Number:** Enter the number of the visa or permit.

**Status:** Select the appropriate value for the visa or permit.

**Status Date:** Accept the default or enter the date you viewed or confirmed the Form I-9 information.

**Duration:** Enter the amount of time that the visa or permit is in effect. Enter a number, and then select the corresponding value: Days, Months or Years.

**Issue Date:** Enter the date the visa or permit was issued.

**Date of Entry into Country:** Enter the date the employee entered the country.

**Expiration Date:** Enter the date the visa or permit expires

**Issuing Authority:** Enter the agency that issued the visa or permit.

**Issue Place:** Enter the place the visa or permit was issued.

**Sup Doc ID:** Click and select a value for the identification document the employee provides.

Click Save.