

Internal Memo

Date: July 20, 2017

To: HR Directors and Designees; SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Capital, MMB

RE: Agencies must use revised Form I-9 by September 18, 2017

On July 17, 2017, U.S. Citizenship and Immigration Services (USCIS) published a revised version of Form I-9, Employment Eligibility Verification (see “Form I-9” link below).

By September 18, 2017, agencies must use the new version, dated “07/17/17 N.” Agencies may begin using the new PDF form now, or continue using the previous version dated “11/14/16 N” through September 17, 2017.

We anticipate receiving the Self Service Form I-9 update from our vendor prior to the September deadline. Once received, we will perform system testing and implement the new Form I-9 in Self Service.

We will communicate updates as we get closer to September 18.

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 SEMA4 HR Services Specialist:

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