Internal Memo

Date:  Jan. 27, 2017

To:  HR Directors and Designees; SEMA4 HR Users

From:  Nancy Erickson, Enterprise Human Resources, MMB

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”).

Please note, the naming convention has changed slightly in the paths to the Form I-9 components in SEMA4:

<table>
<thead>
<tr>
<th>Page</th>
<th>Old Path</th>
<th>New Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Eligibility</td>
<td>Workforce Administration &gt; Personal Information &gt; I-9 Forms &gt; Complete/</td>
<td>Workforce Administration &gt; Personal Information &gt; Form I-9 &gt; Complete/</td>
</tr>
<tr>
<td>Verification</td>
<td>Reverify EE I-9 Form</td>
<td>Reverify EE Form I-9</td>
</tr>
<tr>
<td>Print Form I-9</td>
<td>Workforce Administration &gt; Personal Information &gt; I-9 Forms &gt; Print I-9</td>
<td>Workforce Administration &gt; Personal Information &gt; Form I-9 &gt; Print Form I-9</td>
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<tr>
<td>I-9 Receipt/Expiration</td>
<td>Workforce Administration &gt; Personal Information &gt; I-9 Forms &gt; I-9</td>
<td>Workforce Administration &gt; Personal Information &gt; Form I-9 &gt; I-9</td>
</tr>
</tbody>
</table>

As noted in prior communications, as of January 22, 2017, agencies **must** use the new version of Form I-9, Employment Eligibility Verification, dated “11/14/2016 N.” Agencies should continue to follow existing storage and retention rules for all of their previously completed Forms I-9.

Resources

- Form I-9
- USCIS News Release - November 2016
- 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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