



## 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

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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:

Page	Old Path	New Path
Employment Eligibility Verification	Workforce Administration > Personal Information > I-9 Forms > Complete/Reverify EE I-9 Form	Workforce Administration > Personal Information > Form I-9 > Complete/Reverify EE Form I-9
Print Form I-9	Workforce Administration > Personal Information > I-9 Forms > Print I-9 Forms	Workforce Administration > Personal Information > Form I-9 > Print Form I-9
I-9 Receipt/Expiration Report	Workforce Administration > Personal Information > I-9 Forms > I-9 Receipt/Expiration Report	Workforce Administration > Personal Information > Form I-9 > I-9 Receipt/Expiration Report

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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