Office Memorandum

Date: December 6, 2016

To: HR Directors and Designees; SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Resources, MMB

Subject: Revised Form I-9 Required by January 22, 2017

On November 14, 2016, 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 January 22, 2017, agencies must use the new version, dated “11/14/2016 N.” Until then, agencies can either continue to use the previous version dated “03/08/2013 N” or begin using the new version.

We anticipate receiving the Self Service Form I-9 update from our vendor soon. Once received, we will work to implement the new Form I-9 in Self Service by the January deadline.

We will communicate updates as we get closer to January 22.

Resources

USCIS News Release

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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