



Internal Memo

Date: Jan. 19, 2017

To: HR Directors and Designees; SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Resources, MMB

RE: You must use revised Form I-9 starting Jan. 22; Updates to Self Service and SEMA4 Coming Soon

As you may recall, I sent a memo in early December 2016 advising you that the federal government released a new, revised Form I-9. Beginning January 22, 2017, agencies **must** use the new version of Form I-9, Employment Eligibility Verification, dated “11/14/2016 N.” You can find [this form on the U.S. Citizenship and Immigration Services website](#).

We are working to update the form in Self Service and will notify you as soon as that work is complete. In the meantime, **do not use the fillable form in Self Service** (on the “My Personal Information” page and in the “New Hire/Rehire Activity Guide”).

Agencies should continue to follow existing storage and retentions 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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