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

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