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Administrative
Operations

MANAGEMENT ALERT

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USCIS RELEASES THE NEW FORM I-9

EMPLOYMENT ELIGIBILITY VERIFICATION

U.S. Citizenship and Immigration Services has released the new version of the Form I-9 for Employment Eligibility Verification. Some of the updated features include:

- Enabling individuals to complete the informational fields electronically in a fillable PDF format.
- Contains special cursor symbols in each field to access help and drop down menus that include lists and calendars.
- Several fields have been modified slightly and a new additional information box has been added for items which previously needed to be recorded in margins.
- Buttons are added at the top of each page to access instructions, clear or print form.

Employers may choose to complete all or parts of the information electronically or print the blank form and enter information by hand. Regardless of the method utilized to complete the information in the form it must be printed for signature and date. When retaining the completed Form I-9, the page which lists acceptable documents does not have to be included, only the first two pages should be printed and stored with any photocopies of documentation presented during verification.

Link to the new Form I-9 and Instructions: <https://www.uscis.gov/i-9>

The previous Form I-9 which contains the expiration date of 3/31/16 can continue to be utilized for employment verification purposes through January 21, 2017. After that date all earlier versions of the Form I-9 should not be used for verification.

Please contact your Seay Management Consultant if you have any questions about the completion of the Form I-9. We appreciate having you as a valued client of our firm and look forward to talking soon.

Very best regards,

THE SEAY MANAGEMENT CONSULTANTS TEAM

Remember, if you have an employment issue or challenge, and you need an answer right away, and you want the very best Human Resources Management or Labor Relations advice available, you need to call . . . The Seay Team!

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