Quick Reference:
Electronic I-9s (Employees)

Accessing Form I-9

Step 1: Log into Clemson HR Self Service

First, navigate to the Clemson University Human Resources home page: www.clemson.edu/human-resources/.
In the top right corner of your screen, select the Menu Icon *(NOTE: Once you select the Menu icon, a pop-up menu will appear)*
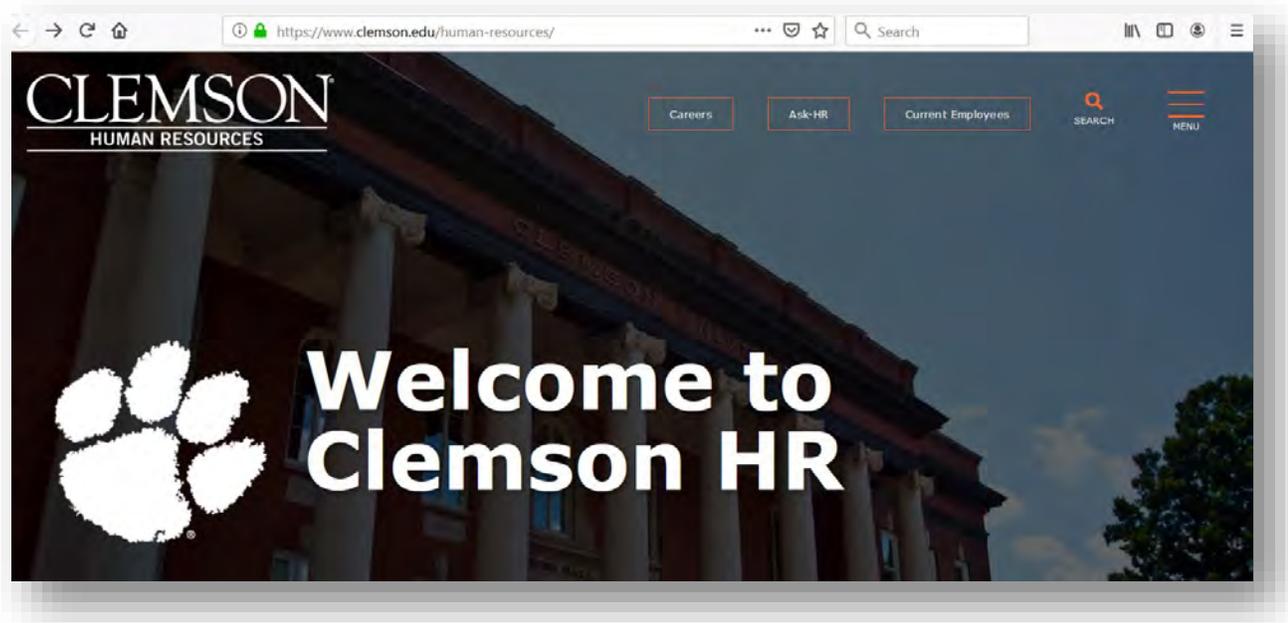
Step 2: Click on the first option labeled "HR Self Service"
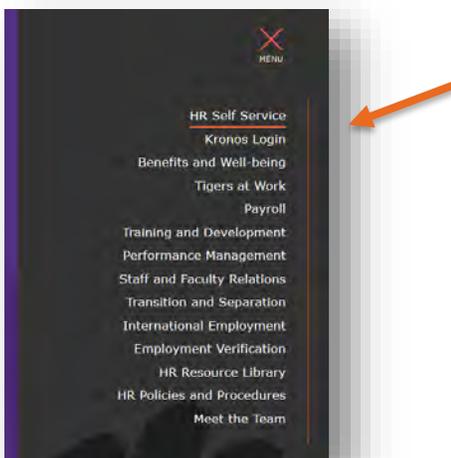
Step 3: Log in with your Clemson ID and Password provided in your welcome email
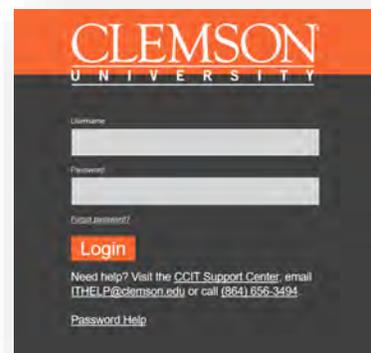
NOTE: Duo two-factor authentication is required. Once authenticated you will automatically be redirected to your Employee Self Service home page in PeopleSoft.

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Step 4: On the Employee Self Service home page, **select** the Personal Details tile and proceed to Step 3.

Once you select Personal Details you will be taken to your Personal Details home page.
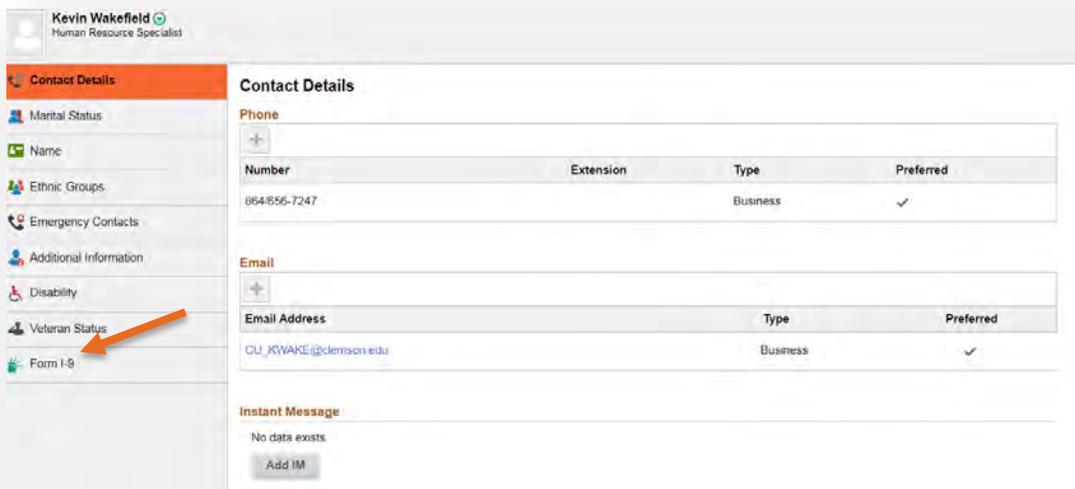
Step 5: Select the Form I-9 tab from the list on the left of your screen, and **select** go to Form I-9 to begin filling out your I-9 form

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Filling out your Electronic I-9

Section 1. Employee Information and Attestation

*(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (Family Name)

First Name (Given Name)

Middle Initial

Other Last Names Used (if any)

Address (Street Number and Name)

Apt. Number

City or Town

State

Zip Code

Date of Birth (mm/dd/yyyy)

U.S. Social Security Number

Employee's E-mail Address

Employee's Telephone Number

Step 6: Enter your personal Information

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident   (Alien Registration Number/USCIS Number)

☐ 4. An alien authorized to work   until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number

OR

2. Form I-94 Admission Number

OR

3. Foreign Passport Number

Country of Issuance

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee   Today's Date (mm/dd/yyyy)

Step 7 (US Citizen):

A. **Indicate** your citizenship

B. **Complete** electronic signature

NOTE: If you are not a US Citizen or US Permanent Resident, please contact intlemployment@clemson.edu for questions on how to complete your I-9 process.

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Preparer and/or Translator Certification (check one): ⑦

☐ I did not use a preparer or translator.   ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator [_____] ⑦

Today's Date (mm/dd/yyyy) ⑦

Last Name (Family Name) [_____] ⑦

First Name (Given Name) [_____] ⑦

Address (Street Number and Name) [_____] ⑦

City or Town [_____] ⑦

State [__▾] ⑦

Zip Code [_____] ⑦

Submit

Step 8:

If you *did not* use a preparer/translator, **click** the Submit button.

If you *did* use a preparer/translator, indicate it by **checking** the correct box and have the preparer/translator complete their information in the appropriate section. Then **click** the Submit button.