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/](http://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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Once you select Personal Details you will be taken to your Personal Details home page.

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

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.
Filling out your Electronic I-9

Step 6: Enter your personal Information

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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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.