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.
Quick Reference: Electronic I-9s (Employees)

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.
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.
Quick Reference:
Electronic I-9s (Employees)

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.