

Quick Reference: Electronic I-9s (Employees)

STEP 1: LOG INTO CLEMSON HR SELF-SERVICE

Navigate to the Clemson University Human Resources [logins page](#).

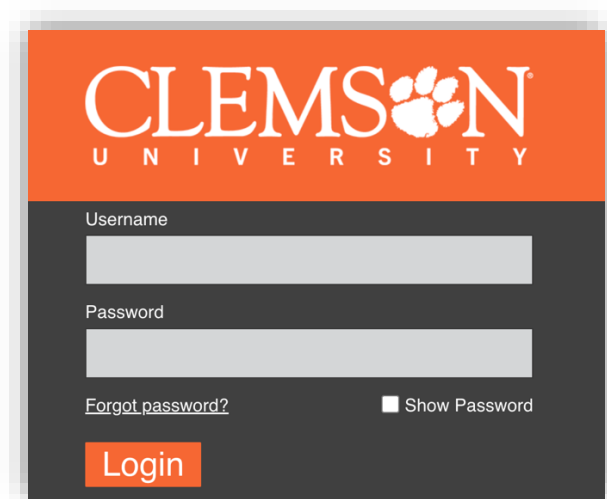
STEP 2: CLICK ON “EMPLOYEE SELF-SERVICE”



STEP 3: LOG IN WITH YOUR CLEMSON ID

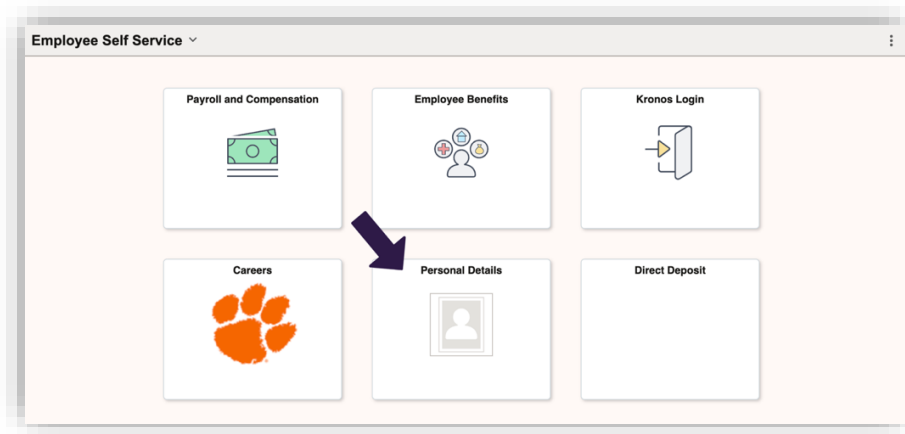
If you are a first-time user, use the password provided in your welcome email. If not, use the password you previously set up.

NOTE: Duo two-factor authentication is required. Once authenticated, you will automatically be redirected to your Employee Self-Service home page in PeopleSoft.



STEP 4: SELECT THE “PERSONAL DETAILS” TILE ON THE HOME PAGE.

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 MENU ON THE LEFT SIDE.

The screenshot shows the 'Form I-9' tab selected in the left-hand menu. The menu items include: Contact Details, Marital Status, Name, Ethnic Groups, Emergency Contacts, Additional Information, Disability, Veteran Status, and Form I-9. The main content area displays the 'Form I-9' section with a 'Phone' table and an 'Email' table.

Phone			
Number	Extension	Type	Preferred
		Mobile	
		Home	
		Main	✓

Email		
Email Address	Type	Preferred
	Business	✓
	Campus	

STEP 6: SELECT “SUBMIT FORM I-9” TO BEGIN YOUR FORM I-9.

[Instructions](#) to support you in completing your Form I-9 are linked above the “Submit Form I-9” button.

STEP 7: FILL OUT YOUR PERSONAL INFORMATION IN SECTION 1.

STEP 8: FILL OUT YOUR CITIZENSHIP INFORMATION.

Select the appropriate box to indicate your citizenship status and complete the electronic signature.

NOTE: If you are not a US citizen or US permanent resident, please contact [International Employment](#) to complete your I-9 process. International employees must complete a paper I-9 form.

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.	☐ 1. A citizen of the United States		
	☐ 2. A noncitizen national of the United States (See instructions)		
	☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)		
	☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)		
If you check Item Number 4., enter one of these:			
USCIS A-Number		OR	Form I-94 Admission Number
		OR	Foreign Passport Number and Country of Issuance
Signature of Employee		Today's Date (mm/dd/yyyy)	

STEP 8: CERTIFY IF YOU USED A PREPARER AND/OR A TRANSLATOR.

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

If you **did** use a preparer/translator, select the ribbon bar titled “Preparer and/or Translator Certification.” Each preparer or translator must fill out the signature and information section to attest that they assisted in completion of the Form I-9. Once complete, click the submit button.

▼
Preparer and/or Translator Certification

Supplement A,
Preparer and/or Translator Certification for Section 1

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)
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Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

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

Date (mm/dd/yyyy)

Last Name (Family Name)

First Name (Given Name)

Middle Initial (if any)

Address (Street Number and Name)

City or Town

State

Zip Code