

New Year brings new Form I-9, SkillSoft course to help ^[1]

January 17, 2017 by [Employee Services](#) ^[2]

The new year has brought changes to the Employee Eligibility and Verification Form I-9. The updated form must be used starting **Jan. 21, 2017**. After this date, the old form will **not** be valid nor accepted.

New features on the Form I-9 include:

- Additional prompts to ensure information is provided correctly.
- The ability to add multiple preparers and translators.
- A dedicated area for additional information.
- A supplemental page for the preparer and translator.

To help you navigate the new form, we updated training so employees have the most up-to-date information available. The 30-minute course, called CU: Form I-9, which will debut Jan. 20 in the [employee portal](#) ^[3].

The course describes university policies and procedures for completing the Form I-9. Required to be completed by all employees, the Form I-9 verifies that employees have documents to prove their identity and that they are legally eligible to work in the United States.

To take this SkillSoft course, [click this link](#) ^[4]. You will be required to log into the employee portal before you can access it.

[I-9](#) ^[5], [SkillSoft](#) ^[6]

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