E-Verify
Introduction

• Internet-based system that allows employers to determine an employee’s eligibility to work in the United States
• An employer enters information provided by an employee on the Form I-9 (Employment Eligibility Verification) into E-Verify
• Employee provided information from the Form I-9 is compared to electronic records maintained by the U.S. Department of Homeland Security and the Social Security Administration
• Comparison typically takes seconds to complete and about 97 percent of employees are found to be work eligible
Rollout

Required: November 3

CONTRACT AWARD DATE

December 3

ENROLL as a Federal Contractor with E-Verify Clause within 30 calendar days of CONTRACT AWARD DATE

March 3

BEGIN VERIFICATIONS within 90 calendar days of ENROLLMENT DATE
Who do we verify?

• Existing employees that meet the following:
  – Hired after November 6, 1986
  – Working in the United States
  – Performing direct substantial work on a contract containing the FAR E-Verify clause
  – Includes short term & temporary employees
Federal Contractors

Once we begin verifying new hires, query must be initiated no later than the 3rd business day after the employee begins working for pay.

Verify all existing employees within 90 calendar days of enrollment OR Within 30 calendar days of assignment to the contract – WHICHEVER IS LATER.
Preliminary Steps

- Contact made with HRIC immediately
- HR sends an e-mail
  - Orientation of e-verify
  - E-Verify posting (poster)
  - Identify those going to be working on the contract
Preliminary Steps

• HR will enter the employees into the e-verify system
  – Some employees will need to fill out a new I-9 form presented with un-expired documents

• HR will contact the department contact and employee for TNCs
  – Work continues for all
    • Passes will not be contacted
    • TNCs have 8 days to begin reconciliation
    • HR will monitor progress
Tentative Non-Confirmations (TNC)

- EEs must be contacted immediately regarding TNC
  - In person to HR
    - If they are going to dispute the status they must be handed a signed referral letter
    - When status is in compliance EE and Dept. will be notified via e-mail (by HR)
  - If they do not dispute they will need to be terminated
    - We will contact Staff & Labor
    - We will contact the department