

E-Verify Procedures

Purpose: To outline the procedure to comply with the federal requirement that all employees working on **federal contracts** have been processed through E-Verify per the existing Department of Homeland Security regulation.

Effective September 8, 2009, all employees that are working on applicable federal contracts must either have a current security clearance or their work authorization has been validated through the federal E-Verify system as per the agreement specified in the federal contract.

Departments:

Departments that are opening a job posting through UAKJobs should notate that E-Verify is required if the labor costs are being paid by a federal contract that requires E-verify by answering the question : "Does this job require E-Verify due to the labor costs being funded by a Federal contract?" on the job posting.

Departments are required to have new employees submit a completed I-9 form with the applicable documentation as required by federal law within three days of starting employment. Departments should review the I-9 form for completeness. A copy of these forms and applicable documentation should be physically delivered in person or by campus courier to the regional HR office for data entry into the E-Verify system for those employees that will be working on federal contracts. A cover sheet must be attached that includes the statement "I-9 required for E-Verify processing due to federal contract requirement" and the department contact information in case there are additional questions. The regional HR office will fax a confirmation to the department that E-Verify has been completed. The regional HR office will file the confirmation with the I-9 form in the employee's personnel file.

For existing employees that will be assigned to work on a federal contract that requires E-Verify, the department should review PEA2EMP to determine if E-Verify has already been completed or if the employee has a valid security clearance. If not, the department must notify the regional HR office via email that the employee will be working on a federal contract to insure that the verification process has been completed within three days of the work beginning on the contract. The HR offices will use the existing I-9 information to validate the employee in E-Verify if needed. If the regional HR offices need a new I-9 form, the department will be notified immediately so that the appropriate documents can be collected. The regional HR office will fax a confirmation to the department that E-Verify has been completed. The regional HR office will file the confirmation with the I-9 form in the employee's personnel file.

Until the employee's information is entered into the E-Verify system, all labor costs must be paid out of the department's general fund. The restricted fund cannot be used unless the employee has been processed through E-Verify or has a valid federal

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security clearance. Initial job setup, labor reallocations, and timesheet overrides will not be processed unless the employee was processed through E-verify or had/has a valid security clearance for the applicable time periods.

If an employee is not able to be entered into E-Verify due to not having received a social security number from the Social Security Administration, the I-9 and all other documentation should still be sent to the HR office within three days as outlined in the procedures. Once the social security card is received by the employee, a copy of the card must be submitted to HR as soon as possible. The HR office will process the employee in E-Verify and enter the date the I-9 was originally received by the HR office in the E-Verify date field in the PEA2EMP form. Until the employee is verified in E-Verify, labor costs must be paid out of the general fund. Once E-Verify is completed, a labor reallocation can be processed to move the labor to the appropriate restricted fund.

Regional Grants and Contracts Offices:

Regional grants and contracts offices are responsible for reviewing the federal contract agreement to determine if the E-Verify requirement is applicable. If E-Verify is applicable, the User tab in the Banner Finance form FRAGRNT should be coded with the value of "E-Verify."

If intent to award has been issued, but the actual contract has not been received, the regional grants and contracts office should determine if a Financial Assumption agreement will be issued. If so, and it is likely that the award will be in the form of a federal contract, the User tab in the FRAGRNT form should be coded with the value of "E-Verify." Once the prime contract is received, it should be reviewed for the E-Verify requirement. If E-Verify is not required, the "E-Verify" value should be deleted from the User tab in the FRAGRNT form.

Prior to entering the budget in Banner Finance for those contracts that require E-Verify, the regional grants and contracts office must review the list of employees that will be working on the contract in order to validate that the employees have valid security clearance or have been processed through E-Verify. This process can be done by reviewing the Banner HR form PEA2EMP. If permissions are needed to access this form, contact the appropriate security officer and request security class "HR_QUERY_GEN_CLS." If the employees do not have the proper validation, the regional grants and contracts office should notify the department that budget cannot be assigned until the E-Verify validation is complete.

A biweekly error report will be created to notify the grants and contracts offices of those employees with security clearances (HR Systems to develop in January 2010). This report will contain the employee name, UA ID, TKL, security clearance effective date, and security clearance expiration date for all employees that have security clearances listed in Banner HR. The grants and contracts offices will contact the department and notify them of the employee's that have security clearances expiring within the following month. The report can be accessed through Vista Plus at <http://reports.alaska.edu/>.

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One of the following security classes (based on the user's MAU) must be requested in order to access the report:

HRV_QUERY_GEN_UAA_CLS
HRV_QUERY_GEN_UAF_CLS
HRV_QUERY_GEN_UAS_CLS
HRV_QUERY_GEN_SW_CLS

Regional Federal Security Clearance Officers:

Those employees that have received federal security clearance should be identified in the PEA2EMP form. Notify your regional HR office when a person has received security clearance and include the effective date of the clearance and the expiration date. This information will be entered in Banner HR by the HR technicians.

Regional Procurement Offices:

Prior to issuing a subcontract, the regional procurement offices are responsible for reviewing the User tab in the Banner Finance form FRAGRNT, for the code value of "E-Verify" to determine if the contract is subject to the E-Verify requirement. If E-verify is required, the appropriate contract language should be placed in the subcontract and the subcontractor should sign the **Subcontract Compliance & Assurance Statement** that includes FAR Clause 52.222-54, Employment Eligibility Verification (E-Verify).

Regional HR Offices:

Recruitment:

Departments that are opening a job posting through UAKJobs should notate that E-Verify is required if the labor costs are being paid by a federal contract that requires E-verify by answering the question : "Does this job require E-Verify due to the labor costs being funded by a Federal contract?" on the job posting. The automated email notifying the department that candidates have been approved will contain a notice indicating that E-Verify is required.

HR Personnel Technicians:

Regional security officers will notify the HR office when federal security clearance has been issued. The HR technicians are responsible for entering the effective date and expiration date of the security clearance in the PEA2EMP form.

Departments are required to have new employees submit a completed form I-9 with the applicable documentation as required by federal law within three days of starting employment. These forms and copies of the applicable documentation should be delivered immediately in person or by courier to the regional HR offices for data entry into the E-verify system for those employees that will be working on federal contracts. A cover sheet should include the statement "I-9 required for E-verify processing due to federal contract requirement" and the department contact information in case there are additional questions.

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For existing employees that will be assigned to work on a federal contract that requires E-Verify, the department should review PEA2EMP to determine if E-verify has already been completed. If not, the department must notify the regional HR office by email that the employee will be working on a federal contract in order to insure that the verification process has been completed before work begins on the contract. The HR offices will use the existing I-9 information to validate the employee in E-Verify if needed.

If an employee is not able to be entered into E-Verify due to not having received a social security number from the Social Security Administration, the I-9 and all other documentation should still be sent to the HR office within three days as outlined in the procedures. Once the social security card is received by the employee, a copy of the card must be submitted to HR as soon as possible. The HR office will process the employee in E-Verify and enter the date the I-9 was originally received by the HR office in the E-Verify date field in the PEA2EMP form. Until the employee is verified in E-Verify, labor costs must be paid out of the general fund. Once E-Verify is completed, a labor reallocation can be processed to move the labor to the appropriate restricted fund.

Once the I-9 form and applicable documentation are received or the department has notified HR that an employee will be working on a federal contract, the HR office should immediately enter the information in the E-verify system. E-Verify will immediately issue an initial response. Three types of Initial responses are possible:

<u>Initial Response</u>	<u>Additional Action Needed</u>
Employment Authorized	Print confirmation of initial response and fax to department. Attach confirmation to I-9 form and file. Enter date processed in the E-verify field in PEA2EMP. Resolve case in E-Verify.
DHS Verification in Process	Print confirmation of initial response and fax to department. Attach confirmation to I-9 form and file. Enter date processed in the E-verify field in PEA2EMP. Check E-Verify system daily until a final response is issued.
SSA Tentative Nonconfirmation	Print <i>Notice to Employee of Tentative Nonconfirmation</i> . Attach copy to I-9 form and give copy to employee. Enter date processed in the E-verify field in PEA2EMP. Initiate a referral. Check E-Verify system daily until a final response is issued.

If the Initial Response was “DHS Verification in Process” or “SSA Tentative Nonconfirmation,” E-verify will issue a final response. Five types of final responses are possible:

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Final Response	Additional Action Needed
Employment Authorized	Print confirmation of final response and fax to department. Attach confirmation to I-9 form and file. Resolve case in E-Verify.
SSA Final Nonconfirmation	Work authorization is not authorized. UA employment shall be terminated immediately using termination code FN. Print confirmation of final response and fax to department. Attach confirmation to I-9 form and file. Resolve case in E-Verify.
DHS Employment Unauthorized	Work authorization is not authorized. UA employment shall be terminated immediately using termination code FN. Print confirmation of final response and fax to department. Attach confirmation to I-9 form and file. Resolve case in E-Verify.
DHS No Show	Employee did not contest "Tentative Nonconfirmation." Work authorization has not been validated. UA employment shall be terminated immediately using termination code FN. Print confirmation of final response and fax to department. Attach confirmation to I-9 form and file. Resolve case in E-Verify.
SSA Case in Continuance	SSA needs more time to work the case. Check E-Verify system daily until a final response is issued.
Review and Update Employee Data then Resubmit	Correct any typos and resubmit. Check E-Verify system daily until a final response is issued.
DHS Verification in Process	Case has been referred to DHS for verification. Check E-Verify system daily until a final response is issued.