



## Human Resources

### **E-Verify & I-9**

Primary HR Contact is Steve Barnhart

#### **Employment Confirmed**

Information is gathered through the I-9 in the same method.

Print the case report and attach to the I-9 with the accompanying documents and forward with the hire packet as you normally process.

The Department must resolve the case after authorization to work is granted. This is done using the Resolve Case button.

#### **DHS or SSA Authorization**

These situations typically resolve quickly. You must check back periodically.

Print any reports, attach to I-9 and forward upon final determination.

If the case does not resolve within three days forward entire packet, including relevant E-verify documentation, for normal processing.

Once the final status is determined and it is found the employee is confirmed, the case report is forwarded to HR. Check to see if emplid has been issued, make sure the PS Emplid is written clearly on the form.

The Department must resolve the case after authorization to work is granted. This is done using the Resolve Case button.

#### **Tentative non-confirmation**

The employee must be allowed to continue working.

Print the appropriate information/letter as indicated on E-Verify and present to the employee. The employee and the department must sign the form indicating the employee has received the directions needed to complete the request.

In the case of tentative non-confirmation, the entire hire packet, including the I-9 and relevant documents, should be processed as normal.

The Employee **must** take action to resolve within 8 business days to address any concerns with either SSA or DHS. The employee can continue working during this process.

If the employee appeals the status, you need to check daily to determine if the status in E-Verify has been updated to provide either confirmation or non-confirmation. E-verify pends the case until resolution is reached.

If the person chooses to take no action, the employee is terminated.

Once final determination has been made, you will need to electronically resolve or disposition the request. This is done using the Resolve Case button.

It is your responsibility to monitor daily the status of verification requests.

Once the final status is determined and it is found the employee is confirmed, the case report is forwarded to HR. Make sure the PS Emplid is written clearly on the form.

If it is determined the employee is not eligible for employment, the termination PAF and the case report are processed as normal. The case report must be attached to the PAF.

### **Internationals with no Social Security Number**

Information is gathered through the I-9 in the same method. The employee still must provide adequate documentation that they have applied for their social security #. Attach this documentation to the I-9.

Complete the E-Verify Exception Request Form. Note: Both the employee and the department must sign this form. Keep a copy and forward the original with the I-9.

It is important to make sure the employee brings in their Social Security number to their department, or to HR, in a timely manner. The department will forward the social security # to HR so that HR can complete the E-Verify process. HR Recommends using Outlook features to remind you to check with this employee weekly.