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| **Purpose** | |
| 1.1 | Following is information regarding completion and scanning of form I-9 and a brief overview of E-Verify processing. |
| **Scope** | |
| 2.1 | Form I-9 Completion from beginning to end. |
| **Procedures** | |
| 3.1 | **Form I-9 Completion**   1. Two additional notification documents (The Right to Work and E-Verify Participation) are added to the form I-9 that can be found on Sapphire, effective October 1, 2009. When presenting a new hire with form I-9, he/she must receive these notices as well. 2. Form I-9 requirement changes due to E-Verify include the following:    1. All “List B” identity documents must contain a photograph    2. It is mandatory that an employee provide their social security number |
| 3.2 | **Scanning Form I-9 into ADIS**   1. Upon receipt of a completed I-9, the hiring department must scan it into ADIS as soon as possible so that HR can conduct the e-verification. E-Verify regulations require the employer to complete the initial e-verification within the same three day period allowed for I-9 completion.    1. I-9’s will be scanned and loaded into the specified employee profile in ADIS as soon as completed by the employee (preferably on the first day of hire). For new employees that start work prior to a record being established in ADIS, a new functionality has been developed to allow the department to scan and load the I-9 into a generic department holding file. HR will assign the I-9 to the employee profile in ADIS once it has been created.    2. Departments must make every attempt to load the document to the employee profile, if available. The generic department load process should only be used if the employee profile does not yet exist in ADIS.    3. All I-9 documents must use the same naming convention which includes the employee’s full last name, first initial, hire date and hiring department. This is especially important for I-9 forms scanned into the generic department holding file. The document name is generated during the document load process.    4. Additional instructions can be found in ADIS under User Documentation. |
| 3.3 | **E-verification of Form I-9 Information**   1. HR will perform the E-Verify process utilizing information from form I-9.    1. If the employee is confirmed as legal, the E-Verify system will generate an “Employment Authorized” response. UNMC HR will store this response in ADIS as part of the employee’s E-Verify template and code the file as “confirmed.” This will end the process    2. If the employee cannot be verified, the E-Verify system will generate a “Tentative Non Confirmation” (TNC) notice.       1. As soon as a TNC notice is generated UNMC HR will email a notice to the employee with a copy to department administration. The notice must be printed and the employee must indicate on the notice if they contest the findings. The employee must sign the notice and return it to HR-Records. HR-Records will also sign the document and provide the employee with a copy.       2. If the employee **does not contest**, UNMC will receive a notice of final non confirmation from the E-Verify system and the employee must be terminated.       3. If the employee **does contest**, HR will provide them with a referral letter containing instructions on how to contact the appropriate federal agency to resolve their case.       4. The employee will have 8 working days to contact the appropriate agency (either the Social Security Administration or the Department of Homeland Security). Employers are prohibited from taking any adverse employment action against the employee during this time.       5. If the employee has not contacted the appropriate agency after a total of 10 days from the date the referral letter was generated, UNMC will receive a notice of final non confirmation and the employee must be terminated.       6. HR-Records will continue to monitor the case status in the E-Verify system through the entire case resolution process. Once the employee has made contact with the appropriate federal agency and the issue has been resolved the case will be updated in the E-Verify system. HR-Records will keep department administration informed of changes in status until a final confirmation or non confirmation is issued.       7. Once a final determination has been made, HR-Records will notify department administration and store all associated records in the employee’s E-Verify template within ADIS.   (This is intended to be a brief summary of the case resolution process. Additional detailed information can be found in the E-Verify User Manual or by contacting HR-Records.)  If you have any questions regarding form I-9 or the E-verify process please contact the Human Resources Records department at [hrrecords@unmc.edu](mailto:hrrecords@unmc.edu) |