|  |
| --- |
| **Purpose**  |
| 1.1 | E-Verify utilizes information from an employee’s form I-9 to search the databases of the Social Security Administration and the Department of Homeland Security to ensure the person is a lawful resident of the United States. |
| **Scope** |
| 2.1 | This year the Nebraska State Legislature passed legislative bill (LB) 403 which requires every public employer to register with and use the federal government E-Verify system to determine the work eligibility status of new employees. This new law will go into effect October 1, 2009. |
| **Procedures** |
| 3.1 | The E-Verify regulation state that verification must be conducted with in the first 3 business days of employment, as is the rule for completion of form I-9. Since this will cause a compressed timeframe in which the hiring department must complete the I-9 and get it to Human Resources (HR) who will conduct the e-verification, a new process has been established to expedite the document transfer from department to HR. |
| 3.2 | As soon as a department has completed an I-9 for any new hire it will need to be scanned into ADIS, the new academic personnel records storage system. HR will be able to immediately access the I-9 from ADIS in order to conduct the e-verification. If a new hire is not yet set up in SAP, and therefore a record has not yet been created in ADIS, the I-9 can still be scanned into ADIS and placed in a temporary folder and assigning the I-9 document to the appropriate template once the employee record is created. Due to this new process, I-9 forms for all employees will be stored in ADIS. HR is in the process of scanning all of the current paper I-9 documents into the ADIS system. |
| 3.3 | Department’s not currently using the ADIS system must request security access for the representative that will be processing form I-9 by contacting the Human Resources Records department at hrrecords@unmc.edu. Document Administrators in departments currently using ADIS may grant additional Document Handler access as needed to those that will be processing form I-9. |
| 3.4 | If a new hire’s information is confirmed in the E-Verify system it will be a quick and simple process. If the I-9 information cannot be confirmed, HR will notify the effected employee and their department administration. The employee will be responsible for contacting the appropriate government agency to resolve the issue. HR will be available for assistance. |
| 3.5 | Participation in the E-Verify system also requires the following changes to the I-9 completion process:1. The employee must be presented with a Right to Work notice and an E-Verify Participation notice. Both documents will be added to the form I-9 that can be found on Sapphire on October 1.
2. All “List B” identify documents must contain a photograph.
3. It is mandatory that an employee provide their social security number on form I-9.

If you have questions please contact the Human Resources Records department at hrrecords@unmc.edu. |