





E-Verify gives me peace of mind about my workforce.

In just a few clicks, E-Verify quickly confirms an employee's eligibility to work in the U.S.













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About Our Speaker

Cornelius Wyatt, Jr.

Management and Program Analyst within the

Public Relations and Education Section,

Outreach Branch with U.S. Citizenship and

Immigration Services (USCIS) Verification

Division.

PRESENTATION







HRCI and **APA** Credit

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www.dhs.gov/E-Verify





When to Complete Form I-9 and Create a Case

Completing Form I-9 and Creating an E-Verify Case			
To comply with the law	Complete Form I-9	Create a Case in E-Verify	
The earliest you may:	•The employee has accepted an offer of employment	•The employee has accepted an employment offer and Form I-9 is complete	
The latest you may:	•The third business day after the employee started work for pay	•The third business day after the employee started work for pay and Form I-9 is complete	



E-Verify Presentation



I-9 Process	I-9 process with E-Verify
Employee completes Form I-9, Section I.	Employee must include SSN when completing Form I-9, Section 1. If the employee has not been issued his SSN, complete Form I -9 as normal and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. E-Verify will also allow you to indicate the reason for the delay.
Employee chooses which acceptable document(s) to present.	Employee chooses which acceptable document(s) to present. If a List B document is chosen, it MUST have a photo.
	If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.
Employer completes Form I-9, Section II.	Employer completes Form I-9, Section II.
If necessary, employer updates or reverifies employee's work eligibility in Section III.	E-Verify Case Status will prompt employer to update or reverify in Section III of Form I-9. However, a case should NOT be created in E-Verify.

DATE





Form I-9, Section 1: Employee Information and Verification

	omeland Security nd Immigration Services		OMB No. 1615-0047; Expires 08/31/12 Form I-9, Employment Eligibility Verification
Read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.			
Section 1. Empl	oyee Information and Verification (To	be completed and signed by employee Middle Initial	
Address (Street Nam	e and Number) State	Apt. # Zip Code	Date of Rirth (month/dav/wear) Social Security #
imprisonment a use of false doc completion of th		I attest, under penalty of perjury, that A citizen of the United States A noncitizen national of the Un A lawful permanent resident (A	ited States (see instructions) lien #) lien # or Admission #)
Employee's Signatur	e	Date (month/day/year)	

- Completed by the employee
- For employees with multiple last names, E-Verify employers may recommend to employees to write their name on Form I-9 as it appears on their social security card to decrease the chance of receiving a TNC due to a name mismatch
- Employee must provide Social Security Number when the employer uses E-Verify





<u>Form I-9, Section 1: Important Area – Employee</u> Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.	I attest, under penalty of perjury, that I am (check one of the following): A citizen of the United States A noncitizen national of the United States (see instructions) A lawful permanent resident (Alien #) An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year)
Employee's Signature	Date (month/day/year)

- The employee MUST select one of the four categories and sign and date Section One of Form I-9
- Note that only the employee can sign Employee Signature Block in Section One
- All employees must complete Section One <u>no later than</u> the **1st business day** of employment for pay





Form I-9, Section 2: Employer Certification of Document Review

List A	OR	List B	AND	List C
Document title:				
Issuing authority:				
Document #:				
Expiration Date (if any):				
Document #:				
Expiration Date (if any):				
CERTIFICATION: I attest, under per the above-listed document(s) appear to	be genuine and to re	late to the employee nam	ied, that the employee be	above-named employee, that gan employment on
(month/day/year) and employment agencies may omit the day			ee is authorized to work in	the United States. (State

- The employer completes this section
- It MUST be completed by no later than close of business <u>3 business</u>
 <u>days</u> after the employee begins work for pay
- The employer MUST examine original, unexpired documents
- The hire date is the date the employee began work for pay







Determining the E-Verify Hire Date

- The hire date is the date the employee began (or will begin) work for pay
- Employers must use the Section 2 'Certification' date from the employee's
 Form I-9 as the hire date in E-Verify.
- E-Verify will permit you to select a future hire date but this does not change the rule that prohibits prescreening.
- A prospective employee MUST have accepted an employment offer before the employer may complete Form I-9 and create a case in E-

www.dhs.gov/E-Verify





Form I-9, Section 3: Reverification

Section 3. Updating and Reverification (To be co	ompleted and signed by employ	nyer.)		
A. New Name (if applicable)		B. Date of Rehire (month/day/year) (if applicable)		
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization				
Document Title:	Document #:	Expiration Date (if any):		
l attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented				
document(s), the document(s) I have examined appear to be genuine and to relate to the individual.				
Signature of Employer or Authorized Representative		Date (month/day/year)		

- The employer completes this section
- If the temporary employment authorization has expired, you must reverify an employee in Section 3, or on a new Form I-9

E-Verify@dhs.gov

- You may also complete Section 3 (or use new form) if you:
 - •Rehire the employee within 3 years of original hire date*
 - Update the biographic information of an employee
 - * USCIS recommends completing a new Form I-9 for rehires.

#





Form I-9, Section 3: Reverification

Do <u>Not</u> Reverify	 U.S. Passport or Passport Card Permanent Resident Card (Form I-551) List B documents
Permanent Resident Reverification Exceptions	 Reverify if employee presents a Form I-94 with a temporary I-551 stamp, or A foreign passport with a temporary I-551 notation on a Machine Readable Immigrant Visa (MRIV)
Usually Reverify EAD	 Reverify an Employment Authorization Document. At the time of reverification, the employee must provide an unexpired List A or C document

E-Verify Presentation





User Roles

Program	A company must have at least one program administrator. The program	
Administrator	administrator role includes functions of a general user.	
(at least one	Permissions include:	
required)	Registering new users.	
	 Creating user accounts for other program administrators and general users. 	
	 Creating and managing cases. 	
	 Viewing reports. 	
	 Updating profile information for other program administrators and general users. 	
	 Unlocking user accounts. 	
General User	A company can have as many general users as it desires but is not	
	required to have general users. The general user is responsible for	
(optional)	following all E-Verify program rules and staying informed of changes to	
	E-Verify policies and procedures.	
	Permissions include:	
	 Creating and managing cases. 	
	Viewing reports.	

13

Updating his or her user profile.

DATE





Important Reminders:

- E-Verify is not to be used for prescreening. Employee must have accepted an offer of employment and Form I-9 is complete.
- Only use E-Verify to verify <u>new</u> hires, unless you are a **federal contractor with** the FAR E-Verify Clause.
- Failure to comply with the above could result in a complaint to OSC

You must apply E-Verify procedures to ALL new hires, regardless of citizenship status or national origin in order to avoid discrimination under the antidiscrimination provision of the INA.





<u>Creating a Case – When to Verify</u>

You must enter Form I-9 information into E-Verify for all newly hired employees no later than the third business day after the employees' start date for pay.

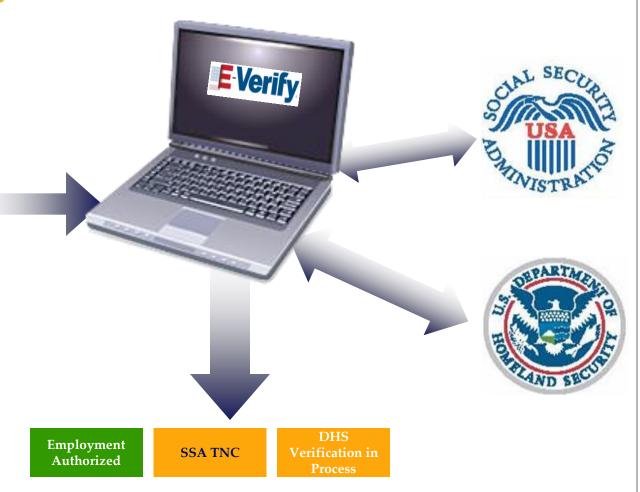






Department of Humeland Security U.S. Chitemetry and Immigration Services			Com No. 1615-6047, Engine 6031/12 Form I-9, Employment Eligibility Verification
Read instructions carefully before complete	ing this form. The inst	ructions must be available d	uring completion of this form.
			orized individuals. Employers CANNOT individual because the documents have a
Section 1. Employee Information and V	First		ologoe at the time employment begins.)
Address (Street Marie and Number)		Apr. 6	Date of Wirth (receivings)
City	State .	Zig Code	Social Security #
I am aware that federal law provides f	er		uy, that I on (their one of the following):
imprisonment and/or fines for false sta	fements or	A citizen of the United	
use of false documents in connection w	ith the	A hardal pronount rea	(the United States (see instructions)
completion of this form.			rest (Alies For Administratio
			applicable - repetividas/year)
Saploper's Signature		Date (month/day/past)	
Proparer and/or Translator Certification of people's that I have assisted to the complete to t	OR (To be completed and a	igned if Section I to prepared by	a parties other than the employee.) I attest, under
penalty of perjury, that I have untated to the comple Proceeds/Transleports/Seasters	otion of this form and that t	i the best of my browledge the in Driet Name	formation is true and corners.
Nepara Insulation Square		Nations.	
Address (Street Horse and Marries, City,	State Star/Safet		Date (northilige)con)
indian jamina da manana, orga			341,444,000
Section 2. Employer Review and Verifit examine one document/from List B and a expiration date, if any, of the document/s	cation (To be comple ne from List C, as list	ted and signed by employe ed on the reverse of this for	r. Examine one document from List A OR, to, and record the title, number, and
List A	OR	List B	AND List C
Document Side:			
lanine sufferity			
	-		
Document #:	: =		
Domines #: Expénsion Date (franç):	: =		
Distance 8: Expired on Date (f angle			
Deciment 8: Expiration Date (gloup): Deciment 8: Expiration Date (gloup): CERTIFFCATION: I attlets, under penalty the above-listed deciment(s) appear to be g	of perjury, that I have prainte and to relate to	examined the document(s) the employer named, that i	errestried by the above-named engiopee, that he employee begon employment on
Decembed 8 Reprinting Date (of expl) December 8 Reprinting Date (of expl) ERRIFICATION: I attent, under providing the above discounted (s) appears to be of executive discounted (s).	to the best of my knee	vietige the employee is author	presented by the above-samed desployee, that he suppleyed began may be yound all third to work in the United States. (State
Denomat 8: Repeate Doe (g'expl) Donomat 8: Repéate Doe (g'expl) CERTIFICATION 1 aited, under penalty the airve-Stated document(s) appear to be g (nexplicitly)-see() and film replayment agendes may cent the date the	to the best of my knee employee began empl	vietige the employee is author	presented by the above examed engineers, that he employee began employment of extent to work in the United States. (State 1554)
December 8: Reprinter Date (6'expt) December 8: Reprinter Date (6'expt)	to the best of my know employee began empl e Frant Name	viedge the employer is authoryment.)	elated to work in the United States. (State
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Doubles 16 September 10 Septemb	to the best of any knoe o employee began employee began employee by Friad Name of Marchael Affaire and Marchael City. It (To the completed and the base explored, provide the base explored, provide the Door	visings the employer in authoryment.) Tous Jap Code; d signed by employer. In Decimanism below for the document #1	etted to work in the United States. (State Usia Date (househologywer) and fishine (northologywer) (fi applicable) eet date entheliste named applicates at the states. Significate the Grouph
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Form I-9







Click on "New Case" or "Verify Employee"



From Section One of the employee's Form I-9, choose the correct option



PRESENTATION

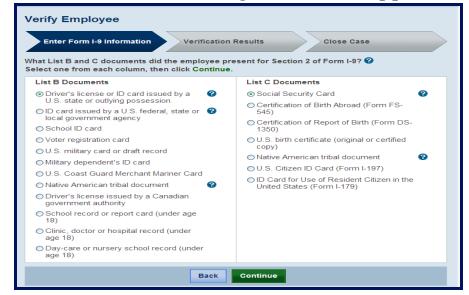




Indicate the documents provided to you for Section 2 of the employee's Form I-9



If you select that the employee provided B and C documents, the following screen with appear

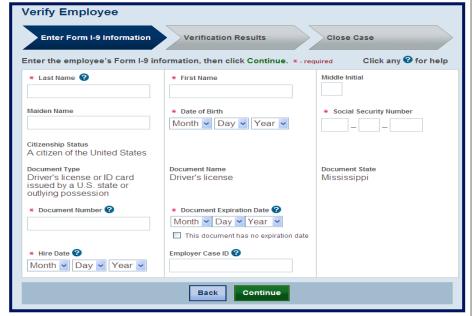






- Fields with red asterisks are required
- Click blue circled question marks for help
- Employer Case ID is optional (internal tracking code)





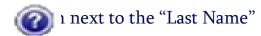




Creating a Case – Entering Complex Surnames

Please click any question mark icon below to view additional instructions

• To avoid an unnecessary TNC due to a name mismatch **click** the



 (\mathbf{z})

field to reveal the helper text.
*All fields marked with an asterisk are required.

Hyphens/apo are permitted and name

> De La C O'Donog Lopez-G:

Help - Complex Surnames

 Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).

Example:

Correct

De La Cruz

O'Donoghue

Lopez-Garcia

2. Do not include suffixes. This includes Jr., Sr., III, etc.

Example:

If you don't see your state in the drop down menu, click here

rname in the st Name" field

ays enter the

loyee's Name: Iguyen Mai rrect: Nguyen correct: Mai





Case Results/Closing a Case

Employer Action

- Record Case Verification
 Number on Form I-9 and/or
 print out the case details and
 attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9.







USA USA N_{ISTR}

ast Login 2:26 PM - 06/28/2010

Log Out

Home **Employee Name** Case Verification Number **Verify Employee** Smith, Bill 2010181120641YB View/Print Case Details My Cases New Case Enter Form I-9 Information Verification Results Close Case View Cases My Profile Is Bill Smith currently employed with this company? Edit Profile Select yes or no and click Continue. Change Password Change Security Questions Yes My Company Edit Company Profile O No Add New User View Existing Users Continue Back Close Company Account My Reports View Reports My Resources View Essential Resources Take Tutorial View User Manual Contact Us





Home Employee Name Case Verification Number **Verify Employee** Smith, Bill 2010181120641YB View/Print Case Details My Cases New Case Enter Form I-9 Information Close Case Verification Results View Cases My Profile Select the appropriate statement and click Continue. Edit Profile Change Password The employee continues to work for the employer after receiving an Employment Authorized result. Change Security Questions The case is invalid because another case with the same data already exists. My Company Edit Company Profile The case is invalid because the data entered is incorrect. Add New User View Existing Users Continue Back Close Company Account My Reports View Reports My Resources View Essential Resources Take Tutorial View User Manual Contact Us





View/Print Case Details

Home

My Cases

New Case

View Cases

My Profile

Edit Profile

Change Password

Change Security Questions

My Company

Edit Company Profile

Add New User

View Existing Users

Close Company Account

My Reports

View Reports

My Resources

View Essential Resources

Take Tutorial

View User Manual

Contact Us

Verify Employee

Employee Name Smith, Bill Case Verification Number 2010181120641YB

➡ View/Print Case Details

Enter Form I-9 Information

Verification Results



Close Case



Case Closed



Employment Authorized

You have closed case 2010181120641YB. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

Last Name Smith First Name Bill Middle Initial

Maiden Name

--

Date of Birth January 03, 1985 Social Security Number

*** ** 9193

Citizenship Status

A citizen of the United States

Hire Date

June 27, 2009

Employer Case ID

Submitted By MPOL7306

Submitted On June 30, 2010

E-Verify Home

New Case





What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee's Form I-9 did not match government records.

Common reasons for TNCs:

- Name entered on I-9 is different than recorded in government data bases.
- Information was not entered correctly in E-Verify.
- Name change was not reported.
- Social Security number (SSN) does not match.
- Identification document could not be verified.
- Citizenship or immigration status changed.

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Handling a TNC

- **Employees** should be **informed** of the TNC promptly.
- **Employer** should **print** the TNC Notice and **review** it with the employee.
- **Employees** have the **right** to contest or not contest a TNC. If the employee decides to contest, the employer should print the Referral Letter and review it with the employee

CONTEST

NOT CONTEST

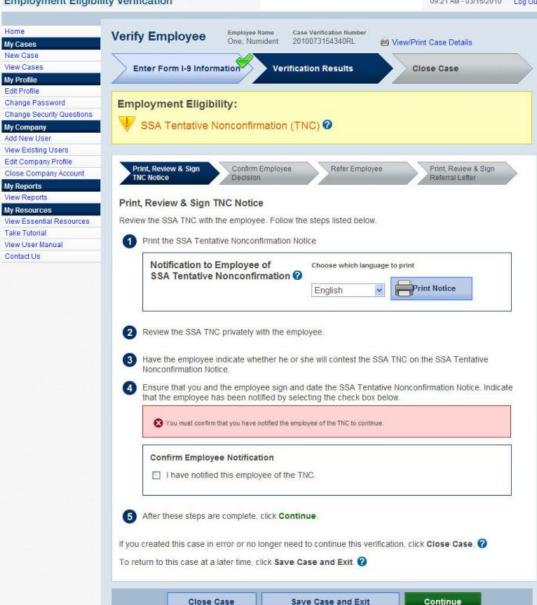
Refer employee to appropriate agency.

You may terminate the employee and close the case in E-Verify.



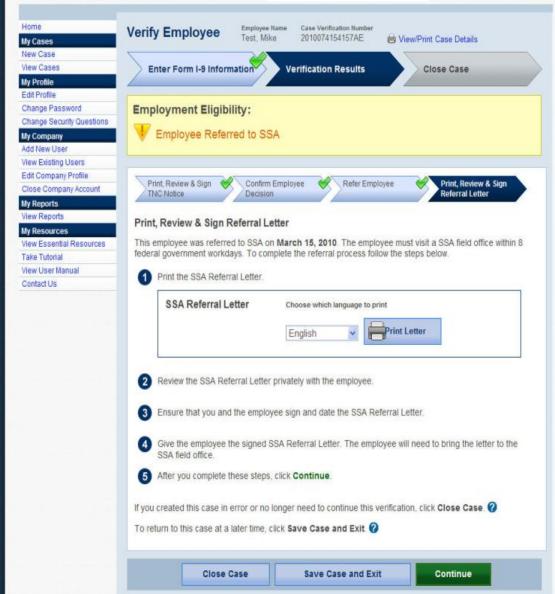


09:21 AM - 03/16/2010









E-Verify.



E Verify



Social Security Administration (SSA) Notice to Employee of Tentative Nonconfirmation (TNC Notice)

For SSA Field Office Staff: Use EV-STAR and See POMS RM 10245.005ff Employee's Last Name Employee's First Name 02/1989 Employee's Social Security Number Employee's Month/Year of Birth 02/29/2012 Date of SSA Tentative Nonconfirmation Case Verification Number Reason for this TNC X SSN does not match: The name and/or date of birth entered for this employee do not match Social Security Administration records. \$\$N is invalid: The Social Security number entered in E-Verity is not valid according to Social Security Administration records. SSA is unable to confirm U.S. citizenship: The citizenship status selected for this employee does not match Social Security Administration records. \$\$N record does not verify, other reason: The Social Security Administration found a discrepancy SSA unable to process data: The Social Security Administration found a discrepancy in this employee's record.

Instructions for the Employer

IMPORTANT

The employee must sign and date page 2 of this TNC Notice

- 1. Review this TNC Notice (in private) with the employee as soon as possible.
- Ensure the name, Social Security number and month/year of birth at the top of this TNC Notice are correct. If this information
 is incorrect, you must close this case in E-Verify and create a new case with the correct information.

IMPORTANT: If the employee cannot read, you must read this TNC Notice to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Creole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this TNC Notice in one of these languages, found in View Essential Resources.

- 3. Ask the employee to indicate on page 2 whether he or she will contest the SSA TNC.
- 4. Ask the employee to sign and date this TNC Notice on page 2, then sign and date in the space provided below.
- 5. Give a copy of this signed TNC Notice in English to the employee and attach a copy to the employee's Form I-9.
- 6. Indicate in E-Verify that you notified the employee of the TNC and then click Continue."
- 7. Follow the instructions in E-Verify to refer the case or close the case based on the employee's decision.

NOTE: If the employee chooses not to contest the Tentative Nonconfirmation, you may terminate his or her employment and close the case in E-Verify.

certify that this employee received a copy of this SSA Notice to Employee of Tentative Nonconfirmation and that the employee made the decision indicated on page 2 of this TNC Notice. I certify that the employee read and signed this document. I certify to the best of my knowledge that the employee's decision to contest or not contest the SSA Tentative Nonconfirmation was of his or her own free will and that the employee was not coerced or pressured in any way by this employer regarding his or her decision to contest the SSA Tentative Nonconfirmation. I certify that the employee named at the top of this TNC Notice is the person who signed this document on page 2.

CSC Test Corp Company

Mark Nolley

Employer's Name

Employer Representative's Name

E-Verify
Referral Letter to the Socia



Referral Letter to the Social Security Administration (SSA)

For SSA Field Office Staff: Use EV-STAR and See POMS RM 10245.005ff

arene:		Mile	
Employee's Last Name		Employee's First Name 02/1989	
MORE BOOK			
Employee's Social S	ecurity Number	Employee's Month/Year of Birth	
02/29/2012		2012053124931CV	
Date Referred to SSA		Case Verification Number	
Reason forthis Referral Letter:	Social Security Administration \$ \$N is invalid: The Social \$ Social Security Administration \$ \$A is unable to confirm U maton Social Security Adminis \$ \$N record does not verify, in this employee's record.	eourlly number entered in E-Verify is not valid according to records. S. citizenship: The citizenship status selected for this employee does not	

Instructions for the Employer

I M P O R T A N T The employee must sign and date below.

- 1. Review this Referral Letter (in private) with the employee as soon as possible.
- Ensure the name, Social Security number and monthlyear of birth at the top of this Referral Letter are correct. If this information is incorrect, you must close this case in E-Verify and create a new case with the correct information.

IMPORTANT: If the employee cannot read, you must read this Referral Letter to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Oreole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this Referral Letter in one of these languages, found in View Essential Resources:

- You and the employee must sign and date this letter in the space provided below.
- Give a copy of this signed Referral Letter in English to the employee and attach a copy to the employee's Form I-9. Inform
 the employee that he or she must bring this Referral Letter when he or she visits an SSA field office.

MINISTRA SEE

Complete all blank fields below.

CSC Test Corp Company

Employer's Name

Employer Representative's Name Employer Representative's Phone Number

Employer Representative's Signature Date

Employee's Signature Di

Page 1 of 3 (Referral Letter to the Social Security Administration (Revision Date 01/05/11

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PRESENTATION E-Verify Presentation

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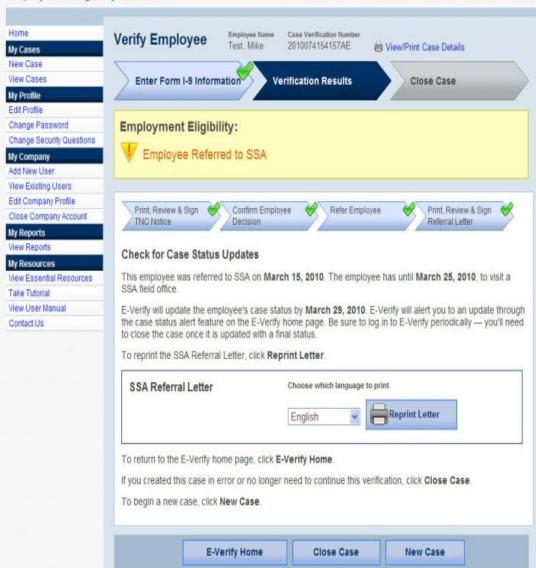
E-Verify@dhs.gov

DATE













Handling a TNC Employee Rights

- The employee has eight federal government workdays from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee continues to work during the TNC resolution process.
- During the TNC process, the
 employer should not take any
 adverse action against the employee.











Handling a TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized

Review and Update Employee Data

Case in Continuance

DHS Verification in Process

DHS No Show

Final Nonconfirmation

#

E-Verify.



Handling a TNC



PRESENTATION

www.dhs.gov/E-Verify

E-Verify@dhs.gov

DATE





OSC for Immigration-Related Unfair Employment ractices

- This law prohibits employers from discriminating against workauthorized individuals in hiring, firing, recruitment or referral for a fee, based on an individual's citizenship, immigration status, or national origin.
- Office of Special Counsel (OSC) is in the Civil Rights Division of the Department of Justice.
- OSC enforces the Immigration and Nationality Act's Anti-Discrimination Provision.
- See OSC's "Employer Dos and Don'ts."

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PRESENTATION





Examples of Prohibited Discrimination

- Refusing to hire a worker:
 - Because the worker is, or is not, a U.S. citizen
 - Who is or is believed to be an immigrant
 - Based on the worker's country of birth or foreign language accent
- Requesting that non-U.S. citizens show particular documentation for the Form I-9 while allowing U.S. citizens to show their choice of Form I-9 documentation
- Terminating or suspending non-U.S. citizens who receive a Tentative Nonconfirmation (TNC) while allowing U.S. citizens who receive a TNC to continue to work while resolving the TNC

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E-Verify@dhs.gov





OSC Employer Resources

- Call OSC's Employer Hotline 800-255-8155 to speak with an OSC representative. (Calls can be anonymous.)
- Visit OSC's website to sign up for webinar training on how to avoid violating the anti-discrimination provision and download educational materials: www.justice.gov/crt/about/osc.
- E-mail questions to OSC at osccrt@usdoj.gov.

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E-Verify Compliance Monitoring

E-Verify compliance means meeting the terms of the Memorandum of Understanding (MOU) and

applicable laws. E-Verify Compliance Monitoring helps employers with compliance by...

- providing guidance on the proper use of E-Verify
- assisting employees to deter discriminatory practices
- providing assistance for detecting employee abuses by employers when using E-Verify

3





E-Verify Case Reports

- Corporate Overview of Pilot Usage
- User Audit Report
- User Report







Best Practices for Compliant Use

- Have 2 or more program administrators
- Use the newly launched E-Verify Self-Assessment Guides for <u>Direct</u>
 <u>Access</u> and <u>Web Services</u> users
- Standard Operating Procedures or directives
- Internal Training
 - Manuals, Videos, Webinars

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Resources – Manuals and Guides

- E-Verify User Manual for Employers
- E-Verify Quick Reference Guide for Employers
- E-Verify User Manual for Federal Contractors
- E-Verify Supplemental Guidance for Federal Contractors
- E-Verify Self-Assessment Guide for Direct Access Users
- E-Verify Self-Assessment Guide for Web Services Users
- M-274, Form I-9 Handbook for Employers



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Resources - Educational Videos

- How to Create a Case
- How to Respond to a TNC
- Civil Rights (Request copies by emailing <u>E-Verify@dhs.gov.</u>):
 - Employee Rights and Responsibilities
 - Employer Responsibilities and Worker Rights



View the videos at:

<u>www.dhs.gov/E-Verify</u> or <u>www.youtube.com/ushomelandsecurity</u>





Resources - I-9 Central: www.uscis.gov/I-9Central

I-9 Central Home

Federal law requires every employer and agricultural recruiter/referrer-for-a-fee hiring an individual for employment in the United States to verify his or her identity and employment authorization through completion of Form I-9, Employment Eligibility Verification.

These USCIS Web pages on Form I-9 will help you learn more about:



This page can be found at: http://www.uscis.gov/l-9Central



PRESENTATION





How to Reset Your Password

- Click 'Forgot your password' on the E-Verify login page
- Enter your user ID and click 'Submit'
- Enter the answers to the three challenge questions you created when you logged in to E-Verify for the first time
- If you answer the questions correctly, E-Verify will prompt you to create a new password

If you're unable to reset your password, contact your program administrator, who can reset your password. If you need additional help, click <u>Contact E-Verify</u> and contact E-Verify Customer Support for assistance.





How to Find Your User ID

- Click 'Forgot your User ID' on the E-Verify login page
- Enter your e-mail address and click 'Submit.' You must enter the same e-mail address that is in your E-Verify user profile
- If the e-mail address you entered matches what we have on file, E-Verify will e-mail you with your user ID

If you're unable to find out your user ID, contact your program administrator, who can look up your user ID. If you need additional help, click **Contact E-Verify** for assistance.





Things to Remember

- E-Verify cannot be used to verify existing employees unless you are a Federal Contractor with FAR E-Verify Clause.
- Form I-9 must be completed before a case can be created in E-Verify.
- E-Verify cases must be created no later than the third business day after the employees' start date for pay
- Visit the E-Verify website www.dhs.gov/E-Verify for more information.

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Remember: Employer Responsibilities

• Follow all rules and guidelines outlined in the E-Verify Memorandum of Understanding

Do not:

- Use E-Verify to pre-screen employment applicants
- Use E-Verify selectively; you must use E-Verify for all new hires
- Influence or coerce an employee's decision whether to contest a TNC
- Terminate or take adverse action against an employee who is contesting a TNC
- Ask for additional documentation after obtaining a TNC for an employee

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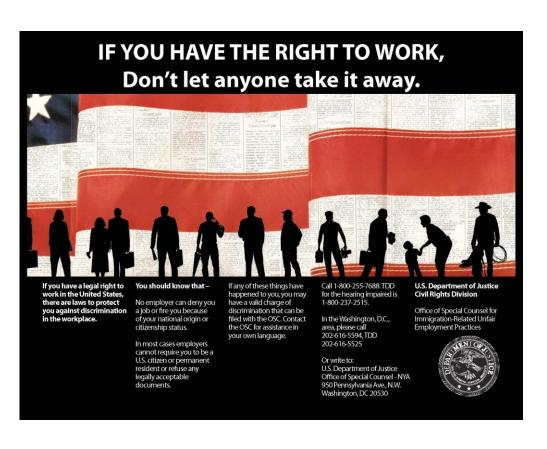
4





Remember: Required Posters Must Be Visible to Prospective Employees









Remember: Best Practices

- Add E-Verify to your job announcements
 - Example: "Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify."

- E-Verify Logo and I E-Verify Seal
 - Download the Licensing Agreement to get started.
 - Visit <u>www.dhs.gov/E-Verify</u> under "About the Program."





E-Verify.



Things to Remember - Federal Contractors



Federal Contractor?

Here's some important information for you!

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

What Contracts are Affected by the FAR E-Verify Clause?*

Prime Contracts

- Value above \$150,000
- Period of performance of 120 days or more, and
- At least some of the contract work is performed in the United States

Subcontracts

- Value of more than \$3,000
- Contract is for commercial or noncommercial services or construction, and
- At least some of the contract work is performed in the United States

Indefinite Delivery/Quantity Contracts

- · Existing contract
- Period of performance extends at least six months after 9/8/2009
- Substantial amount of work or number of orders expected during remaining performance period, and
- Contract may be bilaterally modified to include the FAR E-Verify clause
- * Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.
- As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.

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Enhancements

- Photo Matching Allows you to match the photo on an employee's
 - Form I-766 (Employment Authorization Document)
 - Form I-551 (Permanent Resident Card or "green card")
 - U.S. Passport or passport card
 - ✓ Helps detect document fraud
- **RIDE** Records and Information from DMVs for E-Verify
 - Launched on June 13, 2011
 - E-Verify can now verify driver's license data
 - Mississippi is the first DMV partner for this project

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Enhancements: Self Check

- FREE online service available in English and Spanish that lets job seekers make sure their records are accurate BEFORE an employer checks their employment eligibility
- Available nationwide to all citizens and non-citizens more than 16 years old
- Self Check does not take the place of the employer's E-Verify case
- Employers cannot require their employees or prospective employees to use Self Check.
- For more information on Self Check, visit www.uscis.gov/everifyselfcheck.



PRESENTATION





Engagement - Stay Up to Date

- Subscribe to e-Newsletter *E-Verify* Connection.
 - Write SUBSCRIBE in the subject line to E-VerifvOutreach@dhs.gov.
- To get email updates, subscribe to:
 - www.uscis.gov/I-9Central
 - www.dhs.gov/E-Verify
 - www.uscis.gov/SelfCheck
- Follow on twitter: http://twitter.com/uscis
- E-Verify Blogs: www.dhs.gov/E-Verify
- E-Verify on Facebook:

www.facebook.com/USCIS

E-Verify Connection



January 2012 Issue VI

What's Hot in E-Verify?

E-Verify Milestone: More than One Million Worksites In December 2011, E-Verify reached a milestone. Employers are now using E-Verify at more than one million worksites. See History and Milestones to review E-Verify's advances through

Cetting Ready to Enroll?
Enrolling in E-Verify is easy. The E-Verify website has a variety of resources to help you prepare. Visit E-Verify Enrollment on the Getting Started page of the E-Verify website to explore enrollment resources. The E-Verify Enrollment Quick Reference Guide and enrollment video walk you through the process and answer essential questions. Review the Memorandum of Understanding and use the Enrollment Checklist to track your

Check Out the E-Verify Blogs Webpage E-Verify blogs report on employment eligibility verification subjects. Visit the new E-Verify Blogs page, then share your thoughts and questions about E-Verify, Form I-9, Self Check

E-Verify Employee Rights Video
The new concise E-Verify Employee Rights and Responsibilities video creatively educates workers about their rights and responsibilities in fewer than six minutes. Explore the Multimedia Section on the right-side of the E-Verify homepage to find this and other educational resources.





"What's New" on I-9 Central?

There is always something new on I-9 Central, the online one-stop source for Form I-9 information. See the latest updates on the What's New page. In case you missed the latest posts, you can still find the information in the What's New Archives.

CNMI Employers Using Standard Form I-9 Employers hiring and reverifying employees in the Commonwealth of the Northern Mariana Islands (CNMI) must now use Form I-9. The Form I-9 CNMI has been discontinued. See the details and instructions here.

Pacific Islanders: I-9 Guidance

Guidance for completing Form I-9 for citizens of the Federate d States of Micronesia, the Republic of the Marshall Islands and Palau has been posted on I-9 Central. Review these important instructions about acceptable documents and other considerations for these nationals, but not citizens, of the United States. Also, E-Verify tentative nonconfirmation and referral notices have been translated into Carolinian, Chamarro,

E-Verify Resources in More Languages E-Verify's tentative nonconfirmation notices and referral letters are now available in 13 languages. Find these letters and other materials on the Foreign Language Resources webpage.

Updated Self Check Information Toolkit
The Self Check Information Toolkit has new resources to
view, print, share and post. Self Check and E-Verify "Know
Your Rights" flyers are now available in 11 languages. Help inform others about how they can use the free Self Check service to confirm their own employment eliability records. Access the flyers and other helpful resources in the Self

SEE THE SCHEDULE OF FREE WEBINARS!

E-Verify Outreach

Our Experts Are in Your Communities!
E-Verify experts travel across America to educate employers and workers about Form I-9, E-Verify, Employee Rights, and Self Check.
Look for DNS experts at these upcoming events:

National Council of Agricultural Employers Annual Meeting, Washington, DC 16-18 American Association of School Administrators National

- Conference on Education, Houston, TX Nebraska MarketPlace Conference, Kearney, NE
- lowa Department of Labor Roadshow, Creston, IA; Denison,
- lowa Department of Labor Lake IA Concordia University Career Fair,
- Seward, NE Southeast Petro-Food Marketing Exposition, Myrtle Beach, SC
- Southeast Petro-Food Marketing Exposition, Myrtle Beach, SC IMAGE Seminar, Las Vegas, NV City of Omaha Form I-9, E-Verify and Employee Rights Presentation, Omaha, NE
- 12-15 Human Capital Management for Defense, *Arlington, VA* 15 E-Verify & Form I-9 Overview for SHRM Affiliate, Boca Raton, FL North Fulton Business Expo,
- Alpharetta, GA Wayne State Career Fair, Wayne,
- Management New Mexico State Conference, Albuquerque, NM
- American Payroll Association Capital Summit, Washington, DC

Click here to subscribe to E-Verify Connection

Employee Hotline: 1-888-897-7781 Employer Queries: 1-888-464-4218

www.dhs.gov/E-Verify





Engagement - E-Verify Outreach

- Speakers for your events
- Panel participants
- Exhibits
- Free Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal

E-Verify E-Mail: <u>E-Verify@dhs.gov</u>







Customer Service

E-Verify received the highest rating for customer service of all federal agencies. (2011 *American Customer Satisfaction Survey*)

Employer Hotline: (888) 464-4218

Employee Hotline: (888) 897-7781

Form I-9 E-Mail: <u>I-9Central@dhs.gov</u>

E-Verify E-Mail: <u>E-Verify@dhs.gov</u>

Form I-9 Website: www.uscis.gov/I-9Central

E-Verify Website: www.dhs.gov/E-Verify





Questions







RCH Credit

- This is an APA and HRCI approved program for 1 (one) RCH
- You must attend the entire 1-hour course.
- You will be sent a certificate with the program course code upon completion for your file folder by no later than 10/20/12.











www.Ascentis.com

info@ascentis.com

800.229.2713





Our next RCH webinar

- How to FINALLY Write Those Payroll Procedures
 - (RCH 1.0 APA pending)
 - Sep. 25, 10am PDT/1pm EDT
- Step Into Your Moxie: Find Your Message and Speak with Power and Impact
 - (RCH 1.0 HRCI pending)
 - Sep. 27, 10am PDT/1pm EDT

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