New E-VERIFY Requirements

Laura Ellis
Payroll Services

HR Liaison Network Fall Meeting
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What is E-VERIFY?

Texas A&M University participates in an online program called E-VERIFY, which is an Internet-based system that compares information from an employee’s Form I-9, with United States Citizenship and Immigration Services (USCIS) and Social Security Administration (SSA) records and confirms employment eligibility.
E-VERIFY Requirements

• Governor Abbott has signed Senate Bill 374 requiring all state agencies, including institutions of higher learning, to E-VERIFY **ALL NEW EMPLOYEES** beginning September 01, 2015.

• Texas A&M University will continue to E-VERIFY employees hired before 09/01/2015 when required by a Federal Acquisition Regulation (FAR) account.
Compliance Tracking and Management Systems (CTMS)

• 2009 CTMS was launched
  – Monitors employers based on analysis of their system usage and identifies specific noncompliant behaviors.
  – Data is analyzed to identify behaviors that indicate misuse, abuse, discrimination, breach of privacy, and fraudulent use of E-VERIFY system.
  – Examples:
    • Fraudulent use of Alien # (A#) and SSN.
    • Failure to post the notice informing employees of participation in E-VERIFY.
    • Failure to use the E-VERIFY, consistently or at all, once registered.
HR Liaison Responsibilities

1. Social Security Number is required.

2. Section 2, List A Documents with photo need to be uploaded.

3. Section 2, List B Documents must contain a photograph.

Social Security Number Required

• Social Security Number (SSN) must be provided.

• Do not enter the employee’s Temp ID issued by Payroll.

• Leave the SSN field blank if the employee doesn’t have one and check the box “Employee does not have or will not reveal SSN” when you create an electronic Form I-9.

• Once an employee receives the SSN, provide a copy to Payroll.
Section 2, List A Documents with Photo Need to be Uploaded

- You must scan to your computer and upload to Guardian the Section 2 photo documents used in Column A.

  - Required documents to be uploaded to Guardian:
    - U.S. Passport or Passport Card
    - Permanent Resident Card (Form I-551)
    - Employment Authorization Document (Form I-766)
Section 2, List B Documents Must Contain a Photo

• List B document must contain a valid photo.
• You must check the confirmation box after viewing the documents.

• Do not upload a copy of document into Guardian.
E-VERIFY / Right to Work Posters

• Posters are available for printing from the I-9 & E-VERIFY section of the Payroll Services website at http://payroll.tamu.edu/
  – E-VERIFY Participation Poster (English/Spanish)
  – Right to Work Poster (English/Spanish)

• Display of posters are required in your hiring department location along with your other required workplace posters.
Avoid E-VERIFY Errors

1. Confirm the legal name matches the name on the Social Security Card including missing middle initial or suffix.

2. If you use a paper Form I-9 do not leave the “Other Names Used (if any)” section blank.

3. Form I-9 Hire Date **MUST** be the same as the EPA Effective Date.
Avoid E-VERIFY Errors

4. Newly hired or re-hired employees must complete and sign Section 1 no later than the first day of employment.

5. Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment.

6. Include the proper Document Number.
Questions or Assistance

• Payroll Services
  – Laura Ellis, (979) 845-7127 or lauraellis@tamu.edu
  – Rhonda Loman, (979) 845-3056 or rloman@tamu.edu
  – Additional instructional documents provided on the Payroll Services website at http://payroll.tamu.edu/i-9

Thank you!