Instructions for Individuals Newly Assigned to an E-Verify Award

The work to which you have been assigned includes a federal requirement for the University to confirm your eligibility to work in the United States using E-Verify, an internet-based system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

It is critical that you take the following steps immediately:

1. Visit the CMUWorks Service Center at 4516 Henry Street; open Monday-Friday, 8:30 am to 4:30 pm.

2. Identify yourself as employee who is required to complete E-Verify by presenting the *E-Verify Processing Request Form*. You should have received a copy of the processing request form with these instructions. If you did not receive a processing request form, please contact your department business manager.

3. Complete the I-9 Form by presenting the CMUWorks Service Center with documents establishing your identity and your eligibility to work in the United States. See the *E-Verify Processing Request Form* for more details about the documents you must present to complete the I-9 Form.

4. Once you have completed the I-9 Form, a representative from the CMUWorks Service Center will sign your *E-Verify Process Request Form*, which you should return to the department business manager.

Time Limits: Failure to initiate E-Verify by visiting the Service Center within the prescribed timeframes (see below) may jeopardized your ability to charge to the award and could result in the termination of your employment.

> *Existing employees*:   Must initiate the E-Verify process at the Service Center within <u>30 days</u> of being assigned to work on the award (or within 90 days of the start date of the contract award).

> *New employees*:   Must initiate the E-Verify process at the Service Center within <u>3 days</u> of being hired.

Appeals: After you complete the I-9 Form and return to work, the Service Center will enter the information from your I-9 into the E-Verify system. If E-Verify does not initially confirm your employment eligibility, a representative from Human Resources will contact you to discuss your right to appeal to SSA or DHS. You may continue to work and receive pay while your appeal is pending. However, if you decline your right to appeal or after the appeal it is determined you are not authorized to work in the United States, your employment will be terminated. Over 93% of employees nationwide are confirmed during the initial E-Verify query.

Exemption: Employees who previously completed E-Verify while working at Carnegie Mellon do not need to complete E-Verify again. Contact your business manager if you believe you previously completed E-Verify.

Brief FAQ

What is E-Verify?
E-Verify is an internet-based system operated jointly by DHS and SSA that allows employers to electronically verify an employee's eligibility to work in the United States. The E-Verify system compares information from an employee's I-9 Form to information contained in DHS and SSA databases.

On June 6, 2008, President George W. Bush signed Executive Order 13465 requiring certain federal contractors to use E-Verify to confirm the employment eligibility of employees assigned to work on federal contracts. Federal regulations implementing this executive order took effect in September 2009. The regulations apply to certain federal contracts that contain the Federal Acquisitions Regulations (FAR) E-Verify clause.

Why is Carnegie Mellon participating in E-Verify?
As a federal contractor, Carnegie Mellon is required to use E-Verify to verify the employment eligibility of all employees assigned to work on federal contracts containing the FAR E-Verify clause. Failure to comply with E-Verify regulations may jeopardize the University's ability to receive federal contract funds in the future.

Why am I required to complete E-Verify?
You have been identified as an employee assigned to work on contract award containing the FAR E-Verify clause. As such, federal law requires that the University use E-Verify to confirm your eligibility to work in the United States.

For more information about E-Verify, including a more detailed FAQ, please visit
http://www.cmu.edu/hr/recruit_staff/e_verify/index.html

Assigning Employees to Work on an E-Verify Award
Instructions for Principal Investigators and Department Business Managers

Award title: _____

Sponsor: _____

Award Start Date: _____

Your new funding includes a federal requirement to use E-Verify to confirm the employment eligibility of every individual who is assigned to this award. E-Verify is an internet-based system, operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA), that allows employers to electronically verify an employee's eligibility to work in the United States. This requirement applies to the Principal Investigator and to any employees assigned to work on this award.

Carnegie Mellon has made an effort to minimize the impact of this requirement on your research operation. Principal Investigators and department business managers should work together to complete the steps outlined below:

1. Identify all the employees assigned to work on the award.

2. Email the CMUWorks Service Center at cmu-works@andrew.cmu.edu to see if the employees have previously initiated E-Verify. If the Service Center comfirms that an employee has an existing record, no further action is required for that particular employee.

3. Provide each employee who has not previously initiated E-Verify with a copy of *Instructions for Employees Newly Assigned to an E-Verify Award* and an *E-Verify Processing Request Form*. Please fill in the title of the award and the award number before providing these forms to an employee.

4. Each employee must go to the CMUWorks Service Center (4516 Henry Street), as detailed in the instructions, to complete a new I-9 Form.

5. The Service Center will provide each employee with an *E-Verify I-9 Confirmation Notice*, which should be returned to the department business manager.

6. Repeat steps 1–5 whenever another employee is assigned to work on the award.

Time Limits

Federal regulations require that employees assigned to the award initiate E-Verify within specific timeframes. Failure to satisfy these deadlines may jeopardize the ability to charge employees to the award and impair the University's ability to receive future federal contract funds.

- **Newly hired employees** assigned to work on this award must initiate E-Verify within 3 days of being hired.

- **Existing employees** assigned to this award must initiate E-Verify within 90 days of the first day of the award or 30 days of being assigned to work on the award, whichever is later.

- **Employees who previously completed E-Verify** while working at Carnegie Mellon do not need to go through E-Verify again. Email the CMUWorks Service Center at cmu-works@andrew.cmu.edu to see if the employees have previously initiated E-Verify.

Risks

There is some risk that as a result of the E-Verify process, it may be determined that an individual is not eligible to work in the United States. If the initial E-Verify query does not confirm employment eligibility, Human Resources will contact the employee to discuss the employee's right to appeal to DHS or SSA. Employees who are contesting the results of an E-Verify query may continue to work on the award while the appeal is in progress. However, if after the appeal the individual is determined not be ineligible to work in the United States, employment with Carnegie Mellon will be terminated.

For more information about E-Verify, please visit http://www.cmu.edu/hr/recruit_staff/e_verify/index.html

E-Verify I-9 Processing Request Form

Award Title: _____

Award Number: _____

PRESENT THIS FORM TO THE CMUWORKS SERVICE CENTER TO INITIATE THE E-VERIFY PROCESS

You have been identified as an employee who has been assigned to work on a federal award that contains the E-Verify clause. To comply with the requirements of federal law you must visit the CMUWorks Service Center (4516 Henry Street – open Monday-Friday from 8:30 am to 4:30 pm) to complete a new I-9 Form for processing through the E-Verify system.

To complete the I-9 Form, you will need to present employment eligibility documents (see below). You must present either: (i) one document from List A; or (ii) one document from both List B and List C. Any List B document presented must include a photo.

For more information about E-Verify, please visit http://www.cmu.edu/hr/recruit_staff/e_verify/index.html

Employment Eligibility Documents

LIST A	LIST B	LIST C
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority *For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

E-Verify I-9 Confirmation Notice

_____ came to the CMUWorks Service Center on ___ / ___ / ____ and completed an I-9 form that will be processed through the E-Verify system.

Sincerely,

_____   _____
CMUWorks Service Center   Date
Representative