

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 confirms 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 CMUWorks 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. You may check an employee's E-Verify status by emailing the CMUWorks Service Center at cmu-works@andrew.cmu.edu.

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