E-Verify Quick Reference Guide

Introduction:

On October 1, 2009, Nebraska State Government took an important step in ensuring we have a legal workforce by electronically confirming the information submitted by all new hires on the Form I-9, Employment Eligibility Verification. Information collected on the Form I-9 will be entered into the Employee Work Center and centrally validated by State Personnel through the Federal E-Verify Program. Once confirmed, the confirmation number will be recorded in the Employee Work Center.

This process must be completed within the first three (3) days of work for pay.

HR Partners must also record this confirmation number on the new hires' Form I-9 for audit purposes. For the latest information regarding the E-Verify program and the Form 1-9, please visit the US Citizenship and Immigration Services website at: http://www.uscis.gov/portal/site/uscis.

Instructions:

State Personnel runs an automated report daily to determine all new hires. This report includes data that is needed to conduct the E-Verify process. Once work eligibility confirmation and/or non-confirmation has been received, the confirmation number will be recorded in the Employee Work Center and can be viewed by the HR Partner.

NOTE: State Personnel will receive the information from the Edit ID screen in the Employee Work Center. HR Partners are responsible for recording the employee's Form I-9 information into the Employee Work Center. If you hire a new employee and have not received the Form I-9 information, you will be required to enter the employee's social security number to complete the hire.

IMPORTANT: The employee must be validated through the E-Verify system within the first three (3) days of work.

1. In the Employee Work Center, search for the new hire.

   NOTE: The person must have been hired in the Employee Work Center so that he/she has an Employee record.

2. Click the person's employee record.

Add Personal Email

3. If there is a TNC, AND the employee has a personal email address in the system, he/she will receive an email from the USCIS E-Verify Program letting them know a TNC exists. To add their personal email, on the employee record, do this:

   a. Click the **Contact** tab, and then click the **Edit** button (top left of the screen).

   b. Under **Home Contact Information**, on the **Primary Email** line (red oval), click the plus sign.

   c. Copy and paste (or type) the employee's personal email in the **Address** box (cyan box below). Click anywhere else on the screen to see your entry. Click **Submit** when you're done.
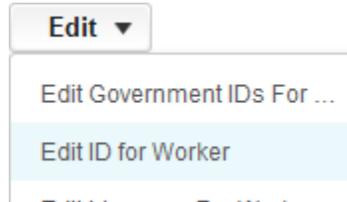
Add ID Information

4. Back on the employee record, click the **Overview** tab.

5. Click **IDs**, and then click the **Edit** button, and then click **Edit ID for Worker**.

6. The new hire's social security number is located at the top of the page, under **National IDs**. You can include additional IDs by clicking one of the following tabs:

    *   **Additional Government IDs** – Foreign Passport, Certification of Birth Abroad, EIN, Form I-94, Government Issued ID, Military Dependent's ID, Native American Tribal Document, U.S. Birth Certificate, Permanent Resident Card, Resident Citizen of the U.S. ID, School ID, Temporary Resident Card, U.S. Military Card or Draft Record, Voter's Registration Card, etc.

    *   **Passports** – Diplomatic (black cover), Official (maroon cover), or Regular (blue cover).

    *   **Visas**.

    *   **Licenses** – Driver's License.

        NOTE: WHEN ENTERING A DRIVER'S LICENSE, DO THIS:

        i. IN THE "LICENSE ID TYPE" FIELD, SELECT DRIVER'S LICENSE.

        ii. IN THE "ISSUED BY COUNTRY REGION" FIELD, START TYPING THE NAME OF THE STATE, PRESS ENTER, AND THEN BE SURE TO CLICK THE CORRECT STATE.

    *   OTHER IDS – THIS IS WHERE STATE PERSONNEL WILL ENTER THE E-VERIFY CONFIRMATION NUMBER.

7. To add an ID, first click the appropriate tab, then, on that tab, click the plus icon, then till in the appropriate fields by selecting the correct option from the search prompt.

    NOTE: TO DELETE AN ID, CLICK THE MINUS SIGN TO THE LEFT OF THE RECORD.

After you enter the employee's Form I-9 information and confirmation has been received through E-Verify, State Personnel will enter the confirmation number in the **Other IDs** section and send an email to the HR Partner.

Tentative Non Confirmation (TNC): If the new hire cannot be confirmed by E-Verify, the employee will receive a TNC. Once a TNC is received, State Personnel will contact the HR Partner with further instructions for resolution.