E-Verify

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PURPOSE

These are instructions for HR Partners about completing all relevant information so that State Personnel can E-Verify new employees.

State Personnel runs a report in Workday every day at 3:00 p.m. (or shortly thereafter). We then run the E-Verify process on the Federal USCIS website.

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 is entered into Workday and centrally validated by State Personnel through the Federal E-Verify Program. Once confirmed, we record the confirmation number in Workday on the employee record. The following is from this web page, https://www.e-verify.gov/employers/verification-process. (We added the emphasis on the red text.)

INITIAL VERIFICATION PROCESS

The E-Verify process begins with a completed Form I-9, Employment Eligibility Verification. Next, employers create a case in E-Verify, using the information from their employee's Form I-9, no later than the third business day after the employee starts work for pay. E-Verify checks information entered against records available to the Social Security Administration (SSA) and Department of Homeland Security (DHS).

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 I-9, please visit the US Citizenship and Immigration Services website at: http://www.uscis.gov/portal/site/uscis.

E-Verify

INSTRUCTIONS

State Personnel runs a report every day at 3:00 p.m. (or shortly thereafter) to determine all new hires. This report includes the necessary data to conduct the E-Verify process. Once we receive work eligibility confirmation and/or non-confirmation, we record the confirmation number in Workday, which can be viewed by the HR Partner.

NOTE: State Personnel will receive the information from the Edit ID screen in Workday. HR Partners are responsible for recording the employee's Form I-9 information into Workday. 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: See Initial Verification Process on page 1.
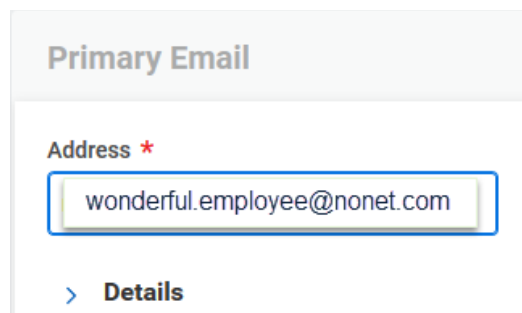
1. In Workday, search for the new employee using her/his name or Employee ID.

    NOTE: The person must have been hired in Workday so that he/she has an employee record.

2. Click the person's employee record.

ADD PERSONAL EMAIL

1. If there is a TNC, AND the employee has a personal email address in the system, she/he will receive an email from the USCIS E-Verify Program letting them know a TNC exists.

2. To add their personal email, on the employee record, do this:

    a. Click **Contact** in the blue section on the left.

    b. Click the **Edit** button (top left of the screen).

    c. Under **Home Contact Information**, in the **Primary Email** field, copy and paste (or type) the employee's personal email in the **Address** box. Click anywhere else on the screen to see your entry.
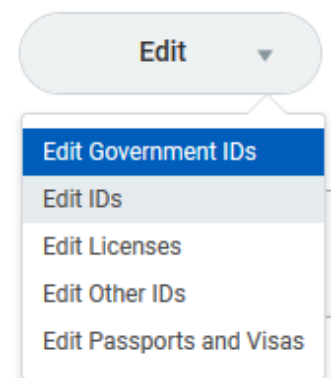
    d. Click **Submit** when you are done.

ADD ID INFORMATION

1. On the employee record, click **Personal** in the blue section on the left.

2. Click **IDs**, then click **Edit**, and then select **Edit IDs**.

3. The employee's social security number is located at the top of the page, under **National IDs**.

4. Click one of the following tabs (underneath the Social Security Number entry).

5. On that tab, click the plus icon, then complete the appropriate fields by selecting the correct option from the search prompt.
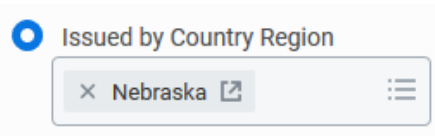
- **Additional Government IDs** – Foreign Passport, Certification of Birth Abroad, EIN, Form I-94, Government Issued ID, Military Dependent's ID, Native American Tribal Document, U.S. Birth Certificate, Permanent Resident Card, Resident Citizen of the U.S. ID, School ID, Temporary Resident Card, U.S. Military Card or Draft Record, Voter's Registration Card, etc.

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

- **Visas**

- **Licenses** – 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 issuing state, press enter, and then select the correct state, if more than one option displays.

- Other IDs – This is where State Personnel will enter the E-Verify confirmation number.

6. To delete an ID, click the minus sign to the left of the record.

ENTERING IDS FOR PERMANENT RESIDENTS OR ALIENS AUTHORIZED TO WORK

1. If you are entering a **Foreign Passport**, you will also need to enter the employee's **USCIS/Alien #** or the **I-94 #.** One of the options can be entered under **Government IDs**, using the United States as the country.

2. If you are entering a **Permanent Resident Card** or **Employment Authorization Card**, you will need to record the **Document #** in Workday. In addition, the employee's **USCIS/Alien #** will also need to be entered. Both numbers can be added as a Government ID, using the United States as the country.

Example:

3. Permanent Residents and Aliens Authorized to Work can also be E-Verified using List B and List C documents, such as a Driver's License and Social Security Number. If this is the case, the employee will also need to submit their **USCIS/Alien #**, **I-94 #**, or **Foreign Passport #**.

> ➢ *IMPORTANT NOTE: HR Partners – please remember to send copies of Passports, Permanent Resident Cards, and Employment Authorization Cards to Nikki Moeder for Photo Id confirmation. Driver's License copies are not necessary.*

After you enter the employee's Form I-9 information and we receive confirmation 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 E-Verify cannot confirm the new hire, the employee will receive a TNC.

If we receive a TNC, State Personnel will contact the HR Partner with further instructions for resolution.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234