

Employee Master – Certification Revisions Screen Process Steps

This screen will appear after the “Personal” screen when you are adding a new employee in the Employee Master.

ORACLE 05 UTLEY, MICHAEL [JPY810] Sign Out

Employee Information - Certification Revisions

OK Find Delete Cancel Form Row Tools

Certifications Attachments

Resource Type EMPLOYEE
Employee Number UTLEY, MICHAEL

For Your Information
You will only work in the
“Certifications” Tab.
Ignore the “Attachments” Tab.

Records 1 - 3 Customize Grid

	Document Type	Document Description	Document Number	Document Expiration Date	E-Verify * Date	Case Verification Number	Display Seq
<input checked="" type="radio"/>	EAD		4546666311	08/31/2009	08/31/2009	2123132132	2.00
<input type="radio"/>	183	UNDER 18 - DAY-CARE RECORD	H1225698563	12/31/2009	09/22/2009		1.00
<input type="radio"/>							

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Step #1 – Document Type
Enter Appropriate Code from UDC Table.

Document Type	Document Description	Document Number	Document Expiration Date	E-Verify * Date	Case Verification Number	Disply Seq
EAD		4546666311	08/31/2009	08/31/2009	2123132132	2.00
183	UNDER 18 - DAY-CARE RECORD	H1225698563	12/31/2009	09/22/2009		1.00

Step #2 – Document Description
This description of the selected document will automatically populate once you have tabbed through this field.

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Step #3 – Document Number
Hiring Agency enters the document number in this area. Please ensure the document number is correct in order to avoid delays and inaccurate results from E-Verify.

	Document Type	Document Description	Document Number	Document Expiration Date	E-Verify * Date	Case Verification Number	Display Seq
<input checked="" type="radio"/>	EAD		4546666311	08/31/2009	08/31/2009	2123132132	2.00
<input type="radio"/>	183	UNDER 18 - DAY-CARE RECORD	H1225698563	12/31/2009	09/22/2009		1.00
<input type="radio"/>							

Step #4 – Document Expiration Date
Enter the documents expiration date in this area, if the document has an expiration date. If there is no expiration date, simply tab through this field, leaving it blank.

CAUTION: The expiration date must be equal to or greater than the E-Verify date.

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Step #5 – E-Verify Date

Hiring Agency is responsible to enter the E-Verify date. The E-Verify date is defined as the first day the employee begins work for pay.

Step #6 – Case Verification Number

State Personnel will enter the case number assigned by E-Verify once the employee is authorized to work.

Tentative Non-Confirmation case numbers will not be entered.

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