

# E-Verify Process for New Hires

## *Agency HR Personnel User Guide*




Revised: January 11, 2011

# E-Verify Process for New Hires

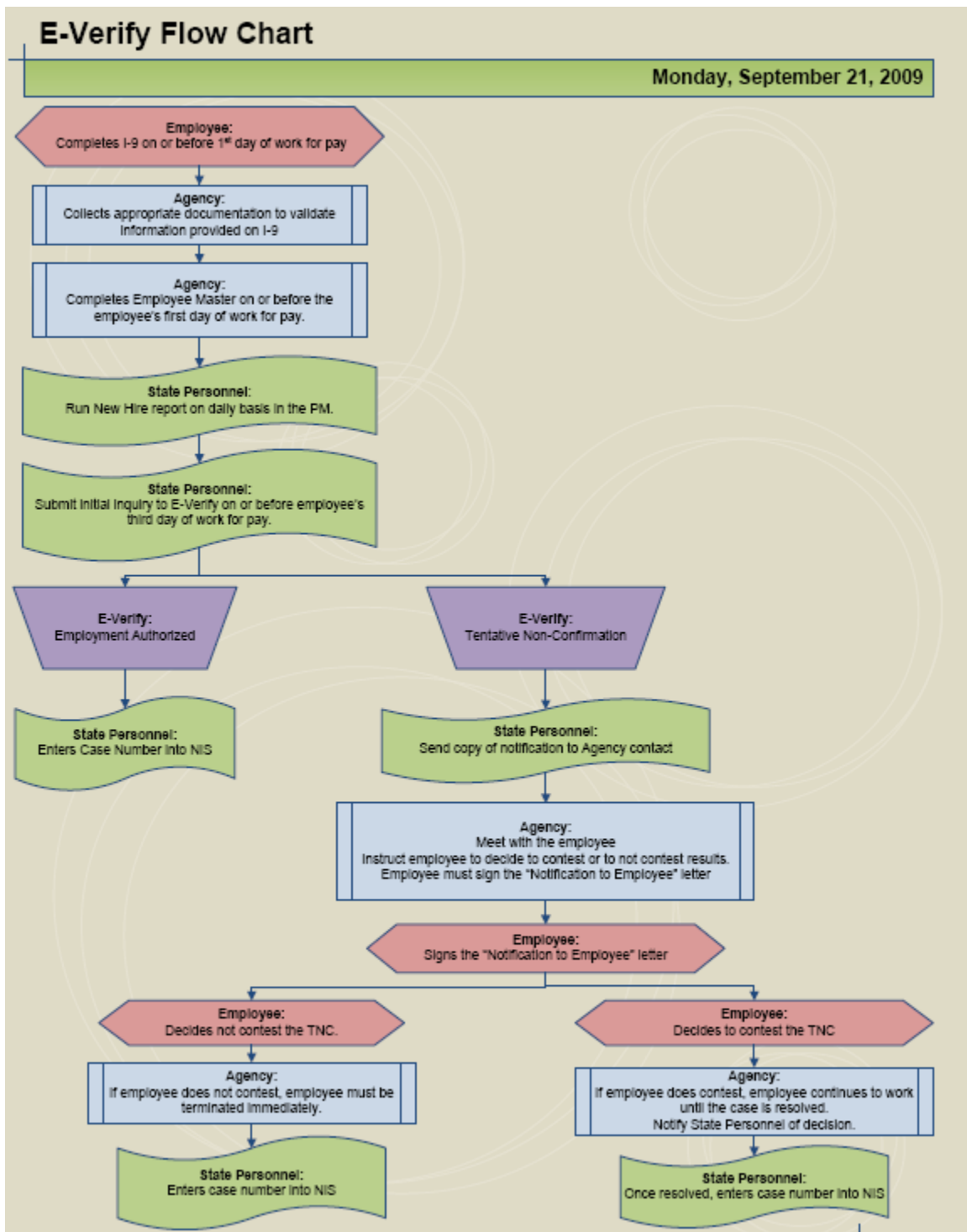
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# E-Verify Process for New Hires

## E-Verify Flow Chart:



## E-Verify Process for New Hires

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### **E-Verify Process:**

Legislative Bill 403 (LB 403) took effect in the State of Nebraska on October 1, 2009. This law mandates the use of the Federal E-Verify program to ensure any employee hired on or after October 1, 2009, is legally able to work in the United States. The E-Verify program is the result of three federal agencies' collaboration (United States Citizenship and Immigration Services [USCIS]; the Social Security Administration [SSA]; and, the Department of Homeland Security [DHS]) to create one database where citizenship or other legal work status can be verified.

All E-Verify submissions for newly-hired **state employees** (*excluding the University of Nebraska and State Colleges*), will be done centrally by the Administrative Services State Personnel Division.

**To ensure compliance with LB 403, each agency must follow this process:**

1. The agency must require all newly hired employees to complete the Form I-9 by their first day of employment. New hires can complete the Form I-9 once the agency has made the job offer and the new hire has accepted. This requirement does include both permanent and temporary new hires. E-Verify must be used for all new hires regardless of national origin or citizenship status. It may not be used selectively.
2. The agency must complete the EnterpriseOne Employee Master on or before the employee's first day of employment. A list of all required fields on the Employee Master is listed at the end of this guide.

The Employee Master is where the agency will record the necessary information to begin the E-Verify process.

- **NOTE:** A new screen has been added to the Employee Master and will appear after the "Employment Information – Personal screen". The new screen is titled "Employee Information – Employee Verification". This is where the E-Verify information is entered.

# E-Verify Process for New Hires

## Employee Verification Screen:

ORACLE® JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Information - Employee Verification

OK Find Delete Cancel Form Tools

Employee Number 5695949 KENT, CLARK S

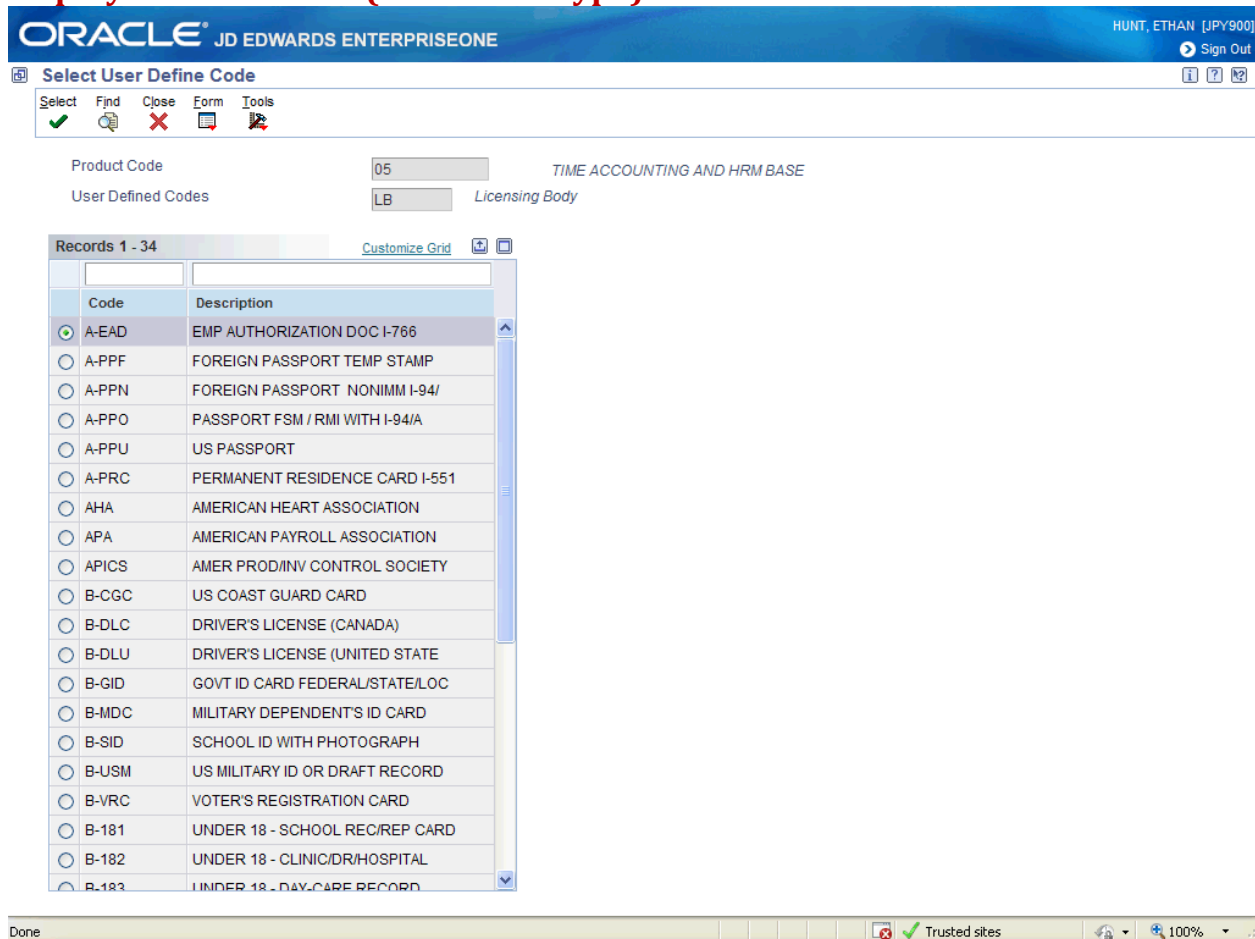
Records 1 - 1 Customize Grid

Document Type	Document Description	Document Number	Document Expiration Date	E-Verify Date	Case Verification Number	Display Seq

Done Trusted sites 100%

# E-Verify Process for New Hires

## Employee Verification (Document Type) Screen



ORACLE® JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Select User Define Code

Select Find Close Form Tools

Product Code 05 TIME ACCOUNTING AND HRM BASE

User Defined Codes LB Licensing Body

Records 1 - 34 Customize Grid

Code	Description
<input checked="" type="radio"/> A-EAD	EMP AUTHORIZATION DOC I-766
<input type="radio"/> A-PPF	FOREIGN PASSPORT TEMP STAMP
<input type="radio"/> A-PPN	FOREIGN PASSPORT NONIMM I-94/
<input type="radio"/> A-PPD	PASSPORT FSM / RMI WITH I-94/A
<input type="radio"/> A-PPU	US PASSPORT
<input type="radio"/> A-PRC	PERMANENT RESIDENCE CARD I-551
<input type="radio"/> AHA	AMERICAN HEART ASSOCIATION
<input type="radio"/> APA	AMERICAN PAYROLL ASSOCIATION
<input type="radio"/> APICS	AMER PROD/INV CONTROL SOCIETY
<input type="radio"/> B-CGC	US COAST GUARD CARD
<input type="radio"/> B-DLC	DRIVER'S LICENSE (CANADA)
<input type="radio"/> B-DLU	DRIVER'S LICENSE (UNITED STATE)
<input type="radio"/> B-GID	GOVT ID CARD FEDERAL/STATE/LOC
<input type="radio"/> B-MDC	MILITARY DEPENDENT'S ID CARD
<input type="radio"/> B-SID	SCHOOL ID WITH PHOTOGRAPH
<input type="radio"/> B-USM	US MILITARY ID OR DRAFT RECORD
<input type="radio"/> B-VRC	VOTER'S REGISTRATION CARD
<input type="radio"/> B-181	UNDER 18 - SCHOOL REC/REP CARD
<input type="radio"/> B-182	UNDER 18 - CLINIC/DR/HOSPITAL
<input type="radio"/> B-183	UNDER 18 - DAY-CARE RECORD

Done Trusted sites 100%

- **NOTE:** The Passports (foreign & US) and the Permanent Residence Card (I-551) documents with pictures will need to be scanned and emailed to Staci Anderson at [staci.anderson@nebraska.gov](mailto:staci.anderson@nebraska.gov) .or Katrina Brabec at [katrina.brabec@nebraska.gov](mailto:katrina.brabec@nebraska.gov) for validation purposes.

3. On a daily basis, the State Personnel Division will run an E-Verify New Hire report and enter each new hire into the Federal E-Verify database.

The State Personnel Division will submit the initial query to E-Verify by the employee's third business day of employment and receive either an Employment Authorized confirmation or Tentative Non-Confirmation (TNC) response from SSA and DHS.

**4A. Employment Authorized Response** -- The State Personnel Division will input the employee's Case Verification Number on the Employee Information – Employee Verification screen once received from SSA and DHS. The agency will be notified by email once this is done. The agency is required to record the Case Verification Number on the new employee's original Form I-9.

## E-Verify Process for New Hires

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**4B. SSA Tentative Non-Confirmation Response** -- The State Personnel Division will notify the hiring agency if it receives a SSA Tentative Non Confirmation by supplying a copy of the SSA Notice to Employee of Tentative Non Confirmation. A Case Verification Number will not be entered on the Employee Information – Employee Verification screen until the case has been resolved.

- The Case Verification Number is included on the copy of the SSA Notice to Employee of Tentative Non Confirmation, provided to the agency by the State Personnel Division. This will be the case number that SSA will use to follow an employee's case until it is resolved.

### SSA Tentative Non-Confirmation Response:

1. If an SSA TNC is received, the hiring agency is required to meet with the employee and review the results. The agency must instruct the employee to indicate whether he or she wants to contest the SSA TNC decision. Regardless of the employee's decision, the employee must sign and date the SSA Notice to Employee of Tentative Non-Confirmation.
  - a) **If the employee decides not to contest** the SSA TNC, the agency must terminate the employee, and there will be no civil or criminal liability.
  - b) **If the employee decides to contest** the SSA TNC, the hiring agency will provide the employee with the original SSA Notice to Employee of Tentative Non Confirmation.
    - *The employee must visit an SSA office within eight (8) federal government work days from referral to begin the case resolution process for his or her employment eligibility.*
    - During the process of contesting the results of the SSA TNC, the employee may continue to work for the State. The agency **may not** take action against the employee related to the SSA TNC while the employee resolves his or her case within the time allotted.
    - If the employee contests the SSA TNC decision, the agency must also notify the State Personnel Division (email to the attention Staci Anderson at [staci.anderson@nebraska.gov](mailto:staci.anderson@nebraska.gov) or Katrina Brabec at [katrina.brabec@nebraska.gov](mailto:katrina.brabec@nebraska.gov)), of the employee's desire to contest the SSA TNC. The State Personnel Division will initiate an electronic "Initiate SSA Referral" process which will allow SSA electronic access to the employee's case when he or she visits the SSA field office to resolve the discrepancy in his or her record.

### Helpful Information for Referring an Employee to SSA:

#### SSA Tentative Non-Confirmation (SSA TNC)

- This response indicates that the employee's Social Security information could not be verified. The agency must notify the employee of the TNC response and refer the employee to the SSA Field Office if he or she decides to contest the SSA TNC.

If an employee contests an SSA TNC, the agency must refer him or her to SSA. SSA will take the following steps on an SSA TNC case.

- SSA will determine if the Social Security record needs to be updated.
- SSA will update the Social Security records based on acceptable evidence provided by the employee.
- SSA will verify the authenticity of evidence submitted with the issuing entity.
- SSA will send the Employer updated case status information via the E-Verify system.

## E-Verify Process for New Hires

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### Employee Master Required Data Fields:

#### Employee Screen

Home Company  
Pay Frequency  
Original Hire Date  
Agency Original Hire Date  
**\*Adjusted Service Date**  
Date Pay Starts will default to current date  
**\*\*Security Business Unit will default to '1'**  
Pay Status will default to '0' (Active)

\*While the **Adjusted Service Date** does not need to be entered, if the agency tabs through the field, they will get an error and cannot continue to the next screen. It would be recommended to enter an Adjusted Service Date.

\*\*If you don't enter a **Security Business Unit**, it does default to '1'. A Security Business Unit of '1' means this employee will not show up on all agencies' reports and query screens. If all new employees are set up this way, reports and screens will display employees who are not with your agency/division. Agencies should enter a valid Security Business Unit.

#### Address Book Revision Screen

Alpha Name  
Tax ID  
**\*Business Unit defaults to '1'**  
Mailing Name to Alpha Name (last name, comma, first name)

**\*Business Unit** will not be '1' if Security Business Unit is entered in Employee screen.

#### Supplier Master Screen

No required fields  
You will get a warning message if nothing is entered/bypass warning

#### Personal Screen

Ethnic Code  
Marital Status  
Birth Date  
Gender  
Age

## E-Verify Process for New Hires

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### Certification Revisions Screen (E-Verify Screen)

**\*Maiden/Birth Name**

Document Type

**\*\*Document Description**

Document Number

Document Expiration Date (If the document has one)

E-Verify Date

**\*\*\*Case Verification Number**

**\*Maiden/Birth Name** is not required at this time.

**\*\*The Document Description** field will auto-populate based on what is entered in the Document Type Field.

**\*\*\*Case Verification Number** is entered by the State Personnel Division after the employee has been E-Verified.

### Original Assignment Screen

Home Business Unit

EEO Job Category

Date in Current Position ID (defaults to current date)

Date in Current Job (defaults to current date)

Employment Status (defaults to 'blank')

Full Time Regular

### Basic Compensation Screen

Pay Class

Std Hrs/Day (defaults to '8')

Std Hrs/Year (defaults to '2080')

Std Days/Year (defaults to '260')

Overtime Exempt (defaults to 'Y')

FTE (defaults to '1.00')

### National & Fiscal Data Screen

No required fields

Marital Status from Personal Screen will default into various tax statuses

I9 Status

Disability

Veteran and Disabled Veteran (defaults to 'N')

### Tax Overrides Screen

No required fields