

# E-VERIFY



**A NEW, MANDATORY, PROGRAM UNDER THE AUSPICES OF THE  
U.S. CITIZENSHIP and IMMIGRATION SERVICES,  
IN PARTNERSHIP WITH THE SOCIAL SECURITY ADMINISTRATION and  
THE DEPARTMENT OF HOMELAND SECURITY**

The Federal Government has mandated that any organization that is a federal contractor must use the E-Verify program, which verifies the documents that are used to establish identity and employment eligibility, beginning January 15, 2009. The Research Foundation and CUNY are federal contractors. Accordingly, the RF has enrolled with USCIS and DHS to begin using the system by the effective date. There are staff members on each campus and offsite program who have been assigned and trained to input E-Verify queries.

**Who must be E-Verified?**

- #1 -All new hires, irrespective of the type of grant/contract for which they will be working must be E-Verified.
- #2 -All new hires on Federal grants/contracts (including sub contracts and pass through contracts) that are signed on or after January 15, 2009 must be E-Verified.
- #3 -All current employees on existing Federal grants/contracts (including sub contracts and pass through contracts) with FAR clauses, if/when that contract is renewed on or after January 15, 2009.

**The individual projects will be involved as follows:**

- Categories #1 or #2: the PI/PD or grant administrator completes the new hire package as usual, and then must send the employee with the I-9 to the campus "General User" who will input the I-9 information into the E-Verify system. Please call the Grant Office at your campus to ascertain who your project's "General User" is and where s/he is located.

**NOTE: There are 2 changes to the I-9 instructions.** You must now photocopy all documents tendered by the employee and attach them to the I-9; and you MUST ask for a social security number (but not the social security card). The E-Verify system will not work without the SSN. If the employee does not have a number, but has the receipt from SSA stating that they have applied, you will take a photocopy of that, attach it to the I-9, writing that information on the I-9 SSN line, which notifies your RF Client Services Personnel Coordinator, calendar a follow up in order to get the SSN; and then send the employee to be E-Verified. If the employee has not yet applied to SSA, state so on the I-9 SSN line, and tell them that they must apply immediately. After they do, send the RF a copy of that receipt and follow the procedure above.

- Category #3: If you have a current Federal contract that is being renewed on or after January 15, 2009 and it contains an E-Verify FAR clause, you will have to notify your CSR at the RF who will pull the original I-9s. At that time, your employee must be asked "if they would like to use the same documentation that they used for the original I-9". If they say "yes", they must bring the document in to be E-Verified. You have 90 days from the first day of the new contract within which time to E-Verify existing employees. If they say "no", then you must complete an entirely new I-9, using the new documentation. Again, you have 90 days from the first day of the new contract within which time to E-Verify existing employees. Of course, all new hires to the renewed contract must be I-9'd and E-Verified within 3 calendar days.

E-Verification MUST be done by the third calendar day from a new hire's actual first day of work, just like the I-9. There are only 2 exceptions: lack of a SSN, and Category #3 employees. Otherwise, there are no ifs, ands or buts, and no wiggle room. Your Grant Office personnel can answer any further questions that you have on this topic. Of course, you may always call any member of Client Services for assistance.