New Hire accepts department’s offer and reports to Human Resources on first day of employment.

HR Data Administrator will verify I-9 and supporting documents (I-9 process now requires a valid SSN and photo ID).

If new employee has no SSN at time of Form I-9 completion, but shows acceptable proof of identity and eligibility, HR will wait to run the E-Verify query. Employee may continue to work during this time.

Employee is required to contact HR Data Administrator once SSN is received so that E-Verify can be processed.

HR Data Administrator enters I-9 data into the E-Verify system within 3 business days of new hire date.

If information provided is a match in the database, a “Confirmation” response is given.

No Match “Tentative Non-Confirmation”

If employment authorization cannot be immediately confirmed, a response as “Tentative Non-Confirmation” will be given.

Employee contests information*

If the employee contests the tentative non confirmation, HR prints a “Referral” instructing employee to contact SSA or DHS within 8 federal government working days. It is the employee's responsibility to followup in attempting to resolve the “Tentative Non-Confirmation status.

Employee does not contest information

If information provided is a match in the database, a “Confirmation” response is given

Final Confirmation

Final Non-Confirmation

Employee is given SSA or DHS referral letter. The employee continues to work until a “Final Confirmation” or a “Final Non-Confirmation” is received.

Department may terminate after discussion with Human Resources.

HR Data Administrator records on Form I-9 the verification ID number and result of “Employment Verified” and prints a copy of the confirmation to be retained with the Form I-9.

HR Data Administrator prints out “SSA/DHS Notice” letter and explains options in person to employee.

**Note:**

*Employee is required to contact HR Data Administrator once SSN is received so that E-Verify can be processed.*