

As you may be aware the 84th Legislature recently mandated regulations requiring state agencies and institutions of higher education to use the federal electronic employment verification system known as E-Verify for all new hires and rehires. The rule is effective September 1, 2015.

The [E-Verify system](#), which is managed by U.S. Citizenship and Immigration Services, compares the information that employees submit to UT Arlington on their [Form I-9](#), a federal document that collects employment eligibility information to records maintained by the [Department of Homeland Security](#) and the [Social Security Administration](#).

The E-Verify program has stringent deadlines for processing verifications and penalties for non-compliance; therefore it is necessary we make changes to post-hire processes that involve completion of Form I-9. Below is a summary of these changes. We will be issuing similar communication to department administrative staff in the next couple of days.

Process for September 1, 2015 New Hires/Rehires

The September 1, 2015 effective date of the rule and our volume of new hires during this time together require that we handle employees beginning employment on this date differently than we will during the rest of the year. For employees beginning employment on September 1 we are offering several sessions in the coming weeks to assist and collect employment and benefits documents.

- Faculty – New Faculty Paperwork Session on August 20 or 25, 2015 or before.
- Adjuncts, GTA/GRA's and Non-Graduate Students – Fall Employee Sessions as scheduled.
- Staff – Report to Human Resources on 9/1/15 or before.

Process for New Hires/Rehires after September 1, 2015

Beginning September 1, 2015, Human Resources will replace the current bi-weekly paperwork sessions with daily paperwork sessions at the Office of Human Resources from 9 am to 11am for all benefits and non-benefits eligible employees to complete necessary employment and benefits documents. Departments should encourage new employees to attend these sessions on the first day of employment, but no later than the second day of employment. In most cases, these sessions will eliminate the need for departments to handle employment documents for non-benefits eligible employees.

Because the E-Verify process begins with the completion of Form I-9 these daily sessions will ensure that we are complying with both Form I-9 and E-Verify processing requirements as well as bring a centralized consistency and accuracy to the forms and documents completed and collected during the post hire process.

Process for New Hires/Rehires not located in Arlington

Employees that are hired in Texas but outside of the Arlington area will continue to complete the I-9 at that location. We will work with these departments directly to conduct

the E-Verify process. Employees who live in the US but are out of state will need to complete Form I-9 in the presence of a public notary. Please contact Human Resources for assistance with out of state hires. Newly arriving international employees who may not have a social security account number will be allowed to work, but will still be required to provide a social security account number as soon as it is received so that the E-verify process can be completed.

Assignment Processing

During our daily paperwork sessions, employees will be introduced to the Employee Self Service features of UTShare. Since the employee will need to have a current job assignment in order to complete these items, it is important new assignment forms are received prior to the first day of employment. HR Data Administrators will work with departments if an employee attends a session and the assignment form has not been received to ensure the employee assignment is processed as quickly as possible. Doing so will mitigate of the number of retroactive hires and late verifications.

Process Flowchart

The University of Texas at Arlington New Hires: E-Verify Flow Chart
 UT Arlington is required to participate in E-Verify for all new employees beginning September 1, 2015. To be compliant, E-Verify must be completed for each new hire within 3 days of employment. The process is outlined below in a flow chart.

