Instructions for Individuals Newly Assigned to an E-Verify Contract

As of October 1, 2020, all new NIU hires automatically undergo screening as part of the university I9 verification and hiring process. You have been identified as an individual hired prior to October 1, 2020 who requires screening through E-Verify in order to work under a federally funded E-Verify covered contract.

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• *This is a time sensitive process.* **It is critical that you take the following steps immediately:**

1. Complete the *Process Form 3: E-Verify Screening Request and Confirmation* form provided to you by the department and submit it via email to NIU Human Resource Services (HRS) E-Verify Representative Philip Terry (pterry1@niu.edu). Indicate that you are an employee who requires E-Verify screening to work on a federally funded E-Verify covered contract.

2. HRS will sign the *Process Form 3: E-Verify Screening Request and Confirmation* form confirming your request for screening and that you have provided all necessary documentation to HRS do so. Return the HRS signed form to the department administrator.

3. You will receive a final confirmation notice (*Process Form 3: E-Verify Screening Request and Confirmation* form) indicating that verification is complete. Return the HRS signed form to the department administrator.

Time Limits: Failure to initiate E-Verify with HRS within the prescribed timeframes below will jeopardize your ability to receive pay from this award and could result in the termination of your employment.

Existing employees:	Must initiate the E-Verify process at HRS within <u>30 days</u> of being assigned to work on the award (or within the first 90 days of the start date of the contract award).
New employees:	Must initiate the E-Verify process with HRS within <u>3 days</u> of being hired.

Appeals: HRS will enter the information from your I9 into the E-Verify system. If E-Verify does not initially confirm your employment eligibility, an HRS E-Verify representative will contact you to discuss your right to appeal to SSA or DHS. You may continue to work and receive pay while your appeal is pending. However, if you decline your right to appeal or after the appeal and it is determined you are not authorized to work in the United States, your employment will be terminated. Over 93% of employees nationwide are confirmed during the initial E-Verify query.

Exemptions: If you meet any of the below criteria, you are exempt from the E-Verify requirements.

- You have been continuously employed at NIU since November 6, 1986; or
- You hold an active U.S. Government security clearance of confidential, secret or top secret; or
- You have had a background investigation completed and credentials issued pursuant to Homeland Security Presidential Directive (HSPD)-12.

Employees who previously completed E-Verify while working at NIU do not need to complete E-Verify again. Contact your department administrator or HRS if you believe you previously completed E-Verify.

Brief FAQ

What is E-Verify?
E-Verify is an internet-based system operated jointly by DHS and SSA that allows employers to electronically verify an employee's eligibility to work in the United States. The E-Verify system compares information from an employee's I-9 Form to information contained in DHS and SSA databases. The regulations apply to certain federal contracts, including national laboratory agreements, that contain the Federal Acquisitions Regulations (FAR) E-Verify clause.

Why is E-Verify screening required?

As a federal contractor, NIU is required to use E-Verify to verify the employment eligibility of all employees assigned to work on federal contracts containing the FAR E-Verify clause. Failure to comply with E-Verify regulations may jeopardize the University's ability to receive federal contract funds in the future. As of October 1,2020 NIU became an E-Verify covered employer meaning all new hires undergo E-Verify screening.