To: Deans, Department Heads, and Directors
From: Daniel Rives, Associate Vice President for Human Resources
Subject: Form I-9 and E-Verify Requirements for All new Employees
Date: July 11, 2011

As a result of a new State of Indiana law, Indiana University will need to use the U.S. Department of Homeland Security’s E-Verify system to confirm a new employee’s eligibility to work in the United States. The E-Verify system first requires the new employee and the University to complete Form I-9, Employment Eligibility Verification – a requirement that has been in place for many years.

To facilitate the implementation of E-Verify and to improve the University’s management of Form I-9 processes, the University has contracted with HireRight Inc. for a web-based integrated business solution for the completion of Form I-9s, E-Verify checks, and criminal background checks. HireRight’s services also include: the electronic retention of associated records, management reports, and 24x7 customer service support for new employees and University department personnel.

Overview of the Form I-9 & E-Verify Employment Eligibility Verification Process
After the hiring department enters new employee information into the HireRight system, the new employee completes Form I-9 Section 1 before or on the first day of employment. Once Section 1 is completed, the hiring department completes Form I-9 Section 2 within three business days of the date employment begins. (If either Section of the Form I-9 cannot be properly completed, then the individual is not permitted to continue working.) After the Form I-9 is completed, the E-Verify system automatically checks the Department of Homeland Security (DHS) and Social Security Administration (SSA) data bases for eligibility to work in the U.S. (In the event that the E-Verify system produces a Tentative Non-Confirmation to work in the U.S., the employee is provided up to eight business days to contact DHS or SSA to initiate a resolution, and must be allowed to continue working. If DHS or SSA indicates a Non-Confirmation to work in the U.S., then the employee is to be separated from the University.)

Employment Eligibility Verification Steps
Units have designated the role of Personnel Approvers and/or Fiscal Approvers to individuals in the unit. These individuals or their designee would have the following responsibilities:

- log into the HireRight web-based system and enter basic new hire information, after which the HireRight system will invite the new employee to complete Section 1 of Form I-9
- complete Section 2 of Form I-9 (E-Verify automatically runs after Section 2 is completed)
• stop employee from working if Section 1 or 2 of Form I-9 is not appropriately completed
• view E-Verify results to ensure Confirmation or Tentative Non-Confirmation of employment eligibly and immediately notify Human Resources or Academic Affairs offices respectively of an E-Verify Tentative Non-Confirmation result

Human Resources and Academic Affairs would have responsibility for:
• upon notice from the hiring unit or HireRight that E-Verify results indicate a Tentative Non-Confirmation to work, the respective HR or Academic Affairs office will ensure that the employee is informed of such Tentative Non-Confirmation, assist the employee in submitting a request to DHS or SSA for resolution, and follow-up for final disposition
• HR or Academic Affairs will notify the hiring unit of: 1) if the employee does not request resolution from DHS or SSA, the hiring unit will need to terminate the individual’s employment; 2) if after reconsideration DHS or SSA indicates Non-Confirmation to work, the hiring unit will need to terminate the individual’s employment; or DHS or SSA has responded with a Confirmation to work and the case is closed

Training for unit designated Personnel Approvers and/or Fiscal Approvers and their designees will be scheduled with HireRight in the next two weeks in preparation for an effective implementation date of Monday July 25, 2011. Training for campus Human Resources and Academic Affairs offices will also be scheduled within the next two weeks.

HireRight will provide 24x5 customer service support for new employees and department personnel, via the telephone and web. Human Resources or Academic Affairs offices are also available for assistance.

We appreciate your support of the above mandated employment eligibly verification process.

Thank you.