Indiana University has reached an agreement with HireRight, Inc., to use its electronic Form I-9 and E-Verify system while continuing to use HireRight’s Criminal History Background Check system. Within this environment, it will be possible to move back and forth between the two HireRight systems with a single log-on, permitting an integrated approach to completing the Form I-9/E-Verify process and the Background Check process in an efficient and effective manner.

Below is a high level outline of the procedures in using the HireRight Form I-9/E-Verify and Background Check systems. The outline is followed by a description of a series of steps that the University must take to implement the use of the HireRight systems.

A. The Electronic Form I-9 Procedures

1. After an employment offer has been made and accepted, the Form I-9 initiator in the hiring department will log onto the HireRight Form I-9/E-Verify system and enter the employee’s name, and email address. HireRight will automatically generate an email to the employee with instructions on how to log into the system and how to complete Section 1 of Form I-9.

   a. Under Federal law, Section 1 must be completed on or before the first day of work. The employee must be stopped from working if Section 1 is not completed by the end of the first day of work.

2. After completing Section 1, the new employee will present to the Form I-9 initiator appropriate documents in order to complete Section 2. The Form I-9 initiator will log onto the HireRight web site, open the employee’s Form I-9, and enter the Section 2 information from the documents that the new employee has provided.

   a. E-Verify has specific requirements and steps regarding certain types of documents. These are explained on the HireRight web site.

   b. After Section 2 has been completed, the Form I-9 initiator submits the completed form electronically to HireRight on its web site.

   c. Under Federal law, Section 2 must be completed within three business days of the date that employment begins. The employee must be stopped from working if Section 2 is not completed within three business days of the date that employment begins.

B. The E-Verify Procedures

1. The HireRight system will immediately and automatically submit the completed Form I-9 to the E-Verify system for the Social Security Administration (SSA) and/or
the Department of Homeland Security (DHS) to confirm the employee’s eligibility to work in the United States.

2. HireRight will provide a virtually immediate response that the employee’s eligibility is confirmed or “tentatively non-confirmed.” The HireRight web site will provide instructions on the steps to take for each of these possible outcomes and guide the user to the completion of the E-Verify process.

C. The Criminal History Background Check Procedures

1. If the position that the new employee is filling requires a criminal history background check, the person designated to submit the background check for the department will log into the HireRight web site and follow the instructions on the site.

2. If the background check initiator is the same person as the Form I-9 initiator, a new sign-on to HireRight is not necessary. It will be possible to move directly from the Form I-9 section to the background check section. When this approach is used, the procedures for entering the background check request are different. An email is generated to the employee instructing him or her to go to the HireRight web site; to complete the on-line consent form; to enter the requested information, such as social security number, date of birth, and addresses; and to submit the request. This will be particularly beneficial for Hourly employees since it eliminates the paper consent form currently used and reduces the amount of information that the initiator has to enter. Once the request has been submitted, the procedures are the same as currently exist.

D. Steps for implementation

1. HireRight has provided a detailed set of steps which must be accomplished before implementation of the electronic Form I-9/E-Verify system. Many of them are steps that must occur at a central level, such as cancelling the existing Memorandum of Understanding (MOU) that the university has signed authorizing the use of E-Verify and replacing it with a new MOU identifying HireRight as the University’s agent.

2. Steps which require the participation of the University administrators include:

   a. Identifying the Form I-9 initiators for hiring departments and campuses. The list could come from three existing sources: E-Doc Initiators, Personnel Approvers, and Fiscal Approvers.

   b. Providing this list to HireRight so that they can issue them user ID’s and passwords and arrange for each to complete HireRight’s web-based training.