**E-Verify Process**

The E-Verify verification process begins with a completed Form I-9.

You may not use the E-Verify System as a background check. It will only be used once an employee has been offered the position. All new hires (**or** rehires who have not had a paycheck within the past year **or** a current I-9 on file) must complete the Form I-9 at an UND E-Verify Site. If your dept. is not an E-Verify site, you may send them to Payroll. I-9 forms must be completed on or before the hire date. A hire date is considered the date in which an employee is receiving compensation either for actual work or paid training/orientations. **It is the responsibility of the dept. to ensure all employees have been verified before they begin employment!**

Step 1: The prospective new hire must have the proper documentation in its original form! The documentation may not be expired, laminated, or a reproduced copy. You may find a list of acceptable documents on the reverse side of the Form I-9 at [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf%20).

The employee may choose one document from List A alone, **or** one document each from List B and C together.

Step 2: The employer should inform the employee of their hire date. Prior to starting work, an employee must complete Section 1 on line. The employer at the E-Verify site will review the documents and complete Section 2. If the employee completes Section 2 of their I-9 in the Payroll Office, the employee will receive a green sheet to bring back to the department stating they have completed the process. An employee is now allowed to begin working.

Step 3: Information from the Form I-9 is entered into E-Verify by the E-Verify site. A case result is then created. Case results ultimately determine an employee’s work eligibility. E-Verify will determine a case result based on SSA and DHS records.

You may call Anita Kemnitz at 701/777-4890 or email her at anita.kemnitz@und.edu to inquire about any questions regarding E-Verify, or unsure if they need to be verified!

**In the event a new employee cannot physically appear at an UND E-Verify site, they may follow the Remote Hire Process to be verified. The instructions are on the Payroll website at** <http://und.edu/finance-operations/payroll/payroll-forms.cfm>**.**

**Revised 9/19/2016**