

AUBURN UNIVERSITY PROCESS FOR COMPLYING WITH E-VERIFY*

- The Office of Sponsored Programs will monitor all federal contracts to determine if the requirement to E-Verify is a contractual obligation.
- If so, the Office of Sponsored Programs will notify the principal investigator, the Dean (or other appropriate unit head), and the HR Liaison that a listing of **all** current employees (including Graduate Assistants, Postdoctoral Fellows, temporary, and student employees) who will be performing substantial work under the contract must be provided to Cathy Clark in Human Resources at clarkcv@auburn.edu **as quickly as possible**. Ms. Clark will then let you know which of the listed employees will have to submit new I-9 documentation to Human Resources to determine employment eligibility under the federal requirements. **A Fund will not be established until all required I-9s have been submitted to HR and a determination has been made as to their acceptability.**
- Human Resources will verify the employment eligibility of the identified employees and report back to the College/School, principal investigator, and Sponsored Programs the results of the verification inquiries. Any inquiry coming back as an initial nonconfirmation will be handled in accordance with the E-Verify protocol. No adverse action may be taken against any employee upon an initial nonconfirmation.
- Human Resources will record in the Banner system all employees who have been confirmed via E-Verify so that they will not have to be confirmed again in the future.
- As new federal contracts are established, HR Liaisons should check on Banner to determine whether or not any listed employees have already been confirmed through E-Verify. If they have, these individuals will not need to complete an I-9; however, the complete list should be provided to Human Resources along with any notation that an individual has already been confirmed through E-Verify.
- Principal Investigators **must** submit to Human Resources, through their HR Liaison, the names of any subsequent current employees assigned to work on covered federal contracts **as soon as the assignment is made** to stay in compliance with the E-Verify requirement of confirming eligibility within the 30-day time frame.
- Human Resources should also be notified of any new hires who will be assigned to work on covered federal contracts **at the time the new hire paperwork and I-9 documentation is delivered for input into the Banner system**. New hires may be verified any time after an offer is extended and accepted, so submitting this paperwork prior to the official start date would be preferable. However, paperwork should be submitted to Human Resources on the date of hire to ensure that verification takes place **within three days of the hire date**.

**NOTE – This process is limited to contracts received by the Office of Sponsored Programs for which the requirement to E-Verify is a contractual obligation.*