

# Instructions for Individuals Newly Assigned to an E-Verify Award

The work to which you have been assigned includes a federal requirement for the university to confirm your eligibility to work in the United States using E-Verify, an internet-based system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

## It is critical that you take the following steps immediately:

1. Visit HR Services at 4516 Henry Street; open Monday-Friday, 8:30 a.m. to 4:30 p.m.
2. Identify yourself as employee who is required to complete E-Verify by presenting the E-Verify Processing Request Form. You should have received a copy of the processing request form with these instructions. If you did not receive a processing request form, please contact your department business manager.
3. Complete the I-9 Form by presenting HR Services with documents establishing your identity and your eligibility to work in the United States. See the E-Verify Processing Request Form for more details about the documents you must present to complete the I-9 Form.
4. Once you have completed the I-9 Form, a representative from HR Services will sign your E-Verify Process Request Form, which you should return to the department business manager.

**Time Limits:** Failure to initiate E-Verify by visiting HR Services within the prescribed timeframes (see below) may jeopardized your ability to charge to the award and could result in the termination of your employment.

*Existing employees:* Must initiate the E-Verify process at HR Services within **30 days** of being assigned to work on the award (or within 90 days of the start date of the contract award).

*New employees:* Must initiate the E-Verify process at HR Services within **3 days** of being hired.

**Appeals:** After you complete the I-9 Form and return to work, HR Services will enter the information from your I-9 into the E-Verify system. If E-Verify does not initially confirm your employment eligibility, a representative from the Office of Human Resources 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 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.

**Exemption:** Employees who previously completed E-Verify while working at Carnegie Mellon do not need to complete E-Verify again. Contact your business manager if you believe you previously completed E-Verify.

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## 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.

On June 6, 2008, President George W. Bush signed Executive Order 13465 requiring certain federal contractors to use E-Verify to confirm the employment eligibility of employees assigned to work on federal contracts. Federal regulations implementing this executive order took effect in September 2009. The regulations apply to certain federal contracts that contain the Federal Acquisitions Regulations (FAR) E-Verify clause.

### Why is Carnegie Mellon participating in E-Verify?

As a federal contractor, Carnegie Mellon 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.

### Why am I required to complete E-Verify?

You have been identified as an employee assigned to work on contract award containing the FAR E-Verify clause. As such, federal law requires that the University use E-Verify to confirm your eligibility to work in the United States.