



E-Verify General User Agreement

1. **I UNDERSTAND AND AGREE** to fulfill the following responsibilities as a USC E-Verify General User for my department:
 - a) Register in E-Verify when notified to do so by the Program Administrator
 - b) Participate in the E-Verify online tutorial
 - c) Pass the test to obtain E-Verify Certification and provide a copy of the certification to the Program Administrator
 - d) Ensure timely completion of I-9 Forms once an offer of employment is accepted
 - e) Perform queries in the E-Verify system immediately upon completion of I-9 Forms
 - f) Submit the original completed I-9 Forms and copies of E-Verify confirmations with the hiring documents to the Division of Human Resources' HR Service Center, and retain copies of both documents.
2. **I UNDERSTAND** that a copy of this agreement will be placed in my official personnel file in the Division of Human Resources.
3. **I AGREE** that my use of the information obtained for E-Verify will be for the sole purpose of verifying the employment eligibility of newly hired employees in my area of responsibility, and for no other purpose.
4. **I UNDERSTAND** that by virtue of my employment with the University of South Carolina and my role as a General User in the E-Verify system, I have access to data, information and files in various forms that contain individually identifiable personal information, the removal and/or disclosure of which may be prohibited by federal or state law or by University policy. I acknowledge that the removal of or disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also may violate University of South Carolina policy and could constitute just cause for disciplinary action including termination of my employment on the first offense, regardless of whether or not criminal or civil penalties are imposed.

My signature below denotes that I have read, understand and agree to comply with the terms and conditions listed above.

Printed Name

College/School/Campus/Department

E-Mail Address

Phone Number

Signature

Date (m/d/yyyy)

Supervisor's Signature

Printed Name