Responsibilities (for General Users)

- Register with USCIS to gain access to the E-Verify system by contacting the Program Administrator (PA) in your college/school/campus/department. The PA will initiate your online registration, and an email from USCIS is sent with information to complete the online E-Verify tutorial and test.
- Pass the test for E-Verify certification.
- Complete the Form I-9 Authorized Representative and E-Verify General User Agreement and submit the agreement and a copy of the E-Verify certification to the PA. The PA will submit the agreement and E-Verify certification to the Division of Human Resources, HR Service Center.
- Ensure the timely completion of all I-9 forms once an offer of employment is accepted. (See I-9 and E-Verify procedures below.)
- Complete all I-9 forms and E-Verify electronically in I-9 Advantage. Maintain all electronic I-9 forms in I-9 Advantage and ensure all cases are closed.

Responsibilities (for Program Administrators only)

- Register with USCIS to gain access to the E-Verify system by contacting the E-Verify Coordinator in the Division of Human Resources, HR Service Center. The E-Verify Coordinator will initiate your online registration and an email from USCIS will be sent with information to complete the online E-Verify tutorial and test.
- Pass the test for E-Verify certification.
- Complete the Form I-9 Authorized Representative and E-Verify Program Administrator Agreement and submit the agreement and a copy of the E-Verify certification to the Division of Human Resources, HR Service Center.
- Ensure the timely completion of all I-9 forms once an offer of employment is accepted. (See I-9 and E-Verify procedures below.)
- Complete all I-9 forms and E-Verify electronically in I-9 Advantage. Maintain all electronic I-9 forms in I-9 Advantage and ensure all cases are closed.
- Ensure General Users are trained and certified with the E-Verify system.
- Ensure General Users are trained in the completion of Form I-9 and I-9 Advantage system.
- Maintain a file on the Form I-9 Authorized Representative and E-Verify General User Agreements and E-Verify certifications in your academic/administrative unit. Send copies of the forms and certifications to the Division of Human Resources, HR Service Center.
- Add General Users in your academic/administrative unit into the E-Verify system.
- Maintain a current listing of authorized General Users and Program Administrators in your academic/administrative unit.
- Update the E-Verify Coordinator in the Division of Human Resources, HR Service Center.
regarding changes to the General User listing in your academic/administrative unit.

- Reset passwords in the E-Verify system for the General Users in your academic/administrative unit.
- Perform queries in the E-Verify system and the I-9 Advantage system.
- Appoint an alternate Program Administrator and notify the E-Verify Coordinator in the Division of Human Resources, HR Service Center, regarding the alternate.

**I-9 and E-Verify Procedures**

- Once a job offer is accepted, the hiring unit’s authorized representative meets with the new employee to complete the Form I-9 **no later than his/her first day of employment.**
- **Section 1 of the Form I-9 may be completed as early as the date an offer of employment is accepted but must be completed no later than his or her first day of employment.** The employer has within three (3) business days of the employee’s first day of employment to complete Section II/III. **Best practice is to complete the Form I-9 no later than the first day of employment.**
- To establish his/her identity and employment authorization, the new employee must provide **original** documents that are acceptable to the U.S. government for completion of the Form I-9.
- The hiring unit’s authorized representative will:
  - ✓ **Review** original documents presented by the employee for validity and authenticity.
  - ✓ **Verify** the consistency/completeness of information entered by the employee in Section 1 of the Form I-9 in I-9 Advantage.
  - ✓ **Complete** Section 2 of the Form I-9 and download copies of any List A documents into I-9 Advantage.
  - ✓ **Complete** and close the case on the employee in I-9 Advantage. The authorized representative must complete the Form I-9 and E-Verify **within three (3) business days of the employee’s first day of employment.**