Research Unit Liaison Meeting

April 6, 2010
E-Verify at U-M

- Applies to Federal contracts (not grants) of $100,000 or more signed on/after 09-08-2009
- Applies to sub-contracts and sub-contractors
- Requires U-M to E-Verify faculty, staff, and temporary staff assigned to a Federal contract containing E-Verify requirement
- Compliance imperative to avoid impacting all areas receiving Federal contract funds
E-Verify at U-M

• E-Verify regulations
  – New hires must be E-Verified within 3 days of hire
  – Current faculty, staff, and temporary staff must be E-Verified within 30 days from date they begin work on project
  – New positions that will be paid by a covered Federal contract should be flagged at time of posting
DRDA

• DRDA will review award documents and amendments to determine if they contain E-Verify requirements
• DRDA will add a “pop up” message to the PAN or PAC that includes a link to E-Verify information on the University Human Resources (UHR) website
Text of “pop up” message:

“Personnel assigned to receive direct support from this project/grant, related cost sharing, or sub-project/grants must be E-Verified. Please contact the HRMS Unit Liaison in your unit to make arrangements to complete the E-Verify process. To find your HRMS Unit Liaison or for more information, please visit http://www.hr.umich.edu/everify/.” —Includes link to list of HRMS Unit Liaisons
Sponsored Programs

• Sponsored Programs will include a reminder about the E-Verify requirement in the confirming e-mail that tells you the project/grant has been established or amended

• In addition, Sponsored Programs will send a copy of the confirming e-mail to your unit’s HRMS Unit Liaison and University Human Resources (UHR) telling them the award is subject to E-Verify
Research Administrators in Unit

• Contact the HRMS Unit Liaison in their unit when they identify a Federal contract that requires E-Verification

• Work with HRMS Unit Liaison to identify
  – Current faculty, staff, and temporary staff who will work on the Federal contract
  – New positions that will be created on the Federal contract
  – New hires on the Federal contract
HRMS Unit Liaisons

• Raise awareness of the E-Verify requirement within their unit
• Serve as the liaison between research administrators for relevant Federal contracts and University Human Resources
• Communicate with impacted faculty and staff
• Ensure that appointments on the Federal contract are made on a timely basis
University Human Resources

- Partners with HRMS Unit Liaison in unit to identify faculty and staff who must be E-Verified
- Arranges date/time to complete the E-Verify process
- Has access to the E-Verify system and completes the E-Verify process
  - ISR and Medical School are E-Verifying within their unit
How Does E-Verify Work?

• U-M, the employer, enters information from individual’s I-9 form into E-Verify

• E-Verify compares individual’s information to what’s on file in the Social Security Administration and Dept of Homeland Security databases

• Within seconds E-Verify indicates “employment is authorized” or that a tentative non-confirmation (TNC) exists
How Does E-Verify Work?

- If a TNC arises, additional steps will be necessary
- University Human Resources cannot proactively E-Verify faculty and staff—they must be appointed on the project/grant in order for the E-Verification process to take place
Resources for E-Verify

  - 02/04/2010 e-mail from Elaine Brock, DRDA, and Rob Barbret, Sponsored Programs, to drda-net, E-Verify Implementation Update

- [http://www.hr.umich.edu/everify/](http://www.hr.umich.edu/everify/)
  - Information on E-Verify

- Questions: Contact David Day, UHR, 734-763-2387 or dlday@umich.edu