

E-Verify Exception Process

Employment eligibility forms (I-9) must be completed within three business days of hire for all new employees. At times, employees may be unable to fully complete Section One of the I-9 due to the absence of a social security number. In these cases, an exception may be requested to suspend the requirement of initiating E-Verify within three business days of hire.

Exceptions will be made only in two cases:

1. When the employee has filed with Social Security Administration and is in process for appropriate documentation. Proof of application must be supplied.
2. When the employee is delayed in filing with Social Security Administration due to immigration law. This may occur when the employee must have a letter of offer in order to file with the Social Security Administration or when the employee is required to file after a number of days have lapsed since their entry into the country.

If you encounter an instance that falls outside of these examples, please contact Human Resource Services immediately.

PROCESS

1. Employee and E-Verify User will complete the I-9 form with the exception of the Social Security Number field.
2. The E-Verify User will initiate an exception request. Once completed, this document should be signed by the Employee, the E-Verify User and the Program Administrator for that Division/Department and attached to the I-9. The PAF should then be submitted to Human Resource Services with a copy of the I-9 and a copy of the signed Exception Request.
3. As indicated, it is the E-Verify User's responsibility to follow-up with the employee regarding the employee's application and receipt of a social security number. The employee is expected to provide documentation from the Social Security Administration in a timely manner. This should generally take no more than 30 days.
4. Once the employee has provided the E-Verify User with a copy of the social security card, the E-Verify User will initiate the E-Verify system. Upon initiation of E-Verify, the E-Verify User will submit a copy of the Social Security Card and original I-9 to Human Resource Services. If a Tentative Nonconfirmation or DHS Verification in Process message is received, the E-Verify User will follow normal E-Verify procedures to resolve the case.

For assistance, please contact Human Resource Services