E-Verify General User Tip Sheet

Responsibilities

- Register in E-Verify when notified to do so by the Program Administrator and complete the online tutorial
- Pass the test for E-Verify certification and provide a copy of the certification to the Program Administrator
- Ensure the timely completion of I-9 Forms once an offer of employment is accepted
- Perform queries in the E-Verify system immediately upon completion of I-9 Forms
- Submit the original completed I-9 Forms, copies of the E-Verify confirmations and the hiring documents to the Salary Administration Office, located at 1600 Hampton Street, Suite 804, Columbia S.C., 29208 and retain copies for your department files

E-Verify Registration and Administration Checklist

- Review FAQs, tip sheets and other useful information located on the Division of Human Resources website
- The Program Administrator will initiate your online registration and email your user name and password
- When notified, log into your E-Verify account and complete the online tutorial and test
- Read the E-Verify User Manual and carefully review the following information:
  - Chapter 1 — Introduction
  - Chapter 2 — Getting Started
    - NOTE: Section 2.3.1 — How to Retrieve a Forgotten Password or Reset a Locked Password
  - Chapter 2 — Case Administration
  - Chapter 3 — User Administration
  - Glossary

I-9 and E-Verify Procedures

- Once a job offer is made and accepted, the hiring unit’s HR Contact meets with the individual to complete the I-9 Form, which must be completed no later than the first day on which the individual reports for work.
- To verify his/her identity and ability to work in the U.S., the new employee must provide original documents that are acceptable to the U.S. government for completion of the I-9 Form
- The hiring unit’s HR Contact 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 I-9 Form
  - Complete Section 2 of the I-9 Form (and copy the Permanent Resident card if it is presented for Section 2)
  - Enter the information from the I-9 Form into E-Verify and print the E-Verify Confirmation Notice to attach to the completed I-9. This must be done no later than the third day that an individual has been on the job.
  - Provide the original completed I-9 Form, the copy of the E-Verify Confirmation and the USC hiring documents to the Salary Administration Office, located at 1600 Hampton Street, Suite 804, Columbia, S.C. 29208.

Important Things to Remember

🌟 I-9 Process: The I-9 Form can be completed as early as the date an offer of employment is accepted; however, the I-9 Form must be completed no later than the first day on which an individual reports for work.

🌟 E-Verify Process: Requirements to initiate the E-Verify process include:
  - An offer of employment is accepted
  - The I-9 Form is completed
  - The E-Verify process must be completed no later than the close of business on the third day that an individual has been on the job

🌟 NOTE: In E-Verify, the hire date is the date that an individual accepts an offer of employment.