E-Verify Program Administrator Tip Sheet

Responsibilities

- Appoint General Users
- Ensure that General Users are trained and certified in the E-Verify program
- Maintain a current listing of authorized General Users
- Update the E-Verify Coordinator in the Salary Administration Office on General User changes
- Keep a copy of the General User’s E-Verify certification and send a copy to the Salary Administration Office
- Perform verification queries
- Appoint an alternate Program Administrator and notify the E-Verify Coordinator in the Salary Administration Office
- Send all updates and questions to USCEverify@sc.edu

E-Verify Registration and Administration Checklist

☐ Review FAQs, tip sheets and other useful information located on the Division of Human Resources website
☐ The E-Verify Coordinator in the Salary Administration Office will initiate your online registration
☐ Your user name and password will be emailed to you within 48 hours of your registration
☐ Follow the instructions in the email to access 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
  - Chapter 5 — Site Administration (for Program Administrators):
    - NOTE: Section 5.1 — Adding A User Account
    - NOTE: Section 5.2 — Viewing and Modifying User Accounts
    - NOTE: Section 5.3 — Deleting User Accounts
  - Chapter 6 — Reports
  - Glossary
☐ Add all General Users into the E-Verify system for your administrative unit (See User Manual, Section 5.1)

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.