Form I-9 Authorized Representative and E-Verify Program Administrator Tip Sheet

Responsibilities

- The Program Administrator (PA) must be registered with USCIS to gain access to the E-Verify system. Contact the E-Verify Coordinator in the Division of Human Resources, Salary Administration. The E-Verify Coordinator will initiate your online registration and provide you a user name and password.
- Log into your E-Verify account and begin the online tutorial.
  NOTE: Read the E-Verify User Manual (August 2016) and carefully review the following information:
  - Chapter 1 — Introduction
  - Chapter 2 — Initial Verification
  - Chapter 3 — Interim Case Results
  - Chapter 4 — Final Case Resolution
  - Chapter 5 — Case Reports
  - Chapter 6 — Account Administration
    - Section 6.2 – User ID and Password Creation and Change Your Password.
- Pass the test for E-Verify certification.
- Complete the Form I-9 Authorized Representative Agreement and E-Verify Program Administrator Agreement and submit the agreements to the Division of Human Resources, Salary Administration.
- Appoint General Users and initiate the online registration for General Users. Provide a user name and password for each General User.
- Ensure that General Users are trained and certified in the E-Verify system.
- Keep a copy of the General Users’ Form I-9 Authorized Representative Agreements and E-Verify certifications and send copies to the Division of Human Resources, Salary Administration.
- Maintain a current listing of authorized General Users.
- Update the E-Verify Coordinator in the Division of Human Resources, Salary Administration regarding changes to the General User.
- Reset passwords for the General Users in your academic/administrative unit.
- Perform queries in the E-Verify system. Go to the USCIS web site for further explanation.
- Appoint an alternate Program Administrator and notify the E-Verify Coordinator in the Division of Human Resources, Salary Administration regarding the alternate.
- Send all updates and questions to USCEverify@sc.edu.
- Add all General Users in your academic/administrative unit into the E-Verify system.

Important Information to Remember

- **I-9 Process:** The employee portion 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.
- **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 may be completed as early as the date an offer of employment is accepted, but **must be completed no later than the third business day after the employee starts work for pay.**