E-Verify is a free, internet-based program in which the employment eligibility of employees is confirmed after the I-9 Employment Eligibility Verification Form has been completed. This program is operated by the Department of Homeland Security and US Citizenship and Immigration Services.

It is required for prime federal contracts with a period of performance greater than 120 days and a value greater than $100,000. The rule covers subcontractors if a prime contract includes the clause. For subcontracts that flow from those prime contracts, the rule extends the E-Verify requirement to subcontracts for services or for construction with a value over $3000.

If the university is awarded a contract containing the E-Verify FAR clause (52.222-54), the university must verify the employment of all individuals who will be performing work under this contract whether they are paid from the project or not.

E-verify Procedures:

1. The UTIA Office of Sponsored Programs (OSP) will review all federal and federal flow-through contracts for the E-verify FAR clause (52.222-54).
2. When the E-verify clause is identified, UTIA OSP will notify UTIA post-award personnel, the UTIA Human Resources Officer (HRO), and the UT HR person responsible for E-verification of employees.
3. UTIA post-award personnel will create the WBS element for this project and enter it into the new financial IRIS table of WBS elements requiring E-verification of employees.
4. UTIA post-award will send an email to the project PI, departmental financial person, and department head notifying them that this new sponsored project has the E-verify requirement and what their responsibilities are. The UTIA OSP, UTIA HRO, and UT HR person responsible for E-verification will be copied on this email.
5. The UT HR person responsible for E-verification of employees will contact the departmental financial person, who will provide a list of both new and current employees who will be working on the project reflected by the WBS element.
6. UT HR will E-verify the employees and will enter in IRIS the appropriate E-verify date and status:

* Employment authorized
* DHS verification in process
* SSA tentative non-confirmation
* For employees returned with a “DHS verification in process” or “SSA tentative non-confirmation” status, UT HR will notify the department and continue the E-verification process.