



## Form I-9 Authorized Representative and E-Verify General User and Program Administrator Fact Sheet

### **Responsibilities (for General Users)**

- Register with USCIS to gain access to the E-Verify system by contacting the Program Administrator (PA) in your college/school/campus/department. The PA will initiate your online registration, and an email from USCIS is sent with information to complete the online E-Verify tutorial and test.
- Log into the E-Verify system at: <https://www.e-verify.gov/>. Review the online E-Verify tutorial and read the [E-Verify User Manual \(April 2018\)](#).
- Pass the test for E-Verify certification.
- Complete the Form I-9 Authorized Representative and E-Verify General User Agreement and submit the agreement and a copy of the E-Verify certification to the PA. The PA will submit the agreement and E-Verify certification to the Division of Human Resources, HR Service Center.
- Ensure the timely completion of all I-9 forms once an offer of employment is accepted. (See I-9 and E-Verify procedures below.)
- Complete all I-9 forms and E-Verify electronically in I-9 Advantage. Maintain all electronic I-9 forms in I-9 Advantage and ensure all cases are closed.

### **Responsibilities (for Program Administrators only)**

- Register with USCIS to gain access to the E-Verify system by contacting the E-Verify Coordinator in the Division of Human Resources, HR Service Center. The E-Verify Coordinator will initiate your online registration and an email from USCIS will be sent with information to complete the online E-Verify tutorial and test.
- Log into the E-Verify system at: <https://www.e-verify.gov/>. Review the online E-Verify tutorial and read the [E-Verify User Manual \(April 2018\)](#).
- Pass the test for E-Verify certification.
- Complete the Form I-9 Authorized Representative and E-Verify Program Administrator Agreement and submit the agreement and a copy of the E-Verify certification to the Division of Human Resources, HR Service Center.
- Ensure the timely completion of all I-9 forms once an offer of employment is accepted. (See I-9 and E-Verify procedures below.)
- Complete all I-9 forms and E-Verify electronically in I-9 Advantage. Maintain all electronic I-9 forms in I-9 Advantage and ensure all cases are closed.
- Ensure General Users are trained and certified with the E-Verify system.
- Ensure General Users are trained in the completion of Form I-9 and I-9 Advantage system.
- Maintain a file on the Form I-9 Authorized Representative and E-Verify General User Agreements and E-Verify certifications in your academic/administrative unit. Send copies of the forms and certifications to the Division of Human Resources, HR Service Center.
- Add General Users in your academic/administrative unit into the E-Verify system.
- Maintain a current listing of authorized General Users and Program Administrators in your academic/administrative unit.
- Update the E-Verify Coordinator in the Division of Human Resources, HR Service Center

- regarding changes to the General User listing in your academic/administrative unit.
- Reset passwords in the E-Verify system for the General Users in your academic/administrative unit.
  - Perform queries in the E-Verify system and the I-9 Advantage system.
  - Appoint an alternate Program Administrator and notify the E-Verify Coordinator in the Division of Human Resources, HR Service Center, regarding the alternate.

### **I-9 and E-Verify Procedures**

- Once a job offer is accepted, the hiring unit's authorized representative meets with the new employee to complete the Form I-9 **no later than his/her first day of employment.**
- **Section 1 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.**
- To establish his/her identity and employment authorization, the new employee must provide **original** documents that are acceptable to the U.S. government for completion of the Form I-9.
- The hiring unit's authorized representative 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 Form I-9 in I-9 Advantage.
  - ✓ **Complete** Section 2 of the Form I-9 and download copies of any List A documents into I-9 Advantage.
  - ✓ **Complete** and close the case on the employee in I-9 Advantage. The authorized representative must complete the Form I-9 and E-Verify **within three (3) business days of the employee's first day of employment.**