**NOTICE TO EMPLOYEE and STUDENT EMPLOYEE**

**E-Verify Procedure for All Employee’s Assigned to FAR Contracts**

**INSTRUCTIONS:** Due to federal government requirements on Federal Acquisition Regulation (FAR) contracts communicated from the Office of Research and Sponsored Programs to the Principal Investigator/Project Director (PI/PD), the E-Verify process must be completed as follows. This form is completed separately for each employee.

1) The PI/PD will complete the first box identifying the employee/student employee. The PI/PD will then email the form to the employee/student employee and copy Human Resources at[*uhr@ohio.edu*](mailto:uhr@ohio.edu)*.*

2) The employee/student employee will follow the instructions in the second box prior to arriving in Human Resources.

**1) To be completed by PI/PD:**

Employee Name and #:

Existing Employee New Employee’s Start Date of Work for Pay

PI/PD Name:

PI/PD Phone: PI/PD E-mail:

**2) This section to be completed by the employee/student employee:**

Because you are working on a federal project, which requires employee verification through E-verify, it is imperative that you complete the following:

* DEADLINES TO COMPLETE E-VERIFY WITH HUMAN RESOURCES:
* All New Employees: 3 business days from the employee’s start date.
* All Current Employee: 10 calendar days from date assigned to the contract.
* Complete page 1 of the Form I-9 at the following web link: [https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18404&Location=Human Resources E Verify](https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18404&Location=Human%20Resources%20E%20Verify)
* Review the list of acceptable documents at the following web link: <https://byu.edu/hr/sites/default/files/I-9-Acceptable-Documents-List.pdf>.
* Choose one item from List A or one item from each List B AND C. *NOTE****: E-verify requires a photo identification so please be sure that one of the documents you choose has a photo.***
* Bring **ORIGINALS** of the documents you chose **AND** this notice to Human Resources. Human Resources is located at Grosvenor Hall 113, Athens, Ohio, Mon-Fri, 8am-5pm.
* A social security number is required for E-verify. If you do not have one, please obtain one prior to completing your E-verify.

Failure to comply will result in the employee’s ineligibility to continue working on this federal award and payroll will not be charged to the federal award until this requirement is met.