

E-Verifying Employees

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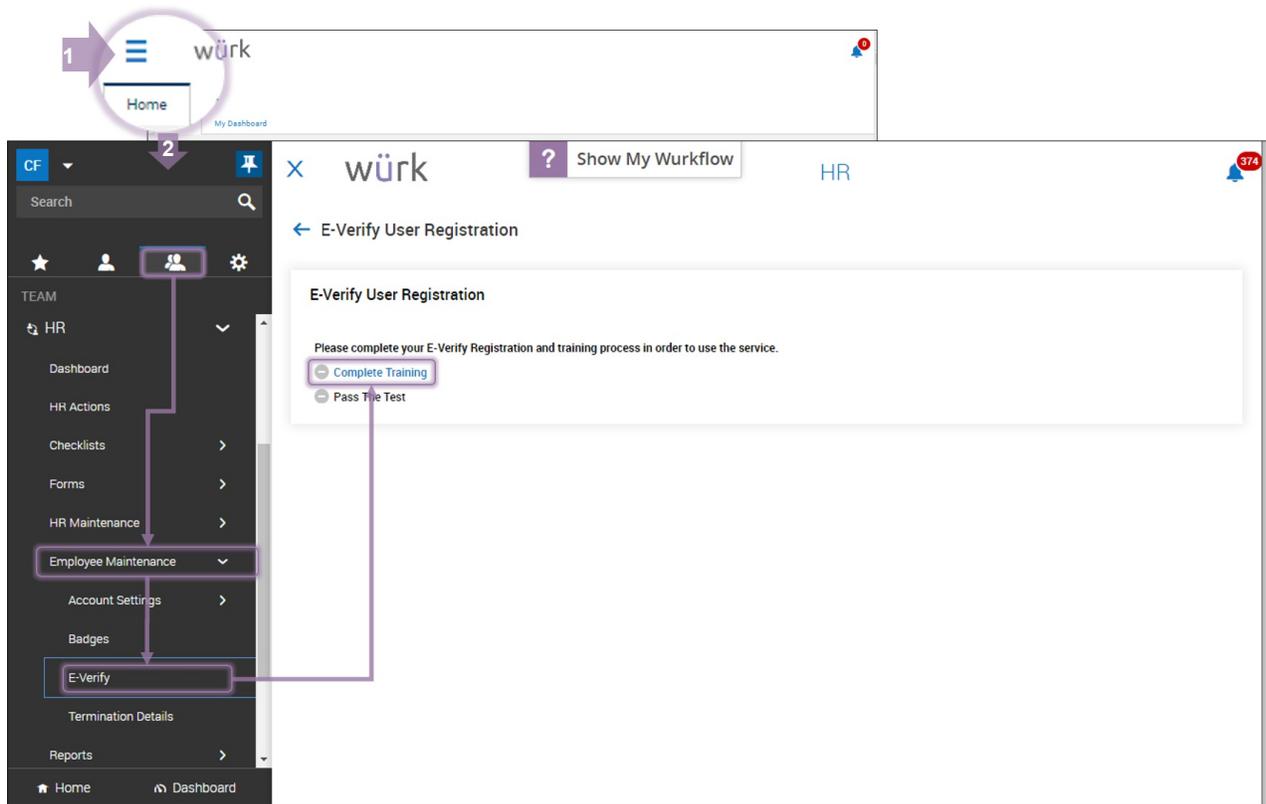
These instructions guide you in using E-Verify in Work to verify candidates' and employees' employment eligibility, on systems upgraded to the latest Work release.

START HERE

Completing E-Verify Training

To get started, first you will take online training from a link in Work and complete a test. Then your scores will be verified and you will be able to verify employees in Work.

1. From the main menu, search for *E-verify* and click the **E-Verify** search result (or navigate to **Team>HR>Employee Maintenance>E-Verify**).



2. Then click **START TUTORIAL** to begin training on the verification process.

E-Verify Program Integration Service Tutorial

Introduction (1) 100% complete

✓ E-Verify Program Integration Service

E-Verify Program Integration Tutorial (22) 0% complete

Tutorial Overview

Lesson 1: Introduction

Background and Overview

How It Works

Privacy Statement and Guidelines

Rules and Regulations

Form I-9 and E-Verify

Verification Process Overview

Lesson 2: Initial Verification

Lesson 3: Case Results - Interim

Lesson 3: Case Results - Final

Lesson 4: Complete the Verification Process - Getting Started

Lesson 4: Complete the Verification Process

Introduction (1 of 1)

E-Verify Program Integration Service

E-Verify is a program developed and provided by U.S. Department of Homeland Security to verify newly hired employee's right to work in United States. Please see more on <http://www.dhs.gov/e-verify>. Through Web Service integration with E-Verify, eligible company employees who successfully completed the mandatory sign-up process that includes MOU, tutorial training, and testing are able to access E-Verify within their Workforce Management Solution.

E-Verify is a registered trademark of U.S. Department of Homeland Security.

CANCEL PREV NEXT

(The Pass The Test link will be unavailable until you finish the training.)

3. Proceed through the tutorial until complete. There are many sections to the tutorial, but each section is relatively short. To advance, click NEXT. From each subsequent section, to advance click **NEXT SECTION**.

BACK Home > My Employees > Employee Maintenance > E-Verify > E-Verify Tutorial

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1. INTRODUCTION

E-Verify Program Integration Service

E-Verify is a program developed and provided by U.S. Department of Homeland Security to verify newly hired employee's right to work in United States. Please see more on <http://www.dhs.gov/e-verify>. Through Web Service integration with E-Verify, eligible company employees who successfully completed the mandatory sign-up process that includes MOU, tutorial training, and testing are able to access E-Verify within their Workforce Management Solution.

E-Verify is a registered trademark of U.S. Department of Homeland Security.

4. Once you have finished all the sections, click START TEST and complete the 10-question test. Use the NEXT button to advance to each section of the test. A score of 80% or above is required.

5. The system will then validate your submission within 1-2 business days to begin the verification process. Once your verification is complete, you will be able to Verify Employees.

Verifying Employees

Once your E-Verify access in Wurk is granted and confirmed, you can then verify employees.

1. From the main menu, select **Team>HR>Employee Maintenance> E-Verify**. Then find the employee in the list and click the Edit (pencil) icon.

	Employee Id	First Name	Last Name	Employee EIN	Employee Status	Status	Expiration Date	Created
<input checked="" type="checkbox"/>	17	Lance	Berkman	Default	Active	New		04/01/2016 03:31p
<input type="checkbox"/>	12	William	Bimes	Default	Active	New		02/22/2017 03:50p
<input type="checkbox"/>	5757	Breanna	Green	Default	Active	New		11/15/2019 11:27a
<input type="checkbox"/>	3653	Brad	White	Default	Active	New		11/15/2019 11:27a

- Re-Verify I9 – Re-verification is only allowed for previously verified forms. Select a single employee and click this button. A pop-up will display where you will select a reason for the re-verification. Options include:
 - o Re-Verification of current Employee due to expired documentation
 - o Re-Verification of rehired employee
 - o View Workflows
- Add New – Adds new I9 forms for employees.
- E-Verify Requests – Click to view previous or ongoing E-Verify requests.
- View – Click one or more employees and then click this button to view and/or edit the I9 forms for the selected employees.

2. On the ENTER FROM I-9 INFORMATION tab, complete the *required fields (such as the employee’s Social Security Number, Date Of Birth, Hire Date, Overdue Reason for completing the verification, Citizenship Status, Document Types provided for proof of citizenship, i.e. passport, license, etc.).

Note: If the employee already has a completed Form I9 in the system, this information will be pre-populated based on that form.

← E-Verify SUBMIT

Incomplete 0%

Started: 11.25.19 04:33 pm

DT Dover Townsend (Default) (145)

Enter Form I-9 Information

Review Case

Verification Results

Case Closed

Enter Form I-9 Information

Employee Information

First Name * Last Name * MI

Other Names Used
+ Add

Email Address Social Security Number * Date Of Birth *

Hire Date * Overdue Reason * Overdue Explanation *

Citizenship

Status *

Documents

Document Type * List B Document * ID Type *

Issuing State * Document # * Expiration Date

List C Document *

- Employee Information/Data – Enter all required information. It is advisable to also enter optional information such as the email address, other names, and middle initial.

- Overdue Reason – If the form is overdue from the date of hire, a reason will be required. Options include some standard reasons and Other, which spins off a user-defined explanation text field where you can enter your own reason.

- Citizenship/Status – Multiple options are available from this drop-down. Options are: A citizen of the United States, A noncitizen of the United States, A lawful permanent resident, and An alien authorized to work.

- Documents/Document Type – Select the document types for this case that can verify an employee’s identity. Options are List A Document and List B and C Documents.

- o List A Document – This option allows for the selection of U.S. Passport or Passport Card depending on selected status (a citizen of the United States, or a noncitizen of the United States.) Once selected, additional fields for list the number and expiration date will display.

- o List B and C Documents – When selecting this option, a List B Document field will spin off and from the drop-down, you can select items such as driver’s license/ID card, government card, school ID card, voter registration card, and more. If selecting driver’s license/ID card, more fields will spin off where you must enter details of that type of document (Issuing state, document #, expiration).

A secondary form of identification will be selected in the List C Document field. Options here will depend on the selected status of the employee and can include unrestricted social security card, various types of birth certificates,

ID card, authorization documents.

3. Once completed click CONTINUE, this will create a case with E-Verify, which will then generate an immediate response. The case can be monitored from this page under the VERIFICATION RESULTS tab.

Alternatively, you may have the option to verify directly within the Form I9 by clicking SWITCH TO EXTERNAL VERIFY (shown below).

The screenshot displays the USCIS Form I-9 online interface. On the left, the form is partially filled out with employee information for 'Darryl Dixon'. The right pane contains a 'Notes' section, a 'Supporting Documents' table, and an 'Audit' table. The 'Audit' table lists various fields and their values, such as 'First Name' (Darryl), 'Last Name' (Dixon), 'Date of Birth' (2028/02/18), and 'Social Security Number' (321 22 2211).

Verify I9

You are about to change status of this form to 'Verified (External)'. Once form is saved, you would not be able to make any further changes. Do you want to continue?

4. Once you have verified the Form I9, you can click SUBMIT. This will create the case in the application, take you to the Review Case panel where the fields will be grayed out.

Possible Wurf Errors after Submitting:

Error Message	Meaning	Recommended Solutions
Invalid Client Company Authorization	This typically means the MOU hasn't been signed timey and needs to be resent	Contact Wurf Support to submit a ticket to UKG on your behalf
Client Company is Inactive or Expired	This indicates the MOU hasn't been signed	Contact Wurf Support to submit a ticket to UKG on your behalf
Please contact your manager to update your phone number or modify it to E-Verify standard	The user attempting to submit the case has invalid characters in their phone number on their employee information page.	Review name and phone number for employee and user attempting to submit to ensure must be 10 digits with no spaces or special character in their employee information page.
The Case status Conflict	Case is invalid state	Refresh browser page to resolve

Submitting – After Entering Form I-9 Information

An information message will display with some tips. On the case page and above the left panel are links to the employee's records and a completion status bar showing the percentage complete of the request.

← E-Verify: Case #2019329220148MG CLOSE CASE EDIT CASE SAVE DRAFT SUBMIT

Incomplete 33%
Started: 11.25.19 04:33 pm
Request: Case Incomplete

DT Dover Townsend (Default) (145) | Request: Case Incomplete

Enter Form I-9 Information
Review Case
Verification Results
Case Closed

Review Case
Is this information below correct?
Before submitting, take some time to check the information listed in Dover Townsend's Form I-9. You can change information before receiving case results by clicking the Edit Case button.

Employee Information
First Name *
Last Name *

- **Close Case** – Clicking this button will immediately close the case. A verification pop-up will display giving you the option to continue or create a new case. The Current State column will display a status of Closed.
- **Edit Case** – Click this button to edit the form. Once edits are complete, click Submit again to return to review mode.
- **Save Draft** – Clicking this button will save your work and return you to the E-Verify Requests report page. From here, you can reselect the employee, complete the work, and finally submit the request. The Current State column will display a status of Draft.
- **Submit** – When you are ready, click Submit to send the case to E-Verify. You will be advanced to the Verification Results tab.

Verification Results – After Clicking Submit for E-Verify Case

On this tab, you must confirm the data you are submitting matches the employee's I9 form. If a piece of information does not match the employee's I9 form, select that option and then edit accordingly. Once edited, select the option to indicate that it now matches.

1. Once ready, you can save and return to your work by clicking Save Draft, or you can proceed by clicking Continue To Case Results.

← E-Verify: Case #2019329220148MG CONTINUE TO CASE RESULTS SAVE DRAFT

Incomplete 66%
Started: 11.25.19 04:33 pm
Request: Case Incomplete

DT Dover Townsend (Default) (145) | Request: Case Incomplete

Enter Form I-9 Information
Review Case
Verification Results
Case Closed

Verification Results
Are you sure? Check your data entry with Dover Townsend's Form I-9

First Name *
 Information entered matches Form I-9
 Information entered does not match Form I-9
Dover

Last Name *
 Information entered matches Form I-9
 Information entered does not match Form I-9
Townsend

Date Of Birth *
 Information entered matches Form I-9
 Information entered does not match Form I-9
09.09.98

U.S. Passport # or Passport Card # *
 Information entered matches Form I-9
 Information entered does not match Form I-9
jgurms48

U.S. Social Security Number *
 Information entered matches Form I-9
 Information entered does not match Form I-9
111-11-1130

Upload Images: After clicking Continue To Case Results, you will be taken to the Verification Results page, where supporting identification picture files can be uploaded. Once the files are uploaded, click Continue.

← E-Verify: Case #2019329220148MG

Incomplete 66%

Started: 11.25.19 04:33 pm

DT Dover Townsend (Default) (145) | Request: Case Incomplete

Enter Form I-9 Information

Review Case

Verification Results

Case Closed

Verification Results

Upload Dover Townsend's U.S. Passport or Passport Card

Because there was no photo found for Dover Townsend, submit a valid photo of Dover Townsend's Passport by uploading images from your computer. The file can be a .jpeg, .pdf or .png file no greater than 5MB.

Passport ID * [↑ CHOOSE](#)

Passport Barcode * [↑ CHOOSE](#)

Tentative Nonconfirmation (TNC): You will then be taken to another Verification Results page that will place you request in Tentative Nonconfirmation status. A user warning message explains what this page means. Steps explain how to proceed. Indicate if employee intends to take further action to complete the requirements needed on the form by selecting the appropriate response. On this page, you can again choose to save and return to your work by clicking Save Draft, or if you are ready, click Continue.

← E-Verify: Case #2019329220148MG CONTINUE SAVE DRAFT

Incomplete 66%

Started: 11.25.19 04:33 pm

DT Dover Townsend (Default) (145) | Request: Tentative Nonconfirmation (DHS and SSA)

Enter Form I-9 Information

Review Case

Verification Results

Case Closed

Verification Results

Tentative Nonconfirmation

It's okay! E-Verify just needs some more information from you and Dover Townsend before confirming employment authorization. Here are the next steps you both will need to take.

Next Steps:

STEP 1
Download, print, and review the Further Action Notice with Dover privately. Make sure that Dover fully understands the Further Action Notice. This document will explain why Dover received this result, and what to do next.
If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

Select Language
English [Download Further Action Notice](#)

STEP 2
Ask: If Dover will choose to take action to resolve this error and correct the data mismatch that led to this result:

- If Dover chooses to take action to resolve this case, indicate that in the option below. Make sure Dover understands that after you select this option, there will be a deadline of **8 federal working days** starting today to take action. If an email was provided, Dover will receive a confirmation email that indicates when this countdown begins.
- If Dover chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicates that we were unable to confirm employment eligibility. Dover needs to understand that refusing to take action could result in losing the job.

After Dover has reviewed the Further Action Notice, indicate the decision below:

Dover will take action to resolve this E-Verify case. Dover understands that action must be taken by **December 6th, 2019**.

Dover will not take action to resolve this case. Dover understands that this cannot be undone and choosing not to take action could result in termination of employment.

The information entered was not correct. I am choosing to close this case.

None Selected

Referral Date Confirmation

This option will be available only if the first option is selected. After clicking Continue, you will receive a confirmation of the previous page selection. On this page, you will download the Referral Date Confirmation form. The form explains what you should do and lists the deadline for action. Click Continue to proceed.

← E-Verify: Case #2019329220148MG CONTINUE

Incomplete 66%

Started: 11.25.19 04:33 pm

DT Dover Townsend (Default) (145) | Request: Employee Referred (DHS and SSA)

Enter Form I-9 Information

Review Case

Verification Results

Case Closed

Verification Results

Confirmation: Dover intends to take action to resolve this case.

You have referred Dover Townsend to SSA on November 25th, 2019. To proceed, select a language and download the Referral Date Confirmation below. Provide this to Dover, who has contested this SSA TNC. Dover has until December 6th, 2019 to contact SSA to resolve this issue.
If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

Download Referral Date Confirmation
English [Download Referral Date Confirmation](#)

E-Verify will update Dover's case status through the case status alert feature on your E-Verify homepage. Be sure to log in to E-Verify periodically — you'll need to close the case once it's updated with the final status. You can re-download the Further Action Notice in English or Spanish if needed.

E-Verify Requests Page – Statuses

On the E-Verify Requests report page, the Current State, Status, Form I9: Status and Closure Reason and other

columns will give you a snapshot of the status of your requests. The columns below will give you immediate information as to the status of cases, I9 forms and E-Verify requests. There are many other columns you can add or remove from this page that can also help you track and manage your requests.

Column	Data	Description
Current State		This column provides a current state for cases opened with the application that are either new or in progress.
	Referred	The employee's case is mostly complete and has been referred to DHS and SSA.
	Closed	The employee's case was manually closed by the Admin. Can be closed automatically if status is Employment Authorized.
	Unconfirmed Data	The employee's case contains unconfirmed data. This will only appear if your E-Verify configuration allows users to proceed without the I9 data being confirmed.
	Pending Referral	The employee's case goes into Pending status when the user clicks the Save Draft button. This means not all required elements of the case have been completed.
	Draft	The employee's case was saved by the user during its creation, which puts it into Draft status.
Status		This column provides a status for cases submitted to and being processed by E-Verify.
	Employment Authorized	The employee's information was verified by SSA and DHS. The case auto closes, and no action is required. Case is closed automatically.
	SSA Tentative Nonconfirmation (TNC)	<p>A case receives this status when the information entered in E-Verify does not match SSA records or data available to DHS. A TNC does not necessarily mean that the employee is not authorized to work in the United States. Action must be taken to resolve the issue.</p> <ol style="list-style-type: none"> 1. Print the English version of the Further Action Notice from E-Verify; 2. Inform the employee of the TNC result in private; 3. Allow the employee the option to take action on the TNC; 4. Provide a copy of the signed Further Action Notice in English for the employee; and 5. Print and provide the employee with the Referral Date Confirmation if they decide to take action on the TNC.
	Employee Referred to SSA	Your case is referred to the Social Security Administration (SSA). If employees would like to resolve the case, they must visit an SSA field office within 8 Federal Government working days of the date the case was referred to begin resolving the Tentative Nonconfirmation (TNC). Employers should provide employees with the Further Action Notice and the Referral Date Confirmation from E-Verify. The SSA TNC Further Action Notice includes information about the employee's E-Verify case and which documents are needed when the employee visits SSA. The Referral Date Confirmation provides the date by which the employee must visit SSA. To resolve the TNC, the employee must bring the SSA TNC Further Action Notice when visiting an SSA field office. Federal Government working days are Monday through Friday except for federal holidays.
	Final Nonconfirmation	Employees are not authorized to work. A case receives this status when E-Verify cannot confirm an employee's eligibility. This could be due to the employee not contacting the agency to resolve discrepancies during the 8 federal government working days due date, calculated from when the case was submitted. The case must be closed.

	Case Incomplete	The employee has not yet taken necessary action on the case. There is unconfirmed data.
	Employment Authorization Not Confirmed	E-Verify cannot confirm employee is authorized to work in the United States at this time.
	Continuance	The SSA may provide an estimated resolution date for an SSA Case in Continuance. If an estimated resolution date is not provided by E-Verify, the case will display a status of Pending. You may also be given an updated date, should the estimated resolution date change.
	No Show	Employee failed to contact the government within the provided timeframe (equivalent to a Final Nonconfirmation.)
Form I9: Status		This column shows the status of the I9 form being used in the E-Verify case.
	Not Authorized	
	Verifying	
Submitted On	Date	The date the request was submitted to E-Verify. This date will be used to determine the due date.
Created	Date	The date the I9 form and process was started