E-Verifying Employees Last Modified on 12/17/2021 1:35 pm EST

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

START HERE

Completing E-Verify Training

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

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	Introduction (1 of 1)
Severify Program Integration Service	E-Verify Program Integration Service
E-Verify Program Integration Tutorial (22) Tutorial Overview	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.
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	•
	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	TABLE OF CONTENTS	EV PAGE NEXT SECTION
1. INTRODUCTION		
E-Verify Program Integration Service		
E-Verify is a program developed and provided by U.S. Department of Homeland Security to verify n more on http://www.dhs.gov/e-verify. Through Web Service integration with E-Verify, eligible comp sign-up process that includes MOU, tutorial training, and testing are able to access E-Verify within E-Verify in a registrant decompleted in the Service of Mongaled Security.	newly hired employee's right to work in United pany employees who successfully completed n their Workforce Management Solution.	d States. Please see d the mandatory

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.

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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.

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• Re-Verify 19 – 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 19 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 19 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 19 in the system, this information will be pre-populated based on that form.

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• 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 dropdown, 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 19 by clicking SWITCH TO EXTERNAL VERIFY (shown below).

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erify I9	Verify I9
ou are about to change status of this form to 'Verified (External)'. Once form is saved, you would not be ole to make any further changes. Do you want to continue?	You are a able to m
YES NO	

4. Once you have verified the Form 19, 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 Wurk 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	Contact Wurk Support to submit a ticket
	resent	to UKG on your behalf
Client Company is Inactive or Expired	This indicates the MOU hasn't been signed	Contact Wurk Support to submit a ticket
		to UKG on your behalf
Please contact your manager to update your	The user attempting to submit the case has invalid characters in their	Review name and phone number
phone number or modify it to	phone number on their employee information page.	for employee and user attempting to submit to
E- Verify standard		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 19 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 SUBMI
A Incomplete 33% Started: 11.25.19 04.33 pm Dover Townsend (Default) (145)	juest: Case Incomplete
Enter Form I-9 Information	Review Case
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
Verification Results	button.
Case Closed	Employee Information

- 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 ContinueTo Case Results.

← E-Verify: Case #2019329220148MG	CONTINUE TO CASE RESULTS SAVE DRAFT
Incomplete 66% Stande: 11.25.19.04.23.pm Dover Townsend: (Default) (145) Re	suest: Case Incomplete
Enter Form I-9 Information	Verification Results
Review Case	Are you sure? Check your data entry with Dover Townsend's Form I-9
Verification Results	First Name * Information entered matches Form 19 First Name * First Name *
Case Closed	Information entered does not match Form I-9 Dover
	Last Name* O Information entered matches Form I-9 Dete Of Birm*
	Information entered does not match Form 1/9 00.09.98
	U.S. Paugon f at P Paugon Coult * . © Information entered does not match Fram 19 U.S. Paugon t # or Paugont # or Paugont# or Paugont # or Paugont# or Paugo
	U.S. Social Security Number * Information entered matches Form1-Pl U.S. Social Security Number * O Information entered does not match Form1-Pl 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 Dr Dover Townsend (Default) (145)	equest. Case Incomplete	
Enter Form I-9 Information	Verification Results	
Review Case	Upload Dover Townsend's U.S. Passport or Passport Card	
Verification Results	Because there was no photo found for Dover Townsend, submit a valid pho	oto of Dover Townsend's Passport by uploading images from your computer. The file can be a .jpegpdf or .png file no greater than SMB.
Case Closed	Passport ID *	Passport Barcode * <u>+</u> 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 DRAF	FT
A Incomplete 66% Started: 11.25.19.04.33 pm D Dover Townsend (Default) (145) & F	Request: Tentative Nonconfirmation (DHS and SSA)	
Enter Form I-9 Information	Verification Results	
Review Case	A Tentative Nonconfirmation	
Verification Results	It's okay/ EVerify just needs some more information from you and Dover Townsend before confirming employment authorization. Here are the next staps you both will need to take.	
Case Closed	Next Stepc: STEP 1 Development 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. Hype encounter any issues downloading your document please ensure that you are using the latest version of your brower and that your popue blocker is deabled. Select Language English Image: Download Further Action Notice Main Doner will allocate to take action to resolve this error and connect the data minmatch that led to this result. 1 frome vill allocate to take action to resolve this error and connect the data minmatch that led to this result. • If Oncer doloses to take action to resolve this case, indicates that in the option below. You will receive a final result that indicates that in the option below. You will receive a final result that indicates that a the option below. You will receive a final result that indicates that were used unables to confirm employment eligibility. Dover needs to understand that refusion below. Or borer will take action to resolve this case, indicates that in the option below. You will receive a final result that indicates that need to confirm employment eligibility. Dover needs to understand that refusion below. • Or borer will take action to resolve this case, indicates that in the option below. You will receive a final result that indicates that needs conton to resolve this case. Dover understands that a thise hop December 6th, 2019. • Dover will take action to resolve this case. Dover understands that thise condon legund.	er

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 66% OT Dover Townsend (Defsult) (143) 8	equest Employee Referred (DHS and SSA)
Enter Form I-9 Information	Verification Results
Review Case	① Confirmation: Dover intends to take action to resolve this case.
Verification Results	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 context SSA to resolve this issue.
Case Glosed	If you encounter any issues downloading your document; please ensure that you are using the leaset venion of your brower and hat your pop-op blocker is deabled. Download Referral Date Confirmation English

E-Verify Requests Page – Statuses

On the E-Verify Requests report page, the Current State, Status, Form 19: 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, 19 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 19 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)	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. 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 19: Status		This column shows the status of the 19 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