



# PAYROLL CURRENTLY

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## **E-Verify Website and Employee Verification Procedures Redesigned**

U.S. Customs and Immigration Services (USCIS) introduced a redesigned website for its E-Verify program on June 13 [[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)]. The redesign is intended to enhance E-Verify's usability, security, accuracy, and efficiency. USCIS advises that:

- Your existing user ID and password are still valid and all of your cases will be there when you log in.
- The first time you log in on or after June 13, 2010, you will be required to take a short tutorial to learn about the changes.
- The redesigned E-Verify allows program administrators to download their electronically signed Memorandums of Understanding.
- Webinars are available on employment eligibility verification topics such as Form I-9, E-Verify overview, and E-Verify for federal contractors.

### **Clear and simple language**

One of the major elements of the redesigned E-Verify is clear and simple language. For example: "initiate a query" has been changed to "create a case"; "photo tool" has been changed to "photo matching"; "request additional verification" has been changed to "request name review"; "exit" has been changed to "log out"; and "resolve case" has been changed to "close case."

### **Home page**

The new home page welcomes you by name, displays your user ID and your last login date and time to enhance security. In addition, the new case alerts feature will alert you when you are required to take action or when there is an update in the status of a case.

### **Entering information**

To verify an employee's employment eligibility, just click "New Case" on the left menu or the green "Verify Employee" button in the middle of the home page. Entering the employee's Form I-9 information is now less likely to result in typos or other mistakes that can cause tentative nonconfirmations (TNC) because:

- the list of documents has been rewritten so that a document's name is listed first, followed by its number;
- the data entry screen is laid out in three columns and, where possible, fields have been organized in the order in which they appear on Form I-9;
- date fields have been changed to drop-down boxes to eliminate formatting confusion; and
- the social security number (SSN) field is now divided into three sections to improve accuracy.

### **Case results**

The redesigned E-Verify features case results displayed prominently on screen. Only the last four digits of SSNs are displayed on screen for added privacy and security. The employee's full SSN will still be included on TNC notices and referral letters as it is important for employees to confirm that their SSNs have been entered correctly.



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## Case alerts

The redesigned E-Verify features three types of case alerts for increased efficiency.

- When a case gets a final result, you must close the case to complete the verification process. Any case that has been updated with a final case result within the past 30 days and that has not been closed appears in the “open cases to be closed” alert. To remove the case from this alert, simply close the case.
- Sometimes it is necessary to wait for the Department of Homeland Security or the Social Security Administration to update a case. When a case is updated within the past 30 days, it appears in the “cases with new updates” alert. The action you must take to remove the case from this alert depends on the status of the case (to learn more about case statuses, consult the E-Verify user manual).
- When you create a case for an employee who presents a work authorization document with an expiration date, E-Verify will remind you when the document is about to expire. For these cases, you must only complete section 3 of Form I-9 (you may not create a new case in E-Verify to re-verify the employee). The “work authorization documents expiring” alert provides a countdown of expiring work authorization documents beginning 90 days before expiration and will show the document as expired for 30 days past expiration. Once you have completed section 3 of Form I-9, you can remove a case from this alert by clicking the red “X” in the “dismiss alert” column. Note that any subsequent expirations will not appear in this alert though the usual Form I-9 rules still apply.

*Notes:* General users see case alerts for only the cases they created. Program administrators see case alerts for all cases created under their company’s account. When a user takes action that removes a case from a case alert, it removes the case from every user’s case alerts. Cases that were already open when the redesign launched appear in the case alerts feature as their statuses change. The case alerts feature is not available to corporate administrators as they do not manage cases.

## Closing a case

The last step in the verification process is to close (formerly resolve) the case once E-Verify displays a final case result. The redesigned E-Verify features easy-to-follow steps to closing a case. There are two steps to closing a case. First, E-Verify asks you whether the employee whose case you are closing still works for the company. Your answer and the status of the case determine the case closure statements displayed on the next screen. Note that cases closed before June 13, 2010, retain the old case closure codes.