

**University of California
E-Verify Implementation Schedule
August 18, 2009**

E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on the information provided by the employee on his or her Form I-9, E-Verify checks this information electronically against records contained in DHS and Social Security Administration (SSA) databases.

University of California E-Verify Guidelines and FAQs were distributed to the campuses and LBNL on January 15, 2009 by the Office of the President. On April 8, 2009, the campuses were instructed by UCOP to begin developing operational procedures to implement the E-Verify requirements. After several delays, it now appears that the E-Verify final rule amending the Federal Acquisition Regulation will become effective on September 8, 2009.

E-Verify Clause

The final rule requires the government to insert the E-Verify clause into applicable Federal contracts, committing government contractors to use the E-Verify system for their newly hired and existing employees assigned to such Federal contracts.

E-Verify Deadlines for Current and New Employees

UC locations will have **30** calendar days from the date a contract is amended to include the E-Verify clause to enroll in the E-Verify system. There is then **90** calendar days from the date of enrollment in E-Verify to initiate verification queries for current employees who will be working on the Federal contract and to begin using the system to verify newly hired employees who will be working on the Federal contract. After this 90-day phase-in period, locations will be required to initiate verification within **3** business days for new hires and existing employees newly assigned to a covered Federal contract.

Implementation Schedule

Release of the Payroll/Personnel System (PPS) modifications implementing the E-Verify functionality has been delayed until mid-October 2009, which will delay the processing of E-Verifications by campuses for existing employees using the PPS. Following is an estimated timeline for the implementation of the E-Verify process by locations:

- 09/08/09** Federal contractor final rule becomes effective.
- 10/08/09** Locations sign the Memorandum of Understanding (MOU) by this date or the effective date of the first Federal contract amendment that includes the E-Verify clause, whichever date is later. The MOU should be signed by the Chancellor/Lab Director or a senior-level administrator who has signature authority. As part of the enrollment process, the location must provide basic contact information and agree to follow the rules of the program. In addition, upon signing the MOU, locations must download and display the required E-Verify posters. After the MOU has been approved by USCIS, it will activate the location's E-Verify account. When the account is activated, the location will receive an email with its login instructions, user ID, and password.
- 10/15/09** PPS modifications are released to locations by IR&C. (This is an estimated date and is subject to other PPS priorities.) Generally, campuses need three weeks to install and test a new release.
- 11/05/09** Campuses run one-time program identifying employees working on Federal contracts and begin processing verifications and updating the Employee Data Base (EDB) for these individuals accordingly.
- 01/06/09** Earliest possible end date of 90-day phase-in period. The 90-day period to initiate verification queries for existing employees who will be working on a Federal contract and to begin using the system to verify newly hired employees is over. After this date, locations will be required to initiate verification of each newly hired employee assigned to a Federal contract and for each existing employee newly assigned to a Federal contract within 3 business days.