



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

## UAMS ADMINISTRATIVE GUIDE

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**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYMENT**

**SUBJECT: I-9 AND E-VERIFY PROCESS**

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### **PURPOSE**

The purpose of this policy is to inform departments, employees, and students of the requirements of the Immigration Reform and Control Act (IRCA) of 1986 and of Executive Order 13465 of 2008 in using E-Verify.

### **SCOPE**

This policy applies to all employees (faculty, staff, and students who are considered “employees”) of UAMS. Regular students, visitors, employees of contractors or other “non-employees” are not covered by this policy.

### **DEFINITIONS**

“Confirmation” means that the employee is legally in the US and has authorization to work.

“Tentative Non-Confirmation” means that the e-verify database can not immediately determine identity and/or employment eligibility of a newly hired/re-hired employee, but the employee has the right to contest the non-confirmation and continue to work until a final determination from either the Social Security Administration or Department of Homeland Security has been made.

“Final Non-Confirmation” means that upon investigation either the Social Security Administration or Department of Homeland Security can not confirm the identity or employment eligibility of the employee and he or she must be terminated.

### **POLICY**

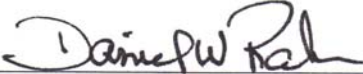
UAMS will follow the dictates of the Immigration Reform and Control Act (IRCA) of 1986 in requiring proof of identity and eligibility for employment from every individual employed on or after November 6, 1986. This is the I-9 form and process

Further, as a federal contractor, UAMS will abide by the terms of Executive Order 13465 (2008), in using E-Verify, a program that checks I-9 information electronically against records contained in databases maintained by the Department of Homeland Security and Social Security Administration. All UAMS employees hired after October 8, 2009, regardless of their source of payment, will be subject to confirmation of their right to work at UAMS through the E-Verify program.

Employees who fail to produce I-9 documents within 3 business days or who receive a “Final Non-Confirmation Notice” from E-Verify will be terminated.

## **PROCEDURE**

1. Individual employees are responsible for producing acceptable documents, as specified by IRCA and listed on the Form I-9, in original format at the time of hire or appointment. The employee must sign the [Form I-9](#) (See OHR website, Manager’s Information, under “hiring employees” for the most recent I-9 form to use: [http://www.uams.edu/ohr/Manager's\\_Information.asp](http://www.uams.edu/ohr/Manager's_Information.asp)).
2. The Office of Human Resources is responsible for adequately notifying each employee of this obligation, reviewing provided documents, making sure the I-9 is completed correctly, and completing follow-up procedures with deficient employees by verbal and written communications. OHR (or department performing the I-9 process) is required to copy the Alien Registration Card (permanent resident/green card), Employment Authorization Card, or U.S. Passport identification page/U.S. Passport Card, and submitting that copy with the I-9 to OHR if these documents were used to satisfy the I-9. Employees who cannot show documentation at the time of hire or appointment will be allowed 3 business days from their employment date to complete the process.
3. The Office of Human Resources will also initiate the e-verify process upon receipt of the I-9 and satisfying documentation of the newly hired/re-hired employee and will write the Confirmation Number at the top of the I-9 form.
4. Employees who receive a “Tentative Non-Confirmation Notice” will be notified and provided e-verification documentation and instruction as to how to contact the specific federal agency, if they choose to contest the “Tentative Non-Confirmation”. They have eight (8) federal working days to contact the specific agency as instructed. The employee may continue to work during this time. If the employee chooses not to contest the Non-Confirmation or if a Final Non-Confirmation is received, the employee will be terminated immediately.
5. An employee terminated for non-compliance or final non-confirmation will be reinstated to pay status only with presentation of the acceptable documentation on the day of rehire and subsequent clearance through E-Verify.
6. Completed Form I-9 will be retained in the employee's personnel file for the greater of three years, or one year following termination.

Signature:  \_\_\_\_\_

Date: February 24, 2011