Policy 4.106
Verification of Employee Identification

Responsible Official: VP for Human Resources
Administering Division/Department: Recruiting
Effective Date: November 27, 2007
Last Revision: November 30, 2007

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Overview

It is the policy of Emory University to comply with state and federal policies and legislation that require employers to verify employee identity and to assure employees meet minimal state and federal eligibility requirements for employment. Emory University participates in the E-Verify program to ensure compliance with the Georgia Security and Immigration Compliance Act of 2006. The E-Verify program is an internet based system operated by the U. S. Citizenship and Immigration Service in partnership with the Social Security Administration. For non United States citizens, additional employment eligibility verification is done by the Department of Homeland Security using the E-Verify program.

Policy Details

Under this program, all new hires will have identification credentials and documents reviewed within a designated period after employment. In the event that an E-Verify query by Human Resources on a new hire results in a tentative non-confirmation of identity, the new hire will be advised of his/her rights to contest the finding. Employees who decline to contest a tentative non-confirmation will have their employment terminated immediately as required by law.

If the new hire desires to contest, he/she will be provided with a referral letter that meets Social Security Administration (SSA) or the Department of Homeland Security (DHS) requirements for notification. This letter will provide instructions to contact either the Social Security Administration or the Department of Homeland Security and give eight (8) federal government work days to resolve the matter. At the end of 10 federal government work days, the employees eligibility will be reconfirmed by Human Resources Data Services. The new hire has a total of 10 federal government work days to resolve the issue and provide the information to Human Resources. If the eligibility to work cannot be confirmed or the new hire has not returned the documentation to Human Resources employment will be terminated immediately as required by law.

A tentative non-confirmation of identity does not mean, and should not be interpreted as an indication that the employee is not work authorized. Any new hires electing to contest the finding are allowed to remain in working status during the period specified for resolution and should have
no adverse impact on their status or pay. If an employee is terminated because their eligibility has not been confirmed by the Social Security Administration or the Department of Homeland Security the employee will be paid for the hours they worked.

All new hires with a tentative non-confirmation of identity result who elects to contest the finding will receive a maximum of 8 hours of paid time to contest a tentative non-confirmation. This 8 hours paid time is allowable as long as it occurs within the timeframe allowed for contesting a non-confirmation and should be used for this purpose alone. Abuse of this policy may be grounds for dismissal.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.106](http://policies.emory.edu/4.106)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification of Employee ID</td>
<td>Mary Smith</td>
<td>404-727-0423</td>
<td><a href="mailto:msmith@emory.edu">msmith@emory.edu</a></td>
</tr>
<tr>
<td>Verification of Employee ID</td>
<td>Carolynn Miller</td>
<td>404-727-7563</td>
<td><a href="mailto:cmmille@emory.edu">cmmille@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

No previous versions of this policy were found.

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*