

E-VERIFY CHECKLIST FOR UNITS

Reminders:

- All federal contracts and amendments must be reviewed for inclusion of the E-Verify requirement
- New hires, hired directly onto a federal contract that contains the E-Verify requirement, must be E-Verified within 3 days, existing employees must be E-Verified within 30 days of transferring onto a federal contract that contains the E-Verify requirement
- Only individuals working on (paid from) a federal contract that contains the E-Verify requirement can be E-Verified
- Compliance with federal E-Verify requirements is imperative maintain our ability to receive federal contract funding
- More information about the University's E-Verify program is available at <http://hr.umich.edu/everify/>

Required Actions Steps:

- Review contract award notices and federal contract documents for the FAR E-Verify requirement
- Determine who (faculty, staff, temporaries) will be working on the federal contract that requires E-Verification, and gather the following information;
 - Name & ID #
 - Parent Project Grant # (that contains the E-Verify clause)
 - Short-code(s)
 - Effective date
- Contact David Day, University Human Resources, at (734) 763-2387 to initiate the E-Verify process
- Notify affected individuals of the need for them to be E-Verified
- Provide information about E-Verify to affected parties
- Arrange appointments for them to be E-Verified within the required timelines
- Continue to monitor appointment changes involving federal contracts that contain the E-Verify requirement