

E-verify did become effective on September 8, 2009. The original plan for ISU was to sign up as a Federal Contractor under the E-verify program when the first Federal contract requiring E-verify presented itself. This would have given the University options for E-verifying a smaller group of employees thus making the program a bit more manageable. We have discovered, however, that other states are requiring state contractors to use the E-verify program for newly hired employees and/or employees assigned to work on those contracts. Being able to verify the employment of a broader group of employees through E-verify would allow ISU to enter into such contracts and comply with the E-verify requirements of those states.

There are some decisions yet to be made by the Federal Government about the status of the E-verify and its scope. Their deadline is September 30th. The outcome of those decisions could affect what option we register for, therefore, we will register in the E-verify program on October 1st.

Although we may need to make adjustments after September 30th, the plan as of today is to register on October 1st for the E-verify voluntary program. This will allow us to E-verify new hires of the University as of that date. We will stay with this program until ISU receives its first Federal Contract containing the FAR clause which will allow us to change to the Federal Contractor program. This will change the options of employees that can be E-verified, **possibly** giving us the opportunity to E-verify all current ISU employees hired after 11-6-1986 as well as all new hires.

Your assistance will be needed beginning October 1st. The Federal regulations require that E-verify be completed within the first three (3) days of work; therefore it is vital that all new hires complete the I-9 form or be directed to the HR Service Center for completing the I-9 form *on or before their first day of work*. We realize there will be unique situations for some of our employees and we will work through those on a case by case basis.

In preparation for the E-verify program the HRS Records Management Office has done a great deal of clean up on the system. Employees that have not been paid since June 30, 2009 have been moved to a history status. This has greatly reduced the number of "active" employees on our system which we would have had to E-verify. However, we do realize this may pose some issues for those staff members who do not work 12 months out of the year, in particular those faculty members that teach only Spring semester and were last paid in May of 2009. Please call the HR Service Center @ 4-4800 if you have any questions or if a situation arises that may relate to an employee's status.