

eVerify

E-Verify Details

What is E-Verify?

- E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The Immigration Affidavit, sometimes referred to as an E-Verify Affidavit, is a form required as specified below. E-Verify registration can be completed at the Federal Government [E-Verify Website](http://www.e-verify.gov). www.e-verify.gov

Under what circumstances is an E-Verify affidavit needed?

- Effective September 16, 2013 an immigration or E-Verify affidavit is required for all transactions when any labor or services ("the physical performance of services") greater than \$2,499.99 are procured or contracted. The affidavit must be obtained prior to the service being contracted for or procured, except in the case of emergency repairs or services. A contract can be a formal written agreement, an order form, a purchase order, or a verbal contract for services. The Immigration / E-Verify affidavit requirement applies to contractors as well as any subcontractors the contractor may use.

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Where can I find the proper Georgia E-Verify affidavit forms?

- <https://www.audits2.ga.gov/resources/other/immigration/>

Is the E-Verify number different than the Tax Identification Number?

- Yes, a Tax Identification Number (9 numerical digits in length) is a number assigned by the Internal Revenue Service or Social Security Administration and is used for tax purposes. An E-Verify number (5 to 7 numerical digits in length) is a number assigned by the Department of Homeland Security and is used to verify employee eligibility and contains no letters or dashes.



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Does the E-Verify requirement apply to work performed in a foreign country or foreign groups / individuals who do not have any employees that are U.S. citizens?

- No. The E-Verify requirement does not apply to work being performed outside of the United States or to foreign individuals/groups with no employees that are United States citizens who will be performing services for or at an Institution.
- *Professional Services are limited to those services defined by the statute as a "profession" or "professional service". For example, the following services are statutorily defined as "professions" or "professional services": certified public accountancy, actuarial services, architecture, landscape architecture, registered interior designers, licensed or accredited structural pest controllers, chiropractic, dentistry "professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry and osteopathy. This also applies to guest speakers or artist that perform at an Institution.

E-Verify Details

- Jim Barnaby submitted a change request for this functionality.
- The requirement to add eVerify information only applies for labor services \$2500 or greater and there is no requirement to add this information at the time of supplier onboarding.
- Currently, USO gathers eVerify information in a manual process that is required once a year for the Department of Audits.
- USO is adding eVerify information entry functionality to purchase orders. This change will:
 - Align with compliance requirements prior to writing the PO/Contract.
 - Streamline annual immigration processing by making it available across the USG system, saving many hours of manual work.
 - Provide transparency for audits and accurate reporting when applying eVerify to purchase orders.
- This is modeled after functionality DOAS has introduced in their instance of PeopleSoft.

REL 5.74 & 1.44 (GAFIRST & AU)

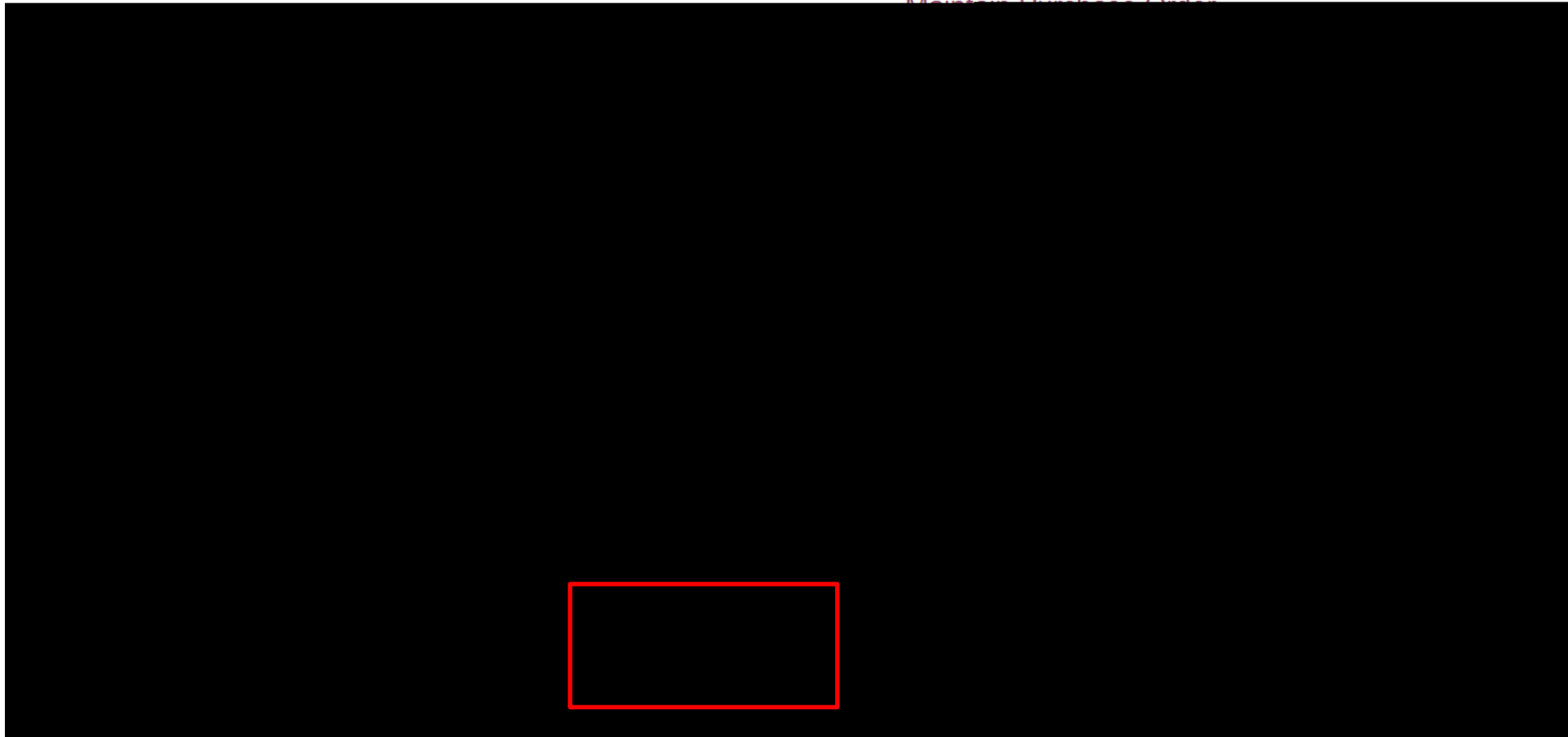
- eVerify functionality added to Maintain POs page & Express Purchase Orders page.
 - Navigation:
 -

E-Verify Functionality Details

Add/Update POs

Employee Self-Service

Maintain Business Outlets



E-Verify Functionality Details

Service PO field:

- Must select N/A, No, or Yes.
 - N: PO is not for a service
 - Y: PO is for a service greater than or equal to \$2500
 - N/A: PO is for a service, but is b.3 (s)-2.5 (b.3u-3.2 (u)-0.6 (t)-2.3-181C /Tw 15351 046.8/e)

E-Verify Functionality Details

eVerify Details:

- Vendor Exempt field
 - Must select Yes or No
- If a user selects No, must also enter eVerify Number, Contract ID, Date of Contract, and Service Amount or will receive below message:
 - Contract ID can be manually entered, or selected if using Procurement Contracts.



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eVerify Affidavit should be attached using the PO Header comment.

Maintain Purchase Order

PO Status: Initial Business Unit: 28000

Budget Status: Budget Status: PO ID: NEXT

Copy From: Hold From Further Processing

▼ Header ?

Doc Tol Status: Valid *PO Date: 04/26/2022 Supplier Search

Receipt Status: Not Recd *Supplier: Supplier Details

Priority: Medium

*Buyer: appears, vency Dispatch

PO Reference

Merchandise 0.00

▼ Actions

Service PO

Freight/Tax/Misc. 0.00

Total Amount 0.00 USD

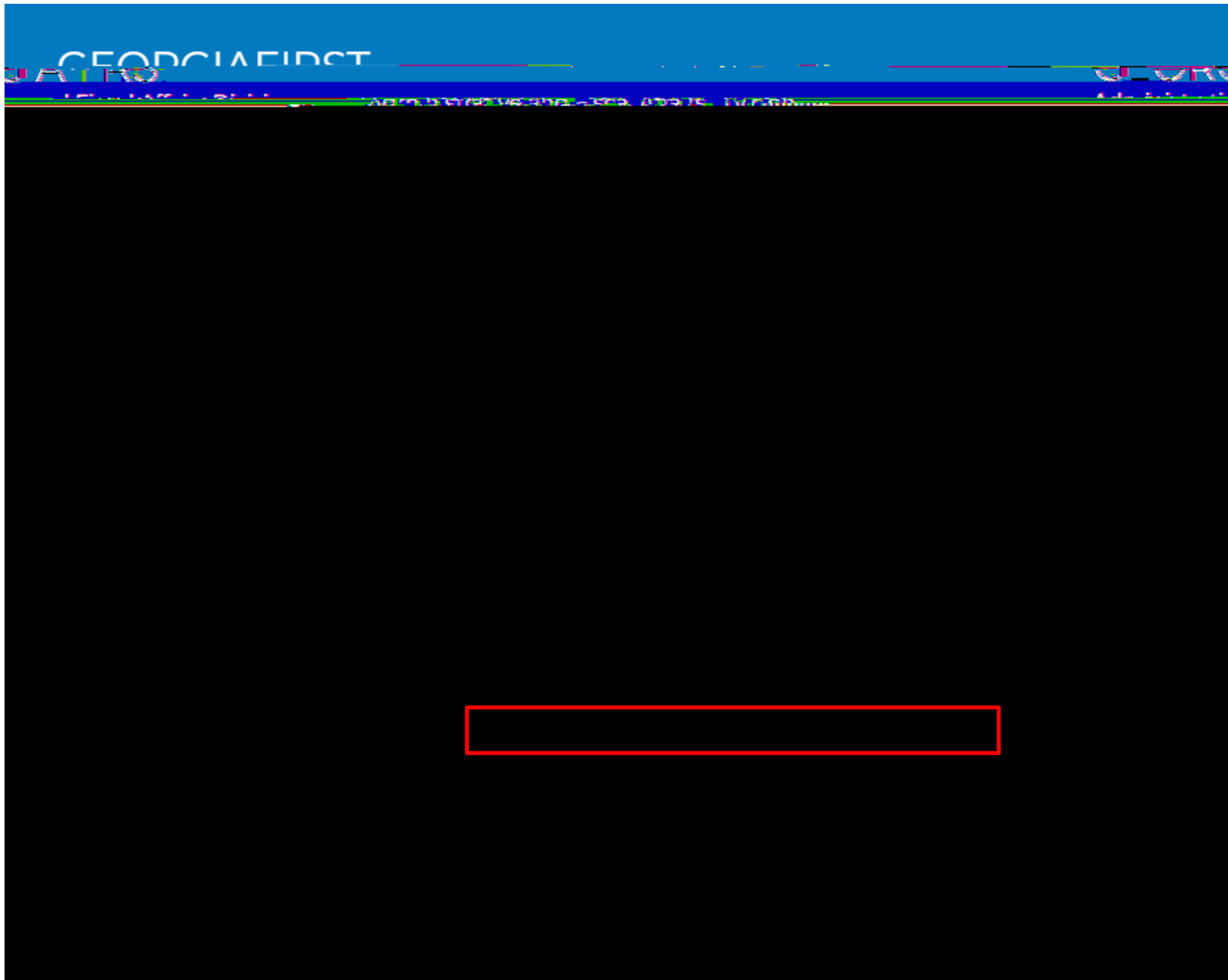
E-Verify UAT information

- UAT (User Acceptance Testing) session scheduled for tomorrow, Wednesday 4/27/22 at 9am.
- UAT will allow users to test the functionality at their own pace between 4/27/22 and 4/29/22.
- Institutions will be asked to complete a few specific scenarios and return the UAT sign-off form to ITS.

ePro & Purchasing Month-End Process Checklist

ePro & Purchasing Month-End Process Checklist

- Checklist is available on our website:
 - <https://www.usg.edu/gafirst-fin>
 - Documentation > Documentation Index > Purchasing OR eProcurement > Job Aids and Reference Documents section.







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