Texas A&M University Form I-9 and E-Verify Changes – Effective Immediately

Texas A&M University participates in an online program called E-Verify, which is an Internet-based system that compares information from an employee’s Form I-9, with United States Citizenship and Immigration Services (USCIS) and Social Security Administration (SSA) records in order to confirm employment eligibility. Currently, Payroll Services only E-Verifies existing employees that are funded on a Federal contract that has the E-Verify requirement clause in it. However, Governor Abbott has signed Senate Bill 374 requiring all state agencies, including institutions of higher learning, to E-Verify ALL NEW EMPLOYEES beginning 9/1/15. Payroll Services will remain the primary source for completing the E-Verify process, but will depend on departments to assist at times. Please read below for specific details on your role, and how this will also affect the Form I-9. More information about E-Verify can be found online at http://www.uscis.gov/e-verify/what-e-verify.

- I-9 and E-Verify Overview:
  - Departments continue to create an I-9 in Guardian for all new hires, rehires, and transfers from other TAMUS campuses, then marks the I-9 complete.
  - Payroll reviews the Form I-9 and contacts department liaisons for corrections if necessary.
  - Once the Form I-9 is correct, Payroll will mark it “Approved”.
  - Guardian will automatically transfer the required information from the Form I-9 to E-Verify and the employment authorization takes place.

- Changes to Department Responsibilities:
  - Because we are an E-Verify Employer, the SSN field on the I-9 is required. If the employee does not have a SSN, departments will leave the field blank. Guardian will automatically populate the SSN field with a “T-Number”. Please make note; The “T-Number” is different from a “Temp ID” issued by Payroll Services. You will not need the Guardian “T Number” in the future. Once the employee receives their SSN, departments will need to contact Payroll. We will work with you to update the I-9.
  - If the employee presents one of the four following documents as their List A document when completing the Form I-9, Payroll will be prompted in E-Verify to match the photo used on the I-9, with a photo in the E-Verify system. The department must make a copy of the List A document and upload the copy to the “OnDocs” tab in Guardian. You will be prompted to do so upon completion of the I-9.
    - US Passport
    - Passport Card
    - Permanent Resident Card (Form I-551)
    - Employment Authorization Card (I-766)
  - If the employee presents a List B document for the I-9, it must contain a photograph. (No need to retain a copy.)
  - If E-Verify produces a result of TNC (Tentative Non-Confirmation), meaning that the information entered in E-Verify did not match the records of USCIS or SSA, departments may need to meet with the employee and inform them of this result. The employee will be given paperwork (supplied to the department by Payroll) and will be instructed whom to contact to resolve the issue.

These changes are EFFECTIVE IMMEDIATELY. Starting today, if you complete an I-9, please follow the guidelines listed in this letter. If you have questions about this process, please send them to payroll@tamu.edu and we will be glad to assist.

In an effort to provide you with as much information as possible, we will soon update our website with more details of this process.
HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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