HR Liaison Responsibilities and Processing Steps for the New E-VERIFY Requirements

1. **Social Security Number (SSN) is required on Form I-9 for E-VERIFY.**
   a. The employee’s SSN is the first data field you enter when creating a Guardian Form I-9.
   b. If employee does not have SSN, then check “Employee does not have or will not reveal Social Security Number”.
   c. If SSN is provided, enter the employee’s ID and Location.
   d. If no SSN provided, enter employee’s name and employee ID then select “Search”.
      ▪ Guardian will automatically populate the SSN field with a “T-Number”. The T-Number is only for Guardian use and not to be confused with the Temp ID from Payroll Services.
      ▪ Once the employee receives SSN, fax a copy of the card to Payroll Services at (979) 845-4134. Be sure to include the employee’s UIN or Temp ID and write the SSN on the copy.
      ▪ Laura Ellis or Rhonda Loman will notify the HR Liaison to update the I-9 with the new SSN.

2. **Section 2, List A Documents with photo need to be uploaded.**
   a. Starting with employees hired 09/01/2015, you must scan and upload these documents into Guardian.

   Employers must retain copies of I-766, I-551, U.S. Passport and U.S. Passport Card if provided in Section 2.

   - Steps to add document copies into Guardian.
     ▪ Login to Guardian and select “To Do List” from the menu.
- Find the employee’s name and select their I-9 number

- Select “OnDocs” then select “Upload Document”

- Select “Document Type” to upload; only one document at a time can be uploaded

- “Browse” to find the document you scanned and select it; then click “Send This File”

- Process is complete when “Document Loaded” appears

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3. **Section 2, List B Documents must contain a photo.**
   a. Confirm Column B document contains valid photo.
   b. Once confirmed, you will be prompted to check the box stating “Confirm List B Document Contains a Valid Photo”.
   c. Do not upload the document.

4. **Display E-VERIFY and Right to Work Posters.**
   a. Posters are required to be displayed in locations where hiring employee will see them (i.e. – with all other required workplace posters).
   b. Posters can be printed from the I-9 & E-VERIFY section of the Payroll Services website (http://payroll.tamu.edu/) or from the HR Liaison portion of the Human Resources website (http://employees.tamu.edu/liaisons/required-posters/).
      - E-VERIFY Participation Poster (English/Spanish)
      - Right to Work Poster (English/Spanish)

5. **Include the proper document number to avoid E-VERIFY errors.**
   a. Permanent Resident Card
   b. Employment Authorization Card

Questions/Assistance:
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Instructional I-9 and E-VERIFY resources documents available at http://payroll.tamu.edu/i-9/

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