



Form I-9 and E-Verify Policy and Procedure Manual

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Introduction

Texas A&M University is committed to complying with federal and state laws concerning employment eligibility verification of employees hired to work in the United States. In accordance with the Immigration Reform and Control Act of 1986 (IRCA), Texas A&M University will not knowingly hire or continue to employ any person not authorized to work in the United States, and will not discriminate against U.S. citizens, lawful permanent residents, or other foreign national individuals who are authorized to work.

To comply with IRCA, Texas A&M University is required to verify the identity and employment authorization of all employees by completing the Form I-9, Employment Eligibility Verification document. Since inspections of I-9 Forms by government agencies can result in the imposition of substantial fines against Texas A&M University it is crucial that all I-9s be completed according to the procedures outlined below.

Texas A&M University uses Guardian by LawLogix, a Form I-9 and E-Verify Software, to complete and retain the Form I-9 for all employees. Access to the software requires training. All Guardian settings are set by the Texas A&M University System, according to the decisions made by the Form I-9 governance group.

Purpose and Applicability

The purpose of this policy is to provide guidance for compliance with Texas A&M University's I-9 and E-Verify procedures and protocols. This policy will not address the process of obtaining work authorization, establishing immigration status, or other immigration or employment-related issues. This policy applies to anyone with hiring authority and anyone who is responsible for managing Texas A&M University's I-9 and E-Verify responsibilities.

For any questions concerning this policy or the I-9 and E-Verify processes, please contact the Director of Talent Management at UIN-I9@tamu.edu.

Form I-9 and E-Verify Workflow

Texas A&M University follows defined workflows for completing the Form I-9 and E-Verify processes in order to ensure that all new hires are eligible to work in the United States and all required verification and documentation steps are completed according to government rules.

Step	Description	Responsibility
Job Offer Extended and Accepted	Texas A&M University requires that a job offer is and accepted before the Form I-9 is completed. The job offer generally includes the employee's name, position title, department, start date, and starting salary.	Department HR Liaison
Form I-9 initiation and completion of Section 1	The Form I-9 is completed through the Guardian system. There are three possible ways in which Guardian can be used to start this process: <ul style="list-style-type: none">Guardian sends an email to the new hire for accessing and completing Section 1 away from the office.Section 1 is completed in-person using Guardian on or before the hire date at the employee's office location	Department HR Liaison, HR I-9 Partners

	<ul style="list-style-type: none"> Section 1 may be completed using a Paper Form only if electronic access is unavailable 	
Verify immigration status	If Texas A&M University has sponsored the new hire for employment in the US (e.g., H-1B, L-1, TN, E visa, etc.), verify the individual's work authorization is current as of the date that employment is scheduled to begin.	Department HR Liaison /Immigration Services for Faculty & Scholars/Immigration Services for International Students
Section 2 Completion and Document Review	<p>On or before the new hire's first day of work for pay, an HR representative or an Authorized Representative completes Section 2 of employee's I-9 in Guardian by examining original identity and work authorization documents presented by the employee.</p> <p>If Guardian is not accessible, Section 2 can be completed using a paper Form and uploaded to Guardian within three business days of hire.</p>	Department HR Liaison
Document Capture	Only Documents required to be retained by E-Verify are uploaded to Guardian	Department HR Liaison, Authorized Representative
Form I-9 Review	Review completed Form I-9 and supporting documents to ensure information was recorded correctly	Department HR Liaison, Authorized Representative
Submit to E-Verify	Submit I-9 information to E-Verify using Guardian and respond to any immediate E-Verify prompts (closing case, additional information, photo match, etc.)	Department HR Liaison or HROE Talent Management
TNC Management	If E-Verify case receives a TNC, provide the employee with the Further Action Notice (FAN) and explain the process. Employees may electronically sign the FAN through Guardian and choose whether to contest the TNC.	Department HR Liaison or HROE Talent Management
E-Verify Status Review	Monitor all pending E-Verify cases (e.g., TNC in process) and initiate next steps as needed (which may include reminding the employee to visit SSA or contact DHS).	Department HR Liaison or HROE Talent Management
Form I-9 and E-Verify Retention	Completed Forms I-9 and supporting documents (along with attached E-Verify case details) must only be maintained in the Guardian system as required by USCIS.	Department HR Liaison, HROE Talent Management

Important Rules and Procedures

1. Completion of the Form I-9 process is a condition of new and continued employment at Texas A&M University. Employees who decline to cooperate with the rules will be terminated.
2. Texas A&M University participates in the E-Verify program across the entire organization. All new hires must be submitted through the E-Verify system as required by the program rules.
3. E-Verify enrollment was completed at the Texas A&M University level. Divisions, departments, and units are not authorized to enroll; and therefore, MUST NOT enroll in E-Verify.
4. Texas A&M University utilizes the LawLogix Guardian I-9 and E-Verify software application to complete and manage its Form I-9 and E-Verify responsibilities. Paper Form I-9s should only be used as a last resource when the Guardian system is not available. More information on Guardian can be found in the Additional Resources section of this manual or by logging into the application and visiting the “Help” section.
5. Every new hire must complete Section 1 of the Form I-9 no earlier than when they accepted a job offer and no later than the day they start work or otherwise first performs services for pay. The employee must not be allowed to complete their first day of work for pay before Section 1 is complete and the hiring unit has verified its completeness.
6. Every new hire must provide original valid documents (not copies) establishing their identity and authorization to work in the United States within three business days after the first day of work for pay. If the deadline passes, the employee must not be allowed to continue to do any work for pay until valid documents are provided and Section 2 of the Form I-9 is completed and approved. Please contact Talent Management at UIN-I9@tamu.edu immediately if a new hire fails to meet the 3-day deadline.
7. In the event an employee is unable to produce documents according to the federal timelines or simply never shows up for work, Texas A&M University will utilize Guardian’s “Park I-9” feature to retain the partially completed I-9 according to the Form I-9 requirements.
8. An authorized representative of Texas A&M University (“I-9 Processor”) or an Authorized Representative designated by the employee completes Section 2 of the Form I-9 by reviewing the documents presented and ensuring they reasonably appear to be genuine and relate to the employee presenting them. The employee must be physically present when the documents are examined by the employer or its Authorized Representative.
9. The business address fields in Section 2 must contain an actual physical address which is most appropriate to the individual being verified. Texas A&M University will ensure that Guardian maintains a current listing of employer addresses, which will be automatically pre-filled in Section 2.
10. It is our policy to only scan and retain copies of all List A documents presented by the employee during the Form I-9 process that are required by E-Verify. After electronically signing Section 2 of the Form I-9, the I-9 Processor must scan and upload the supporting document images to the LawLogix Guardian I-9 system and mark the I-9 as complete.
11. If the I-9 Processor cannot verify identity and work authorization, they must contact Texas A&M University HROE Talent Management department for a final decision on whether the employee has presented proof of eligibility to work.
12. All Form I-9s and E-Verify documentation shall be maintained in Guardian according to the federal retention rules. Texas A&M University is prohibited from storing ANY I-9 or E-Verify information in other systems or in hard-copy form (except as required or requested by a government agency).
13. When rehiring an employee, Texas A&M University can choose to complete a new Form I-9 for the returning individual, even if the prior employment occurred within the last 3 years. Texas A&M University recognizes that Section 3 of the Form I-9 may be used in these instances as well.
14. Texas A&M University will notify employees needing reverification at least one hundred twenty (120) days in advance of the date their work authorization expires. Notification will be sent automatically from Guardian through email alerts to the employee with a copy to the responsible HR representative. Subsequent alerts will also be sent automatically at the following intervals: 90 days, 60 days, 45 days, 30 days, and 15 days, for as long as the I-9 remains in a state needing reverification. Employees also receive notifications via Workday 90 days, 60 days, and 30 days prior to the expiration date.

15. When an employee's work authorization expires, they must cease all paid work for the Texas A&M University immediately. If the employee cannot provide proof of current work authorization, Texas A&M University cannot continue their employment; the employee must either be terminated or, at the hiring unit's discretion, and in accordance with other laws and policies, placed in leave status.
16. Employees should apply to renew an expiring work authorization well in advance of expiration. For employer-sponsored extensions (H-1B, L-1, O-1, TN, etc.), the Texas A&M University immigration department will assist in preparing the application paperwork.
17. Texas A&M University will promptly correct any Form I-9 or E-Verify mistakes through the LawLogix Guardian system by using the I-9 amendment functionality.
18. Every termination, placement in leave status, or hiring suspension related to Form I-9 and E-Verify compliance must be approved by an I-9 Admin before the action is taken.
19. Any employee receiving notice of a Form I-9 or E-Verify audit/inspection should immediately contact the I-9 Admin Office and refrain from speaking with any government agents or auditors regarding the specifics of our I-9 and E-Verify records, policies, or documents. The I-9 Admin will access the "ICE Audit" page in Guardian to request an export of relevant I-9 records and supporting documents from LawLogix.
20. In the event of a federal government shutdown or other interruption affecting the E-Verify system, Texas A&M University must continue its Form I-9 obligations, including completing Forms I-9 for newly hired employees. The Guardian system will automatically queue any I-9s to be sent to E-Verify and initiate submissions when the E-Verify system resumes operations. Texas A&M University should carefully review all pending E-Verify cases during a shutdown and wait for instructions regarding any extended deadlines from the DHS.

When and How the Form I-9 Should Be Used

Individuals Subject to I-9 Verification

- New employees hired after November 6, 1986 including full-time, part-time, permanent, non-permanent, and student employees. This applies to all new hires, including US citizens.
- Employees who have terminated employment and, after a break in service (any period of actual resignation or termination), are re-hired in either the same or a different position.
- Employees who transfer from another Texas A&M University's System legal entity.

Individuals Not Subject to I-9 Verification

- Individuals hired prior to November 6, 1986 who are continuing in their employment.
- Employee is notified in writing prior to the end of their current appointment period that they will be returning for employment.
- Permanent, temporary, or student employees who assume a new position with no break in service.
- Employees hired prior to November 6, 1986 whose employment has been temporarily interrupted due to an approved, paid or unpaid, leave of absence in which the employee at all times had a reasonable expectation of returning to work.
- An employee who returns from approved paid or unpaid leave of absence.
- An employee who is promoted, demoted, or receives a pay raise.
- An employee who returns from a temporary layoff due to lack of work.
- An employee who returns after a strike or other labor dispute.
- An employee who is reinstated after wrongful discharge.
- An employee assigned to work outside the US who performs no services within the US. However, if the employee comes to the US to work, even for a brief period of time, I-9 verification must take place.
- Independent contractors or individuals providing labor who are employed by a contractor providing contract services (for example, employee leasing or temporary agencies).

Verification Timelines

Permanent and Temporary Employees Hired to Work More than Three Days

- Section 1 of the Form I-9 must be completed by the employee no later than the first day the employee begins works for pay.
- Section 2 of the Form I-9 must be completed within three business days after the employee begins employment. For example, if the new hire begins work for pay on Monday, section 2 must be completed by close of business on Thursday. We may also complete the I-9 process after an offer of employment is made and accepted, but before the first day of work.
- If the employee is unable to present acceptable document(s) by the third business day after beginning employment, the employee cannot be allowed to continue to work and must be discharged from employment. Contact the Form I-9 team at UIN-I9@tamu.edu to review Guardian records.



Employees Hired to Work for Three Days or Less

The entire I-9 employment verification process (sections 1 and 2) must be completed no later than the first day the employee begins works for pay.

Failure to Meet I-9 Deadlines

The failure to complete the I-9 employment verification process within the time limits prescribed above is a violation of IRCA and may subject Texas A&M University to civil and criminal liability. Please refer to the ICE website for information on Form I-9 penalties: <https://www.ice.gov/factsheets/i9-inspection>.

Form I-9 Prohibitions

The I-9 should never be completed before an offer of employment is accepted because it contains information that could lead to discrimination charges. It is permissible to complete the I-9 after the person accepts an offer but before employment begins.

All business units and departments are prohibited from employing individuals who have not successfully completed the I-9 employment verification process within the prescribed time limits above and from employing any individual who is not authorized to work (also known as an “undocumented worker”).

All business units and departments are prohibited from knowingly using independent contractors, staffing agencies, and recruitment firms that use undocumented workers.

Completing Sections 1 and 2 of the Form I-9

Section 1

- All Form I-9s for new hires must utilize the current version of the Form I-9 which is maintained in the Guardian system.
- You must provide the new hire employee with the Form I-9 instructions and List of Acceptable Documents.
- The employee must complete all fields per the instructions and sign and date in the appropriate section.
- If the employee is unable to complete Section 1 without assistance or if they need translation, they may do so but the translator/preparer must complete the Preparer/Translator Certification block on the I-9.
- Texas A&M University is responsible for reviewing and ensuring proper completion of Section 1.

Section 2

- Although the employee may complete Section 1 ahead of time, the actual verification must be done in person and original documents must be presented (photocopies, faxes, or live video conferencing is not allowed). The verification must be conducted in person because the employer is required to physically examine original documents to verify identity and employment authorization.
- The employee may present one document from List A, OR a combination of one document each from List B AND List C. Although many employees will present a driver's license and a social security card, you should not in any way suggest which documents the individual should present. Record the title, issuing authority, number, and expiration date (if any) in the correct areas of Section 2 on the I-9.
- The I-9 Verifier must conclude that the documents are genuine, related to the employee, and establish the employee's work authorization and identity. The I-9 Verifier should compare the name of the employee on the documents presented, review descriptive information on the documents, and make a visual comparison between the descriptive information and the employee.
- The choice of document from the list to be presented is up to the employee. The I-9 Verifier cannot specify which documents an employee must present.
- An employment offer cannot be rescinded based on the expiration date of the work authorization presented at the time of document review. If the employee is legally authorized to work in the United States at the time of the I-9 employment verification process, the authorization must be accepted.
- List A documents presented by the employee are to be photocopied and attached to the original I-9 Form.
- Under the Certification section, enter the employee's first day of work for pay (this should match Workday payroll records).
- The full name and title of the I-9 Verifier must be entered in the applicable fields. **IMPORTANT:** the person who physically examines the employee's original documents and completes Section 2 (the I-9 Verifier) must sign and date the attestation on the date Section 2 is completed.
- Record the employer's business name and address – which should be the address where the employee is working or is reporting into (if working at a remote location).
- If an original I-9 Form is completed on paper, the form must be uploaded to Guardian within three business days of the date of hire. The paper form must be destroyed after it's scanned and uploaded.
- Any document copies related to Form I-9 must be destroyed once they have been uploaded to Guardian.

List of Acceptable Documents by Attestation

Texas A&M University must ensure that the documents presented by an employee are consistent with the attestation selected in Section 1 of the Form I-9. If an employee presents a document which is not valid for

his/her attestation, the I-9 Verifier should politely explain the discrepancy and ask the employee to review the attestation and provide another document if needed. Below are a series of charts (published by the USCIS) showing the Lists of Acceptable Documents for each of the four attestations (Citizen, Non-Citizen National, Lawful Permanent Resident, and Alien Authorized to Work).

List A Documents

	Document Type	A Citizen of the U.S.	A Noncitizen National of the U.S.	A Lawful Permanent Resident	An Alien Authorized to Work
LIST A	U.S. Passport or Passport Card	●	●		
	Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			●	
	Foreign passport with temporary I-551 stamp or printed notation on a MRIV			●	
	Employment Authorization Document (Form I-766)				●
	Foreign passport with with Arrival/Departure Record (Form I-94)				●
	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A				●

List B Documents

LIST B	Driver's License or ID card issued by a U.S. state or outlying possession	●	●	●	●
	ID card issued by a U.S. federal, state, or local government agency	●	●	●	●
	School ID card	●	●	●	●
	Voter registration card	●	●	●	●
	U.S.military card or draft record	●	●	●	●
	Military dependent's ID card	●	●	●	●
	U.S.Coast Guard Merchant Mariner Card	●	●	●	●
	Native American tribal document	●	●	●	●
	Driver's license issued by a Canadian government authority	●	●	●	●
	School record or report card (under age 18)	●	●	●	●
	Clinic, doctor, or hospital record (under age 18)	●	●	●	●
Daycare of nursery school record (under age 18)	●	●	●	●	

List C Documents

LIST C	Social Security Card*	●	●	●	●
	Certification of Birth Abroad (Form FS-545)	●	●		
	Certification of Report of Birth (Form DS-1350)	●	●		
	Consular Report of Birth Abroad (Form FS-240)	●	●		
	U.S. birth certificate (original or certified copy)	●	●		
	Native American tribal document	●	●	●	●
	U.S. Citizen ID Card (Form I-197)	●	●		
	ID Card for Use of Resident Citizen in the United States (Form I-179)	●	●		
	Employment authorization document issued by the U.S. Department of Homeland Security	●	●	●	●

Receipt Rule

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt which is valid for a temporary period of time.

There are 3 types of acceptable receipts:

- Lost, stolen, or damaged documents: the receipt is valid for 90 days after which the individual must present the replacement document to complete the Form I-9. This is the most common type of receipt.
- Temporary I-551 stamp on a form I-94 for lawful permanent residents: the Form I-551 must be presented by the expiration date of the temporary stamp or within one year from the date of issuance of Form I-94/I-94A if the stamp does not contain an expiration date.
- An unexpired refugee admission stamp on a form I-94: the employee must present an Employment Authorization Document (Form I-766) or a combination of an unrestricted Social Security card and a List B document to complete Form I-9 within 90 days after the date of hire, or in the case of reverification, the date employment authorization expires.

The receipt must be from the actual issuing state or federal agency with which the application has been filed, such as the Social Security Administration. If presented with a receipt, write the word “receipt” and its document number in the “Document Number” field and record the last date that the receipt is valid in the expiration date field.

The employee must be placed on an unpaid leave of absence or terminated if a receipt cannot be produced within three days after the employee starts work for pay. In addition, the employee can present the original replacement document or a new document within the [specified time by USCIS](#).

Receipts showing that a person has applied for an initial grant of employment authorization (Form I-765) are not acceptable.

Employers cannot accept receipts if employment will last less than 3 days.

Remote Hires and Offshore Employees

New hires who begin working while in another state or working from an alternate work location and are unable to meet with an employer representative before the expiration of the three-day rule may have their I-9 Forms completed by a local notary public, attorney, or anyone authorized by the employer to review original documents and complete section 2.

New hires who begin working while in another country do not have to complete an I-9 until they are physically present in the United States. Once present, they must complete the I-9 verification process before the expiration of the three-day rule.

Name Changes

It is Texas A&M University's policy to record an employee's name change on his/her Form I-9 by completing Section 3 with the individual's new name. If there is reason to doubt the veracity of the employee's claim, please contact an I-9 Admin as soon as possible.

Reverification

Employees subject to reverification

- Employees who list an expiration date for employment authorization in Section 1 of the I-9 Form must be re-verified before the expiration date.
- Employees who do not list an expiration date in Section 1 of the I-9 Form are subject to re-verification if they present an employment authorization document with an expiration date (for example, an I-766 Employment Authorization Document).

Process for reverification

- Reverification is to be completed in Section 3 of the I-9 Form. The steps outlined above for initial employment verification with regard to Section 2 and document review are to be followed in the re-verification process. The Department's HR Liaison is responsible for the re-verification process.
- Reverification must be completed on page 2, section 3 of the current version of the Form I-9 (10/21/2019, as of this writing). Only a List A or a List C document need be presented for reverification.

Employees not subject to reverification

- Employees who transfer within the organization are not subject to the reverification process unless they have temporary employment authorization that will expire.
- Employees re-hired within three years of initially completing the I-9 verification process are not subject to reverification as long as the initial I-9 shows that they were authorized to work, and that work authorization has not expired.
- Employees who change their name are not subject to reverification.
- Employees who checked "U.S. Citizen" in Section 1 do not need to be re-verified.
- Employees who checked "Permanent Resident" in Section 1 do not need to be re-verified unless they present any of the following:

- An unexpired foreign passport with either a temporary I-551 stamp or I-551 printed notation on a machine-readable immigrant visa;
- An expired Permanent Resident Card along with a Form I-797, Notice of Action that indicates that the card is valid for an additional year; or
- The arrival portion of Form I-94/Form I-94A containing an unexpired temporary I-551 stamp and a photograph of the individual

Document Retention

I-9 forms must be retained for the duration of the individual's employment (never destroy I-9s for current/active employees).

All I-9 forms must be maintained in Guardian separately from the employee's personnel file.

The records may not be copied or distributed without authorization from the office of the general counsel.

Once the individual's employment ends, we must retain the I-9 form and supporting documents for 3 years after the date of hire or 1 year after the date employment ended, whichever date is later.

Notice Of I-9 Inspection by Government Agency

The law specifically authorizes a variety of government agencies to inspect our I-9s for compliance. In particular, the Department of Homeland Security (DHS), the Immigrant and Employee Rights section (IER) of the Department of Justice and the Department of Labor (DOL) may request us to produce I-9s (with a minimum of three days prior notice).

Since an inspection may result in the imposition of substantial fines, you should immediately contact HROE if a notice of an inspection is received at UIN-I9@tamu.edu

E-Verify

E-Verify is an Internet-based system operated by the United States Citizenship and Immigration Services (USCIS) in partnership with the Social Security Administration (SSA) which verifies the employment eligibility of new hires by comparing I-9 information against government databases. If an employee's information does not match the government databases, the E-Verify system will notify the employer of the issue. In turn, the employer is then instructed to contact the employee and provide the worker an opportunity to contest and correct the issue.

The following procedures must be followed for all E-Verify cases.

General Guidelines

For E-Verify purposes, the employee must provide a social security number in Section 1 of the I-9.

- If a new hire has applied for a Social Security number but has not yet received it, he or she may work while waiting for the Social Security Administration to process his or her SSN application.
- For E-Verify purposes, if the employee provides a List B document, it must include a photograph to be acceptable.
- If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or a US Passport or Passport card during the I-9 process, we must make a photocopy of the document and retain the photocopy with the employee's Form I-9 in Guardian.
- All departments will prominently display the English and Spanish versions of the required E-Verify participation poster and the required antidiscrimination poster issued by IER to prospective employees and all employees who are to be verified through the system.

Submitting an E-Verify Case

You must submit the E-Verify case after the Form I-9 has been completed and within three business days of the commencement of employment for each employee hired for 3 or more days. You must not use E-Verify to screen job applicants or to reverify employment eligibility.

When entering data on the I-9, be careful to avoid typos, which can generate erroneous mismatches.

The photo matching step occurs automatically when you create a case for an employee who has presented a U.S. Passport, Passport Card, Permanent Resident Card (Form I-551) or an Employment Authorization Document (Form I-766) for Form I-9 completion. If E-Verify prompts you to examine a photo, simply compare the photo displayed by E-Verify to the photo on the employee's actual document or a copy of the employee's document and determine if the photos are reasonably identical. Do not compare the photo displayed by E-Verify to the actual employee.

After information is entered into E-Verify, a case result is provided. Case results can be initial, interim or final. Every case must reach a final case result before it can be closed. Cases must be closed

Tentative Non-confirmations

If you receive a Tentative Non-confirmation response, you must notify the employee in private and provide them with an opportunity to contest. The Further Action Notice (FAN) will include instructions to visit (or call) the appropriate Federal government office within 8 working days, to resolve the case. The TNC must be closed within 10 business days of the initial result.

When you refer an employee to SSA or DHS, make sure to print the SSA or DHS referral date confirmation letter and review it with the employee. The letter provides specific instructions for the employee on how to contact SSA or DHS in order to remedy the TNC.

Under the E-Verify rules, we cannot terminate or take adverse action against an employee who is contesting a tentative non-confirmation, including denying or reducing scheduled hours, delaying or preventing training, mistreating the employee, requiring the employee to work longer hours, requiring the employee to work in poorer conditions, refusing to assign the employee to work on a federal contract or other job, or subjecting the employee to any assumption that they are not unauthorized to work during this period, unless and until receiving a final non-confirmation or no show response.

Final Results

An initial case result of 'Employment Authorized' is the most common and simple case result in E-Verify. 'Employment Authorized' means that the information entered into E-Verify matched records available to SSA and/or DHS and that E-Verify confirmed the employment eligibility of the employee whose information was entered.

If, after receiving and choosing to contest the TNC, the employee cannot resolve the TNC or does not contact the appropriate government agency within the required time frame, E-Verify will issue a Final Non-confirmation (FNC). The FNC indicates that the employee's employment authorization was not confirmed or that the employee failed to take action on the TNC in the required time frame. If you receive a FNC, please contact UIN-I9@tamu.edu as soon as possible.

Additional Information

For more information on this policy, please contact Talent Management at UIN-I9@tamu.edu. In addition, the following links may be helpful:

- Form I-9: <http://www.uscis.gov/i-9>
- I-9 Central: <https://www.uscis.gov/i-9-central>
- I-9 Handbook (M-274): <https://www.uscis.gov/i-9-central/handbook-employers-m-274>
- E-Verify: <https://www.e-verify.gov/>
- Information on Form I-9 Discrimination: <https://www.justice.gov/crt/types-discrimination>
- I-9 in 9 Minutes Video: https://youtu.be/Vr_yCkHgB50
- Guardian Electronic I-9 and E-Verify: <https://www.lawlogix.com/products/meet-guardian/>

Document Revision History

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