



E-Verification Guidance

Developed by the Grants Core Team

E-Verify is an Internet-based system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) that allows employers to electronically verify an employee's eligibility to work in the United States.

The E-Verify Federal contractor rule requires that the FAR E-Verify clause be added to applicable federal contracts issued on or after September 8, 2009. The clause is a term in the contract in which federal contractors commit to use E-Verify to confirm that all of their new hires and all employees (existing and new) assigned to a federal contract with the FAR E-Verify clause are authorized to work in the United States.

A contract is considered exempt from E-Verify *if any* of the following apply:

- It is for fewer than 120 days
- It is valued at less than the simplified acquisition threshold
- All work is performed outside the United States; or
- It includes only commercially available off-the-shelf (COTS) items and related services

Resources:

[E-Verify Website](#) & [E-Verify for Federal Contractors](#) –Questions and Answers

[Supplemental Guide for Federal Contractors](#) & [eCFR eCode of Federal Regulations](#) – Part 52.222-54

[Monitoring and Compliance for Employers](#)

Who must be E-Verified?

As an institute of higher education, University of Massachusetts is not required to E-Verify all employees. Note – if the decision is made to E-Verify all employees, that decision cannot be reversed. Employees hired before November 7, 1986 and continually employed by the university are not subject to E-Verification. Employees who leave and subsequently return to service may require E-Verification.

See Sections 2.1.2, 3.3, and 4.0 in the Supplemental Guide, and Monitoring and Compliance for Employers linked above

Timing Requirements for E-Verification

For campuses receiving federal contracts that are subject to E-Verification:

- New employees hired for or directly assigned to an E-Verify contract **MUST** be E-Verified within 3 business days after they start work for pay
- Existing employees (not already E-Verified) who are moved onto an E-Verify contract **MUST** be E-Verified within 90 calendar days after date of contract award, or within 30 days after assignment to the contract, whichever date is later

See Sections 3.2 in the Supplement, and Questions and Answers for Federal Contractors linked above



Tools Available for Tracking E-Verification

The Grants Core Team in conjunction with UITS and the HR Core Team have developed some tools to support tracking and monitoring of contracts and employees that require E-Verification.

E-Verify Tracking in PeopleSoft HR

Employee E-Verify status is tracked in PeopleSoft HR using an E-Verify date on the external systems table. Once an employee has been E-Verified the E-Verification date is captured. UITS has created a view in PS Finance for the E-Verify date from the HR External Systems Table that can be queried by PS Grants and Finance users.

E-Verify Tracking in the PeopleSoft Grants Module

Contracts requiring E-Verify that are run through the Grants module in PeopleSoft are tracked using the PRA35 E-Verify Award Term under the Grants Tile > Award Profile Folder >Terms Tab (see detailed instructions below).

Reporting Solutions in PeopleSoft Finance Production:

- GM_ALL_EVERIFY_AWARDS
 - Returns all awards with the PRA35 E-Verify Award Term, prompts on BU or % for all
- GM_ALL_EVERIFY_EMPS
 - Lists all employees what have been E-Verified from the HR External Systems Table, prompts on BU or % for all
- GM_ALL_MISSING_EVERIFY
 - Returns any employee that is not e-verified and is paid from a project on an award with the E-Verify award term PRA35, prompts on BU or % for all and Fiscal Year.
- GM_ALL_EVERIFY_PAY
 - Returns anyone paid from a project on an award that is tagged with the E-Verify award term PRA35 and shows their E-Verification status from the HR External Systems Table (whether or not verified – Y or N, and date verified). Prompts on BU or % for all, and Fiscal Year.
- GM_ALL_PAY_ON_EVERIFY_GRANTS
 - Returns most recent payroll for all employees paid from a project on an award with the E-Verify Grant Code = Y (award term PRA35). Includes an E-Verification start date, if that date is blank, the employee is not e-verified. Prompts on BU or blank for all.

Best Practices for Review of E-Verify Tracking in the PeopleSoft Grants Module

The query GM_ALL_MISSING_EVERIFY has been set-up for weekly email distribution directly from PeopleSoft. If campuses have an active E-Verify award, this report should be reviewed after every payroll. Checks should also be made to ensure that any incoming E-Verify award is coded correctly with the PRA35 award term by running the GM_ALL_EVERIFY_AWARDS query.

How to add the E-Verify PRA35 Award Term to an Award in PeopleSoft

To add the PRA35 E-Verify Award Term to an Award Profile in PeopleSoft, navigate to:



Grants Tile > Awards Folder > Terms Tab:

Financials UM Grants

Proposals

Awards

Award Profile

Award Inquiry

Project

Award ID 00000000009119

Reference Award Number HHSP23320100015YC Federal Award Identification Number

Title Head Start Training & Technical Assistance Center, 4 State Consortium

Long Description

254 characters remaining

Award PI Emanuel,Bess R Reporting Role

Search or type in PRA35 in the Terms & Conditions field and save. You may click the Copy terms to all projects button if applicable, this will apply the same term to all projects associated with this award profile if there is more than one.

Financials UM Grants

Proposals

Awards

Award Profile

Award Inquiry

Project

Project Activity

Project Team

Project Status

Project Budgets

Project Control Chartfields

Award ID 00000000009119 Award Title Head Start Training & Technical Assistance Center, 4 State Consortium

Reference Award Number HHSP23320100015YC

Award PI Emanuel,Bess R Primary Project PI Emanuel,Bess R Copy terms to all projects on save

Details

Project 57100000016317 Head Start Training & Technica Project PI Emanuel,Bess R

Detail

*Terms & Conditions PRA35

Description Contract requires e-verification of all employees

Explanation

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

Save Return to Search Previous in List Next in List Notify Refresh

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words