



USE OF E-VERIFY TO DOCUMENT EMPLOYMENT ELIGIBILITY

Scope: PY0naC2ampus -3((s)3()T)siced by Los)3uirecity (LSU) Office of Accounting Services.

Effective: September 8, 2009.

Purpose: E-Verify is an internet based system used to confirm United States employment authorization that is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). Federal contractors and subcontractors are required to use the E-Verify process for employees, regardless of citizenship, who are assigned to a federal contract that includes the Federal Acquisition Regulation (FAR) E-Verify clause, is greater than \$100,000 in value, and longer than 120 days in duration. For higher education institutions, only new hires and existing employees actually assigned to a federal contract meeting E-Verify criteria must be verified. A detailed description of the E-Verify system can be found in the E-Verify User Manual located at www.dhs.gov/E-Verify. The required notice indicating LSU's participation in the E-Verify program and the Right to Work Poster issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices must be posted by each HRM Office in both English and Spanish.

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The E-Verify system determines case results based on information compared with SSA and DHS databases. If the information matches, a result is received immediately. If t

