

Q. What is E-Verify?

A. A federal web-based employment authorization verification system and a supplement to the I-9 employment eligibility verification.

Q. Why did Northeastern enroll?

A. The University became an E-Verify employer in order to qualify for contracts and grants with agencies and states that require E-Verify enrollment.

Q. What was the date of enrollment?

A. Northeastern enrolled in E-Verify on February 23, 2009.

Q. Who needs to be e-verified?

A. All new hires on or after February 23, 2009, including full and part-time employees as well as student employees.

Q. Who can process an e-verification?

A. The University has designated Program Administrators and General Users to perform this function.

Q. When do I need to initiate the E-Verify process?

A. E-Verify must be initiated within 3 business days of the employee's start date.

Example: Employee's appointment letter start date is May 1st, but the employee does not start teaching until May 8th, the employee's start date is May 1st. May 1st is when the University considers he/she to be an employee.

Q. What if I make a mistake when initiating an inquiry?

A. You can correct information prior to resolving the case. Once resolved, electronic corrections cannot be made and any correction must be documented by hand on the case details printout. If you have any questions, you can contact a program administrator in your area.

Q. What if I have technical issues with the E-Verify website?

A. You may contact the DHS Verification Information System Help Desk at 1-800-741-5023.

Q. What if I need to reset my E-Verify login password?

A. You will need to contact a Program Administrator in your area.

Q. What if I want to learn more about I-9 and E-Verify?

A. Once logged in to the e-verify system, there is an online resources tab which has helpful information.

Q. Is training offered for the I-9 and E-Verify process?

A. Yes, please contact University Counsel or your Human Resources Consultant.

Q. Do I need to make copies of the documents presented by the employee?

A. Yes, attach presented documents to the I-9 form along with the E-Verify case details printout. Also add the E-Verify case number to the I-9 form.

Q. Who should hold onto the documentation once completed?

A. The documentation should be forwarded on to the location where the original I-9 is to be stored.

Q. What if the employee does not have a social security number?

A. This is the one exception to the 3 business day rule. The employee continues to work while waiting for his/her social security number. You should assist the employee in locating the most convenient office. E-Verify should be initiated once the employee is issued a social security number.

Q. Do re-hires need to be e-verified?

A. Yes, e-verify does not distinguish between “new hire” and “re-hire.” If the person you are hiring is not currently an employee of the University, then you must e-verify.

Q. Do we have to do a new I-9 for re-hires?

A. The law allows employers to complete a new I-9 or complete the re-verify section (Section 3) of an existing I-9 form.

Q. What if I hire a current NU employee to work for my department?

A. The law forbids e-verifying current employees. Although he/she may be new to your department, he/she is not a new hire for e-verify purposes.

Q. Do I need to E-Verify a former Northeastern student employee?

A. Yes, if the student has graduated or has completely withdrawn from the University.

Q. How do I know if the prospective new hire is already an NU employee?

A. You can ask the prospective new hire. In addition, all departments should be using an application form that requires work history or a current CV/Resume.

Q. Who do I contact when there is a Temporary Non Confirmation (TNC)?

A. If TNC is from Social Security Administration (SSA), email HR Operations at hrops@neu.edu. If TNC is from Department of Homeland Security (DHS), contact University Counsel for foreign national non-student employees or ISSI for foreign national scholars and student employees.

Q. Can the employee continue working if we receive a TNC?

A. Yes, if the employee is contesting the TNC. If the employee elects not to contest, then the employment must be terminated immediately.

Q. Do I need to follow-up with the employee while the TNC is pending?

A. No, once notified the designated departments (above) will monitor the case.

Q. Do I need to e-verify consultants or independent contractors?

A. No, both the I-9 process and E-Verify only apply to University employees.

Please note: Written agreements for consultants/independent contractors are required and must be reviewed by University Counsel in advance.