E-Verify

Visual Step by Step Guide
1. Enter E-Verify Case Details
• Once the Form I-9 is completed you will then need to complete the E-Verify.

• Review and (if necessary) edit the case details from the Forms I-9.

• Once the information is correct click “Verify and Submit to E-Verify”.

![E-Verify: Preview and Verify Case Details](image)
2. Initial Results
One of three results will be given:

- Employment Authorized,
- SSA/DHS Tentative Nonconfirmation, or
- DHS/SSA Verification in Process

<table>
<thead>
<tr>
<th>Employment Authorized</th>
<th>SSA/DHS Tentative Nonconfirmation</th>
<th>DHS/SSA Verification in Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee is authorized to work.</td>
<td>There is an information mismatch.</td>
<td>DHS/SSA will usually update the case status within 24 hours with either:</td>
</tr>
</tbody>
</table>

Employment Authorized

Or

DHS Tentative Nonconfirmation
3. Employment Authorized
If you get the “Employment Authorized” response this means that the information provided on the Form I-9 matches the information found in the DHS and SSA databases.

~98% of all employees are automatically confirmed as authorized to work either instantly or within 24 hours.
1. Select Employment Status

- Yes, employee is still employed
- No, employee is no longer employed.

- Provide the termination date.
2. Provide Closure Details

- The employee continues to work for the employer after receiving an Employment Authorized result.
  - OR -
- The case is invalid because another case with the same data already exists.
  - OR -
- The case is invalid because the data is incorrect.
3. Case Closed

- Click “Exit E-Verify”
4. Tentative Nonconfirmation (TNC)
A DHS Tentative Nonconfirmation (TNC) is issued when the information provided on the Form I-9 does not match the information in the DHS or SSA databases. When this happens this must be reviewed with the employee (in private) as soon as possible.
Important: Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee based on the employee’s decision to contest the TNC or while the case is still pending with the SSA or DHS.

Once the TNC comes back you have three options.

1. Click “Continue” to begin the TNC Process.

2. Click “Close Case” if you created the case in error or no longer need to continue with the verification.

3. Click “Exit E-Verify” to return to the Employee Profile and return to this stage at a later time.
TNC Process:

1. Review the Further Action Notice and print the notice (available languages: English and Spanish).

2. Click the box acknowledging that the employee has reviewed the Further Action Notice.

3. If signing electronically, indicate whether or not the employee intends to contest the TNC by selecting the appropriate radio button under the employee signature.

4. Click the box to designate the employer signature if the notice will be signed electronically.

5. If the employee chooses to contest, click the box to Refer Case.
Referral Process:

1. Print the SSA Referral Date Confirmation Letter by clicking on the Print Notice button (available languages in Spanish and English).

2. Provide the SSA (or DHS) Referral Date Confirmation Letter to the employee who has contested this SSA (or DHS) TNC.

3. Inform the employee that he or she has until the date indicated on the Referral Date Confirmation Letter to contact SSA (or DHS).

4. Check back here periodically for case status updates. E-Verify will let you know the date that they will update the case by.

5. Click “Close Case” if you have created the case in error.

6. Click “Exit E-Verify” to Continue.

Important: Employees that choose to contest a TNC have **eight** federal government work days to visit an SSA or contact DHS. After the employee contacts the appropriate agency, in general SSA has **10** federal government work days to update the case result in E-Verify while DHS will typically update the case result in **eight** federal government work days.
Final Results:

- The SSA or DHS will report one of four final case results: Employment Authorized, DHS or SSA Final Nonconfirmation, DHS No Show, or Error: Close Case and Resubmit.

Results defined:

- **Employment Authorized**: Employee’s information matched DHS and/or SSA records.
- **DHS or SSA Final Nonconfirmation**: E-Verify cannot verify an employee’s employment eligibility after the employee has visited SSA or contacted DHS. On hold, SSN does not match with SSA, eventually will go to authorized to work.
- **DHS No Show**: Employee did not contact DHS within the required eight federal government workdays.
- **Error: Close Case and Resubmit**: The case cannot continue because the expiration date entered for the employee’s U.S. Passport, Passport Card or driver’s license is incorrect. This case must be resubmitted in E-Verify.
Questions???

https://uhr.umd.edu/i9