**E-Verify**

**Policies**
None

**Forms**
None

**Overview**
Employment Eligibility Verification (E-Verify) is required by the United States federal government under [Federal Acquisition Regulation (FAR) Subpart 22.18](https://www.acquisio.com). E-Verify is an Internet-based system used to electronically verify the employment eligibility of employees working under federal contracts. Federal agencies, through contract language, require the use of E-Verify to confirm the employment eligibility of all new and existing personnel hired to work on a federal contract within the United States. The use of E-Verify is required if the University enters into a federal agreement that (1) is defined as a contract, (2) is awarded on or after September 8, 2009, (3) has a period of performance greater than 120 days, (4) has a value of more than $100,000, and (5) is for work performed in the United States. E-Verify is also required if the University is a subcontractor on a federal contract that (1) contains the E-Verify language, (2) is for commercial, noncommercial, or construction services, (3) has a value of more than $3,000 and (4) is for work performed in the United States. In addition, E-Verify may be required in a non-contract agreement, federal or non-federal, if the provision exists. If an agreement is accepted that either meets the requirements set out above or contains an E-Verify clause, the procedure outlined below is followed to ensure compliance.

**Risk**
If not compliant, the University could become ineligible to receive federal contracts and/or lose current contracts.

**Procedure**
**OSPA Senior Grants and Contracts Administrator (SGCA)** – The SGCA utilizes the E-Verify attribute in the PeopleSoft Grants Module when applicable. The SGCA notifies the Principal Investigator (PI) if E-Verify applies to an agreement by including the following language in the Grant Award Summary email:

> This award is subject to the E-Verify requirement under federal law. The University must complete the process to E-Verify anyone being paid under this project. Human Resources will contact anyone being paid from your project that has not been E-Verified.

**Principal Investigator** – Once the above notification is received, the PI notifies all personnel working on the project for which E-Verify is required.

**OSPA Compliance Team** – The OSPA Compliance Team prepares a monthly report to identify all personnel being paid from an award for the first time. This report is sent to Human Resources (HR) to determine E-Verification status. If any personnel have not been E-Verified, HR will contact the employee to obtain the required additional forms. Once these individuals are E-Verified, HR will forward the case number to OSPA.
Responsibilities
Below is an outline of responsibilities as they relate to this procedure.

Office of Sponsored Programs Administration:
- Ensures that the PeopleSoft Grants Module E-Verify attribute is utilized appropriately.
- Monitors the E-Verify status of all personnel working on applicable sponsored projects.
- Communicates with HR regarding personnel that need to be E-Verified.

Principal Investigator:
- Notifies personnel of E-Verification requirements.
- Ensures required personnel are E-Verified.
- Bears responsibility for all programmatic and financial aspects of an award.

Need Help?
If you have questions or comments related to this procedure, send an email to the OSPA Compliance Team (tigerteam@missouri.edu) or call the OSPA Administrative Team (573-882-7560).

Related Topics
None

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