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](#). 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, contact OSPA at muresearchospa@missouri.edu or at (573)-882-7560.

Related Topics

None

Creation Date

07/24/2012

Latest Revision Date

10/20/2014

Office of Sponsored Programs Administration
115 Business Loop 70W | Columbia, MO 65211-0001
573-882-7560 | grantsdc@missouri.edu

Sponsored Programs
Administration
University of Missouri