

---

April **28**  
- 2010 -

---

For Immediate  
Release

## **E-Verify Update**

### ***UIC Enrolls in E-Verify***

The purpose of this email is to provide an update on the University's implementation of E-Verify. This message will also be of interest to hiring managers and personnel with employment responsibilities; please forward to the appropriate individual(s) within your unit.

Over the last several months, you received a number of messages about the University's participation in E-Verify, an Internet-based system that electronically verifies employees' authorization to work in the United States. Mandatory participation in E-Verify is contingent upon the receipt of a federal contract that includes the E-Verify clause. In March, a qualifying contract was received, and on April 15, 2010, the University enrolled in E-Verify for the Chicago campus. Only the University can enroll in E-Verify; units CAN NOT enroll in E-Verify.

The University will take advantage of a "Higher Education" implementation option allowed by the federal government. This option requires E-Verify for only those employees assigned to work on the federal contract(s) that contain the E-Verify clause. This includes current employees assigned to a qualifying contract, transfers onto the contract, and new hires to the contract. Initially, this will impact only a small number of employees.

As E-Verify qualifying contracts are executed, your Campus Human Resources office will contact you should any of your employees need to be E-Verified. \*\*Campus Human Resources will process all E-Verify queries for all employees requiring employment verification via the E-Verify system. Units WILL NOT access the E-Verify system.\*\*

Although units will not be directly involved in E-Verify processing, the E-Verify notices described on page 2 must be posted in your department/unit by **April 30, 2010**. Please take IMMEDIATE ACTION to ensure the postings are displayed in the required timeframe.

*(Continued on page 2)*



# E-Verify Update *(continued)*

## REQUIRED E-VERIFY POSTERS

The UIC's enrollment in E-Verify requires all departments/units to post both the English **and** Spanish versions of the following notices. As with other required employment posters, they should be posted in a conspicuous place where employees can readily observe them. **THESE FOUR NOTICES MUST BE POSTED BY April 30, 2010** in all departments/units across the University, regardless of whether support is provided by a federal contract.

- Notice of Enrollment in E-Verify (English Version):  
<https://e-verify.uscis.gov/emp/media/resourcesContents/EverifyPosterEnglish.pdf>
- Notice of Enrollment in E-Verify (Spanish Version):  
<https://e-verify.uscis.gov/emp/media/resourcesContents/EverifyPosterSpanish.pdf>
- Right to Work Poster (English Version):  
<http://www.uscis.gov/files/nativedocuments/OSC%20Right%20to%20Work%20Poster%20-%20English.pdf>
- Right to Work Poster (Spanish Version):  
<https://e-verify.uscis.gov/emp/media/resourcesContents/WebBPPOSTERRtoWSpanishversion.pdf>

Because email forwarding may break the long links above, you can also find the posters by visiting the "Required Posters" page of the UHR website at <https://hr.uillinois.edu/PolicyCompliance/Legislation/Posters.cfm>. Please take this opportunity to confirm that all posters found on this web page are prominently displayed.

## QUESTIONS

For further information about E-Verify, please visit <https://hr.uillinois.edu/PolicyCompliance/Toolkit/GuidanceRes/EmploymentEligibility.cfm>. If you have additional questions, please contact your Campus HR office as listed below.

### CAMPUS HUMAN RESOURCES:

[everify@listserv.uic.edu](mailto:everify@listserv.uic.edu) or 312-996-3581

### FACULTY AFFAIRS HR:

[everify@listserv.uic.edu](mailto:everify@listserv.uic.edu) or 312-355-2412

### UIC STUDENT EMPLOYMENT:

[studentjobs@uic.edu](mailto:studentjobs@uic.edu) or 312-996-3130

### UNIVERSITY ADMINISTRATION:

Employee Relations and Human Resources (ER/HR) at  
[erhr@uillinois.edu](mailto:erhr@uillinois.edu) or (217)333-2600

