

## UT Space Institute E-VERIFY Procedures:

Effective September 8, 2009, E-Verify is **required** for prime federal contracts that contain the Federal Acquisition Regulation (FAR) clause number **52.222-54**, have a period of performance longer than 120 days, and have a value above the simplified acquisition threshold (\$100,000). The rule covers subcontractors if a prime contract includes the clause. For **subcontractors** that flow from those prime contracts, the rule extends the E-Verify requirement to subcontracts for services or for construction with a value over \$3,000.

1. The UTSI **Research Officer** will review all federal contracts and federal flow-down subcontracts for the FAR clause: **52.222-54**.
2. When the UTSI **Research Office** has identified a federal contract as having a FAR clause, they will immediately notify the UTSI **Budget & Finance Office** and the UTSI **Human Resources Officer (HRO)** of this finding.
3. The UTSI **Research Office** will forward the “Acknowledgement and Acceptance” of E-Verify compliance regulations form to the principal investigator (PI) for acknowledgement and acceptance. The PI will sign the form (see link below) indicating they are responsible for compliance and return it to the Research Office. (The research office will send a signed copy to Budget & Finance and Human Resources).
4. The UTSI **Research Office** will enter the WBS element associated with the contract into the new Financial IRIS table of the WBS elements requiring e-verification of employees. (A list of the employees, new and current employees, who will be working on this contract as reflected by the WBS element, will be sent to the **Budget & Finance Office** and **Human Resources Office**).
5. UTSI **Human Resources Office** will E-Verify the employees and will enter in IRIS the appropriate E-Verify date and status:
  - Employment Authorized
  - DHS Verification in Process
  - SSA Tentative Non-confirmation
6. For employees returned with a “DHS verification in process” or “SSA tentative non-confirmation” status, the UTSI **Human Resources Office** will notify the department and continue the E-Verification process.
7. In conclusion, the UTSI **Human Resources Office** will notify the **Research Office** and **Budget & Finance Office** as to whether the employee(s) are cleared OR not to continue work on the referenced contract.

### **FORM:**

[PI Acknowledgement and Acceptance of E-Verify Compliance Form](#)

### **Additional Information:**

[Department of Homeland Security E-Verify Information](#)

03/04/11