

## **E-Verify Exception Process**

Employment eligibility forms (I-9) must be completed within three business days of hire for all new employees. At times, employees may be unable to fully complete Section One of the I-9 due to the absence of a social security number. In these cases, an exception may be requested through OSU Human Resources to suspend the requirement of initiating E-Verify within three business days of hire. Exceptions will be made only in two cases:

1. When the employee has filed with Social Security Administration and is in process for appropriate documentation. Proof of application must be supplied.
2. When the employee is delayed in filing with Social Security Administration due to immigration law. This may occur when the employee must have a letter of offer in order to file with the Social Security Administration or when the employee is required to file after a number of days have lapsed since their entry into the country.

If you encounter an instance that falls outside of these examples, please contact OSU Human Resources immediately.

### **PROCESS**

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1. Employee and E-Verify User will complete the I-9 form with the exception of the Social Security Number field.
2. The E-Verify User will complete OSU New Employee Payroll Sign-Up Check List with the exception of attaching a copy of the employee's social security card, numident or abbreviated numident.
3. The E-Verify User will initiate an exception request through the Key User using the attached template. Once completed, this document should be signed by the E-Verify User and Key User and attached to the I-9. The Payroll Sign-Up Packet should then be submitted to OSU Human Resources. Once received, the employee will be established on HRS, as appropriate.
4. As indicated, it is the E-Verify User's responsibility to follow-up with the employee regarding the employee's application and receipt of a social security number. The employee is expected to provide documentation from the Social Security Administration in a timely manner. This should generally take no more than 30 days and, in no case, should it cross calendar years.
5. Once the employee has provided the E-Verify User with a copy of the social security card or numident, the E-Verify User will initiate the E-Verify system. Upon initiation of E-Verify, the E-Verify User will submit a copy of the Case Details page to OSU Human Resources where it will be attached to the correct I-9 form. If a tentative nonconfirmation or "in process" message is received, the E-Verify User will follow normal E-Verify procedures to resolve the case.

**For assistance, please contact OSU Human Resources at 405.744.7401.**

## E-VERIFY EXCEPTION REQUEST

E-Verify User and/or Key User complete following document and attach to employee's I-9 form as part of the Payroll Sign-Up Packet. Payroll Sign-Up Packet is submitted to OSU Human Resources at 106 Whitehurst for appropriate processing. For assistance, please contact OSU Human Resources at 405.744.7401.

### EMPLOYEE INFORMATION (Please Print)

Name \_\_\_\_\_ Position/Position # \_\_\_\_\_

Department \_\_\_\_\_ Campus Address \_\_\_\_\_

### REASON FOR EXCEPTION REQUEST

\_\_\_\_\_  
\_\_\_\_\_

### DATE EMPLOYEE IS EXPECTED TO RETURN APPROPRIATE DOCUMENTATION:

DATE: \_\_\_\_\_

If unknown, please specify when the employee applied for documentation: \_\_\_\_\_

### E-VERIFY EXCEPTION AGREEMENT

E-Verify requires that all new hires be verified through the on-line system within three days of hire. This verification uses information contained within the I-9 form. This process has temporarily been suspended due to the above-mentioned employee's lack of a social security number. \_\_\_\_\_ (name) has been verbally notified of the requirement that he/she supply a valid social security number for payroll reporting purposes. The employee has been notified of that it is his/her responsibility to supply this information in a timely basis. The employee understands that if he/she fails to provide such documentation, termination of employment may result.

I agree to follow-up with the employee on a weekly basis to ascertain his/her status. Once this documentation is provided, I will initiate the verification process on E-Verify. I will forward a copy of the Case Details to the attention of OSU Human Resources where it will be attached to the appropriate I-9. If the employee is unable to furnish appropriate documentation within 30 days from \_\_\_\_\_ (date of notice), I will immediately contact OSU Human Resources for further information.

I have read and understand the statement above and agree to comply with the procedures contained in this agreement. I have read and agree with the E-Verify Memorandum of Understanding. I understand failure to comply can result in disciplinary action, including termination.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Signature of E-Verify User                      Date**

E-Mail Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Campus Wide ID \_\_\_\_\_ Fax Number \_\_\_\_\_

*I have reviewed the above exception request and have determined that it meets the exception requirements as indicated in the attached procedures. I assume responsibility to ensure timely submission of appropriate documentation to OSU Human Resources.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Signature of Key User                      Date**

State ID: \_\_\_\_\_ (HR Use Only)

