

## State ID Number Process

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Employment eligibility forms (I-9) must be completed within three business days of hire for all new employees (includes: faculty, staff, temporary workers, and student/graduate student 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.

In these cases, OSU Human Resources staff will assign a State ID number as provided by the Office of State Finance. The assigned State ID number will then be used to generate the employee's CWID.

The E-Verify user who completed the E-Verify Exception Request is required to maintain contact with the employee and determine his/her status in obtaining a valid social security number on a weekly basis. The employee is required to provide a copy of the receipt provided by the Social Security Administration to the user. This document should be attached to the E-Verify Exception request kept in the employee's departmental personnel file as appropriate. If the process exceeds 30 days, the user will contact OSU Human Resources staff with information regarding the status of the employee. OSU Human Resources staff will share appropriate information with Payroll Services.

Once the employee provides his/her new social security number, the user will immediately contact OSU Human Resources. OSU Human Resources will submit a copy of the employee's I-9 form to the user. He/she will then complete the E-Verify process for the employee. This process should be initiated immediately upon receipt of the I-9 copy. All appropriate documentation, including the I-9 form copy, social security card, Case Details page and follow-up E-Verify Documentation (i.e. tentative non-confirmation notice(s), referral forms, etc.) will be submitted by the user to the attention of OSU Human Resources.

Once this information has been received by OSU Human Resources, a new CWID will be populated and the information will be forwarded to IRIM, HRIM, IT, ES and Payroll Services to ensure appropriate processes are merged. Once the new CWID is populated, OSU Human Resources staff will notify the user of the new CWID. He/she will notify the employee of this number, in turn.