ERSO Documentation Memorandum

The purpose of the ERSO documentation memorandum is to officially record decisions, interpretations or clarifications made at the executive level that will have broad impact on operations within ERSO. Such documentation is to guide future action in order that ERSO operations are consistent across and within teams. Memorandums are assigned an alpha-numeric identifier in sequence based on Key Unit as follows: Executive Office (EO), Human Resources (HR), Payroll (PR), Information Technology (IT), Purchasing Services (PS), Reimbursement Services (RS) and Research Administration (RA).

Date: October 21, 2011
Subject: E - Verify
Key Unit: Research Administration
Identifier: RA - 6
Guidance on Federal Contracts with E-Verify Clause

Background Information:

Effective September 8, 2009, Executive Order 13465 was amended to require certain federal contractors to include a clause in new or revised federal contracts/grants requiring use of the E-Verify electronic employment verification system to verify the employment status of new hires and all current employees assigned to the contract. This new law applies to institutions of higher education, including the University of California. E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA), that verifies whether an individual is eligible to work in the United States.

The process will require UC to verify the work status of qualifying new and existing employees hired after November 6, 1986, who work directly on a federal contract and subcontract by using the E-Verify system. In short, UC is required to participate in E-Verify for any federal contract or subcontract awarded to UCB that contains the E-Verify clause. To be compliant, UC must E-Verify current employees that are assigned to the federal contract/subcontract within 30 days and each new hire within 3 days.

University of California E-Verify Guidelines
http://policy.ucop.edu/doc/4010394/PPSM-21
http://hr.berkeley.edu/hr-network/personnel-resources/records/e-verify

Guidance for the RSOs:

While most of the E-verify notification and compliance procedures in ERSO reside with ERSO HR staff, the purpose of this communication is to remind you of your role, as the RSO, in the E-Verify process flow and procedures in ERSO:

- Label chartstring in ERSO intranet with E-verify nickname upon receiving SPO award notice on federal contracts with E-Verifying clause. This will alert you of the necessary E-verify action upon faculty assigning e-verify chartstring for new graduate student appointment via the GSR Appointment Request System;

- Check the check box on Earning Distribution Change Form whenever an E-Verify chartstring is to be used for any employee's funding change. This will trigger necessary E-Verify action by ERSO HR;

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For E-Verify contracts, retroactive payroll expense transfer request is prohibited for employees that have not been E-Verified. Please review the E-verify record spreadsheet on the Share Drive or consult your Team Lead on a case by case basis before proceeding.