

E-Verify Glossary Terms and Miscellaneous Guidelines

Note: The materials contained here are provided solely to assist state agencies with the initial start up of E-Verify and will not be frequently and regularly maintained. For accurate and up to date information on E-Verify, visit the USCIS website at www.dhs.gov/E-Verify which is updated regularly. SSA = Social Security Administration DHS = Dept. of Homeland Security

E-Verify Users and System Access Methods

There are several levels of users in E-Verify. Each level has certain access rights and responsibilities within the system and at your agency. Before you establish and assign individuals as Users, it is important to understand the entire process for E-Verify. The various E-Verify User Types are as follows:

- **Corporate Administrator**

One of the E-Verify access method and the user type that corresponds to companies enrolled as a Corporate Administrator. This user type can only view reports for all of the company locations affiliated with the corporate account. They may also update user profiles for all users within the company.

- **General or Employer Users**

This user type creates cases, views reports, and can update his or her user profile.

- **Program Administrator**

This user type creates user accounts at his or her site. He or she can view reports, create cases, update account information, and unlock user accounts.

- **Point of Contact**

Someone in your Agency who can serve as a point of contact on E-Verify issues. This person may or may not be one of the three user types. This individual may be contacted by the Social Security Administration, the USCIS, and/or the DHRM regarding E-Verify matters.

- **Designated Agent or Employer Agent**

A company or individual hired by your agency to conduct the E-verify process for all new-hires.

E-Verify Verification Process:

Case

Each new hire entry that you submit into E-Verify is considered a unique and separate case which is also identified by a unique "Case Verification Number" that must either be written on the employee's I-9 Form or a print screen document may be attached to the I-9 Form and kept on file.

Case in Continuance

This response is given if SSA or DHS needs more than 10 federal government workdays to resolve a case. The employee continues to work until a definitive answer is provided in E-Verify from SSA or DHS.

Case Verification Number

A unique number assigned to each employee that is created when an employer submits an initial verification. Employers participating in E-Verify are required to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

Close Case

The step in the verification process when either a final result has been provided or the user no longer needs to continue the verification and the case is ready to be closed.

DHS Verification in Process

The response given if the employee's information matches SSA records but SSA does not have employment authorization information for the noncitizen employee. E-Verify automatically forwards the case to DHS for verification of employment authorization. DHS responds to most of these cases within 24 hours, but has up to 3 federal government workdays to respond. Employers should check E-Verify periodically for a response.

Employment Authorized

The result received in E-Verify when the information entered into for an employee matches with SSA or DHS records. This result indicates employment authorization has been verified.

Final Non-confirmation

If an employee's employment authorization cannot be verified, an employer will receive a Final Non-confirmation response from SSA or DHS. An employer receiving a Final Non-confirmation response may terminate the employment of the employee and will not be civilly or criminally liable under any law for the termination, as long as the action was taken in good faith reliance on the information provided through E-Verify.

Hire Date

The date you enter into the hire date field in E-Verify is usually the date the employee began work for pay. This is the date that the employer entered into the Section 2 Certification on Form I-9. An E-Verify case must be initiated no later than the end of three (3) business days after the employee begins work for pay. However, the E-Verify case may be submitted before the employee begins work for pay as long as the employee has accepted an offer of employment and Form I-9 is complete. In these situations, the date you should enter into the hire date field in E-Verify is the date you submit the case in E-Verify.

Initial Case Result

The results displayed in E-Verify once an employee's information has been submitted as part of a verification case.

Interim Case Status

Certain initial E-Verify results that require additional action before E-Verify can provide a final case result.

NAICS

North American Industry Classification System used to identify the type of industry.

Most State Government agencies = 921. Other Government services may be identified as follows:

Executive Offices = 92111	Police = 92212
Public Finance = 92113	Correctional Institutions = 92214
Legislative = 92112	Fire Protection = 92216
Environmental Quality = 924	Other Justice, Public Order and Safety = 92219
Conservation Programs = 92412	Human Resources (Social Services) = 92313
Transportation Agencies = 92610	Veterans Affairs = 93314
Agriculture Regulatory/Marketing = 92614	

No Show

A response received when the employee did not contact DHS to resolve his or her case and 10 federal government workdays have passed since the date of referral. The DHS No Show result is considered a Final Non-confirmation.

Notice to Employee of Tentative Non-confirmation

This is a computer generated notice given to an employee after a Tentative Non-confirmation interim case result has been received from SSA or DHS. If an employee contests the Tentative Non-confirmation, he or she must contact or visit the appropriate agency within 8 Federal government work days to initiate resolution of his or her E-Verify case.

Photo Matching

During the verification case, employers match the photos on certain documents provided by employees when completing Form I-9 with the photo that appears in E-Verify. Photo matching is triggered only when an employee has provided a US Passport or Passport Card, Permanent Resident Card ("Green Card" (Form I-551)) or an Employment Authorization Document (Form I-766) as his or her Form I-9 document.

Photo Match

The photo on the employee's document matches the photo supplied by E-Verify. The photo transmitted by E-Verify should be the same (identical) photo that appears on an employee's DHS-issued document. Employers should be able to determine whether or not the photos match.

Photo Mismatch

The photo on the employee's document does not match the photo supplied by E-Verify. The photo transmitted by E-Verify should be the same (identical) photo that appears on an employee's DHS-issued document. If the employer determines that it does not match, a DHS Tentative Non-confirmation (TNC) is issued and the employee is given the opportunity to contest.

Pre-Screening

Creating a case in E-Verify before a job offer has been accepted and Form I-9 is complete.

Referral Letter

An employee that has chosen to contest an SSA or DHS Tentative Non-confirmation result is provided with the appropriate agency Referral Letter instructing him or her to contact or visit the government within eight federal government workdays from the date of referral to initiate the resolution of their E-Verify case.

Request Name Review

In some cases E-Verify returns a case result of 'Employment Authorized,' but the name shown as authorized does not match exactly the name you entered in E-Verify from the employee's Form I-9. This can happen because of name variations in DHS records. If the names do not match, the case must be sent to DHS for review. Taking this step ensures that the record associated with the 'Employment Authorized' case result belongs to the employee whose information entered in E-Verify.

Review and Update Employee Data

In some instances, a case status of 'Review and Update Employee Data' may occur. This means that SSA found a discrepancy in the information it received in the E-Verify referral. This may occur because of typographical errors and/or incorrect information on Form I-9. The Form I-9 will need to be reviewed with the employee, the information corrected as applicable, and then the case can be resubmitted.

SSA Referral

After an employee is advised of a Tentative Non-confirmation and has signed the Notice to Employee of Tentative Non-confirmation, the employee is referred to Social Security Administration to resolve the TNC.

Tentative Non-confirmation (TNC)

The employee information was compared to government records and could not be verified. This does not mean that the employee is not authorized to work, or that the information provided was incorrect. The employee must contact or visit either SSA or DHS to resolve the discrepancy and continue employment.