



## GT E-Verify Solution

### Seamless integration with the GT Paperless I-9

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# The Challenge: Integrating E-Verify with the GT Paperless I-9

E-Verify, an Internet-based system operated by USCIS in partnership with SSA, is currently free to employers and available in all 50 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands. E-Verify electronically compares information entered on the Employment Eligibility Verification, Form I-9, with records contained in SSA and Department of Homeland Security (DHS) databases to help employers verify the identity and employment eligibility of newly hired employees.

USCIS offers an employer web service access method for employers who wish to electronically interface data with the E-Verify system rather than directly entering data into the E-Verify system. Customer Processing System (CPS), a subsystem of the Verification Information System (VIS), may be used by an employer software application via the Internet to process employment verification queries for employers.

The CPS Employer Web Service supports the tasks listed below.

- **Initial Verifications**
- **SSA Referrals**
- **SSA Resubmissions**
- **Requests for Additional Verifications**
- **Retrieval of Additional Verification Responses**
- **Initiate DHS Referrals**
- **Retrieval of DHS Referral Responses**
- **Case Closures**

Currently, E-Verify is a voluntary federal program. However, there are several states which require organizations to use E-Verify for each employee hired. There is yet to be enacted legislation that will require all federal contact and grant recipients to use E-Verify. Even without state or federal requirements, some organizations desire to use E-Verify to ensure they are compliant with immigration rules.

The challenge for GT was to make I-9 verification one seamless business process for the user. We have met this challenge with our E-Verify integration solution. The GT process begins with the GT Paperless I9™ which enforces compliance with governing regulations. Next, the E-Verify integration extracts the required data, formatting it to CPS standards, and submits the transaction to CPS, ensuring quick and accurate processing. The response is then logged in one, easy to access log.

## Barriers to Using E-Verify

What makes it so hard for organizations to use E-Verify? There are several key concerns:

## Compliance

Concerns about compliance are paramount in using E-Verify. The regulations require that if E-Verify is used by an organization, then all new hires must be processed using E-Verify. Organizations risk non-compliance including punitive fines and other business-disrupting consequences if all new hires are not processed in a timely manner.

## Confidentiality

Since E-Verify involves collecting and using an individual's personal information, it is the organization's responsibility to ensure that this information is safeguarded, and used only for the purposes outlined in the Memorandum of Understanding (MOU) of the E-Verify Program administrators. As a result, the organization is required to take steps to protect personal information and comply with the appropriate regulations.

- **Allow only authorized employees to use E-Verify**, handle information and perform verification queries.
- **Secure access to E-Verify**. Protect the password used to access E-Verify and ensure that unauthorized users do not gain access to the system.
- **Protect and store individuals' information properly**. Ensure that applicants' information is stored in a safe, secure location and that only authorized individuals have access to this information.

## User Experience

The E-Verify site requires each person using the website to be trained prior to use, making it difficult to decentralize the E-Verify process. The user then needs to log on to the E-Verify site and reenter the data from the I-9 form into the E-Verify system. This redundant data entry is time consuming and is at risk for error.

Organizations that want to use the CPS subsystem to send data directly to the E-Verify system rather than logging into the E-Verify system face additional concerns:

## Availability of Data

The CPS subsystem requires specific data fields to be sent in the web call to perform each of the supported employment verification transactions. Therefore, the I-9 data needs to be in a database that the web service can access.

## Certification of Interface

For each of the supported transactions, the required data fields must be sent in the format specified in the CPS Interface Control Document. Each organization must have their interface certified prior to sending transactions to the production database.

## Additional Manual Steps

Organizations that use the CPS to send transactions still need to use the E-Verify site to manage their transactions. After data is transmitted, the user then must log onto the E-Verify site to verify the results of the CPS transaction, manage referrals and close cases.

## Options for Using the E-Verify System

Organizations are now exploring various options for using the E-Verify system and/or the CPS subsystem, either because of state mandate or they see it as an advantage for their organization in managing the identity verification process. One key feature for many organizations is the ease of use, cost, and time to process transactions. Summarized here are several of those options, including Gideon Taylor's proposed GT E-Verify integrated solution.

### Outsource

Several companies are currently offering outsourcing solutions for E-Verify management and its surrounding business processes. These solutions are typically offered on a per-transaction or estimated transaction load basis, with ongoing costs throughout the use of the service.

#### *Advantages*

- **Reduced need for internal training and decision making**
- **Oversight is vested in an external organization with expertise in the field**
- **Predictable cost**

#### *Costs/ Risks*

- **Per-transaction cost structures may, over time, be more expensive than internal alternatives.**
- **Although the process itself can be outsourced, responsibility for process compliance cannot be; organizations outsourcing the service remain liable for potential noncompliance without having control of the business process.**
- **Some outsourcing options require long-term contracts, while federal E-Verify requirements may shift unpredictably based on legislative or regulatory action.**

### Homegrown

Regulations allow organizations with sufficient IT resources to internally develop the integration with E-Verify.

#### *Advantages*

- **Internal control of compliance-related issues**
- **Ability to customize the solution according to unique business needs and regulatory interpretations**

- **Flexibility in choice of toolset and hardware**

#### *Costs/ Risks*

- **Unpredictable cost and timeline – cost is typically higher to build from scratch**
- **Reliance on internal expertise for legal and regulatory compliance and certification**
- **Dependence on retention of internal “in the know” talent**
- **Documentation of the requirements for integration is limited and evolving**
- **Availability of USCIS resources to assist in resolving issues is limited**

### **USCIS E-Verify - (Non Integrated Solution)**

Organizations can elect to submit their verification using the USCIS E-Verify website to enter the employee verification information and manage their cases.

#### *Advantages*

- **There is no cost to use the website E-Verify website.**
- **The website is compliant and will be updated as regulations change**

#### *Costs/ Risks*

- **Each user must complete the training and pass the certification test to have access to enter and update transactions.**
- **Redundant data entry is time consuming and at risk for error.**
- **Compliance of all new hire transactions being processed through the E-Verify system is based on manual monitoring.**

### **Bolt-on PeopleSoft - GT E-Verify Integration™**

Having set the standard for automating Human Resources processes with its ePAF™ products, Gideon Taylor has developed an eForm-based I-9 solution that is fully reg-compliant and native to PeopleTools – the GT Paperless I-9™. With the addition of the integrated E-Verify product, GT provides a complete I-9 verification solution.

#### *Advantages*

- **GT is offering basic implementation, including the product and consulting, at a fixed price**
- **A solution internal to PeopleSoft can leverage its existing security and identity architecture, default data from the Person data store, and allow data to be easily queried**
- **Gideon Taylor can be expected to continue to develop and maintain the solution**

- **Client has access to code and can modify if necessary to maintain compliance and business fit**
- **Rigorous attention to regulatory compliance ensures a high degree of confidence in the solution**
- **Setup-table-based E-Verify management allows clients to stay current with less technical effort**
- **Maintains a seamless integration from the Paperless I-9 form to the E-Verify verification while providing maximum efficiency and ease of use**
- **Because it is built on the powerful GT eForms workflow framework, it is easy to add workflow notifications and approval routings**

*Costs/ Risks*

- **Administration, training and management of E-Verify processes require in-house resources**
- **Implementation is at cost and requires client cooperation**
- **As with all automation options, the client retains responsibility for I-9 compliance**

# Introducing GT E-Verify Integration

The GT E-Verify integration constitutes a complete solution to the challenge of managing the I-9 verification process. The E-Verify transaction is administered as a seamless part of the GT Paperless I-9 process that is managed within one application.

## Design Philosophy

GT has always focused on pushing the theoretical and practical limits of business process simplicity, efficiency and ease of use. In addition to these priorities, in tackling the design of the I-9, the GT design team identified the need to give preeminence to regulatory compliance and confidentiality/data security, addressing the barriers to the adoption of E-Verify.

## **Compliance and Availability of Data**

The GT paperless I-9 form enforces the rules and regulations ensuring the data fields used by the E-Verify integration to generate transactions are in the correct format for acceptance by the CPS subsystem. All data fields that are needed for each of the supported transactions are available in the GT tables.

## **Certification of Interface**

The GT development team has worked closely with the technical team that built and supports the CPS subsystem to ensure transactions sent meet CPS requirements. The GT interface was recently approved which ensures that the time required for other organizations to certify will be greatly reduced.

## **User Experience – Single, Integrated Solution**

From a user perspective, the entire process starting with creating the I-9, moving to submission to E-Verify, and finally with validation of the I-9 with DHS and SSA is a single transaction. The user receives a response within seconds of form submission. The user interacts with a single, familiar system to complete the entire process with no need to log onto or be trained in another system.

# Walking Through the GT E-Verify Integrated Solution

When the final approver submits the I-9 form, the initial E-Verify system query is made using a web service call. This method allows the GT E-Verify integration to verify the work authorization of all newly hired employees. Employee identification information is passed to this method using 19 input parameters. The employee's "employment eligibility" is returned in an eligibility code output parameter. The eligibility code returned to GT eForms by the E-Verify system indicates whether the employee is authorized for employment, a problem was encountered during the SSA check, or the employment verification request was automatically sent to a DHS Immigration Status Verifier (ISV) for manual resolution (because the online verification was inconclusive).

## E-Verify Logistics

Before the E-Verify integration solution can be implemented, organizations need to meet DHS requirements for using CPS, a subsystem of the Verification Information System (VIS).

DHS requirements include:

- **A Memorandum of Understanding (MOU) must be established** before any testing and data exchange can take place. This represents a valid contract between the customer and the DHS Verification Program.
- **The employer must complete a period of testing** with the VIS contractor on a VIS test system in order to demonstrate to the VIS contractor the employer's interface is working according to specifications. Only after successful testing will the employer provided access to the VIS production system.
- **The employer must designate a Program Administrator** who receives access to the VIS E-Verify application. The Program Administrator must log on and successfully complete the online tutorial before the employer will be allowed to initiate testing on the VIS system.

GT will provide a test script that can be executed by clients to receive the required certification.

## Completing the GT E-Verify Initial Transaction

When the final approver submits the I-9 form, the initial E-Verify system query is made using a web service call. This web service call sends the following fields to the CPS E-Verify subsystem from the I-9 form for initial verification.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment  
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** *(To be completed and signed by employee at the time employment begins.)*

|   |              |                       |                                       |
|---|--------------|-----------------------|---------------------------------------|
| <b>Print Name: Last</b>                 | <b>First</b> | <b>Middle Initial</b> | <b>Maiden Name</b>                    |
| Krantz                                  | Irma         |                       |                                       |
| <b>Address (Street Name and Number)</b> |              | <b>Apt. #</b>         | <b>Date of Birth (month/day/year)</b> |
| 1492 Santa Maria Road                   |              |                       | 11/01/1943                            |
| <b>City</b>                             | <b>State</b> | <b>Zip Code</b>       | <b>Social Security #</b>              |
| Ocean Blue                              | VA Virginia  | 22642                 | 123-45-6788                           |

| Number | I-9 Field         | E-Verify Field | Description   |
|--------|-------------------|----------------|---|
| 1      | N/A               | ClientSftwrVer | Version number of the GT E-Verify system (not displayed in graphic above) |
| 2      | Last              | LastName       | Employee's last name.   |
| 3      | First             | FirstName      | Employee's first name.  |
| 4      | Middle Initial    | MiddleInitial  | The first letter of the middle name of the employee.                      |
| 5      | Maiden Name       | MaidenName     | Employee's maiden name.   |
| 6      | Social Security # | SSNNumber      | Employee's SSN.   |
| 7      | Date of Birth     | BirthDate      | Employee's birth date.  |

**CERTIFICATION -** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 02/04/2009 and that to the best of my knowledge the employee is authorized to work in the United States.

(State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative

Electronically signed 2009-02-04 09:43:33 by  
**Gideon Taylor**  
EmpId KU0007, User ID GTC

Print Name

Gideon Taylor

Title

Director-Finance

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)

University of Florida, Gainesville, Florida

Date (month/day/year)

02/04/2009

| Number | I-9 Field                | E-Verify Field | Description    |
|--------|--------------------------|----------------|----------------|
| 8      | Began employment on date | HireDate       | The hire date. |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions):
- A lawful permanent resident
- An alien authorized to work (Alien # or Admission #) 24688999991  
until (expiration date, if applicable - month/day/year) 12/31/2015

| Number | I-9 Field  | E-Verify Field    | Description   |
|--------|--|-------------------|---|
| 9      | A citizen or national, A lawful permanent resident, An alien | CitizenshipStatus | Employee's declared citizenship flag. Must be one the following values:<br>1 = US Citizen<br>2 = Lawful Permanent Resident<br>3 = Work Authorized |
| 10     | Alien#   | AlienNumber       | The nine position Alien Identification Number (AID)   |
| 11     | Admission#   | I94Number         | This is an alien's admission number. The I-94 number must be zero filled from the left so that it is 11 characters.                               |

**Section 2. Employer Review and Verification.** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).)

| List A                    |  | OR | List B | AND | List C |
|---------------------------|--|----|--------|-----|--------|
| Document title:           | Foreign Passport w/Form I-94 or Form I-94A |    |        |     |        |
| Issuing Authority:        | FPI94                                      |    |        |     |        |
| Foreign Passport #:       | Z123456                                    |    |        |     |        |
| Expiration Date (if any): | 12/31/2010                                 |    |        |     |        |
| I-94 #:                   | 89777786                                   |    |        |     |        |
| Expiration Date (if any): | 12/31/2010                                 |    |        |     |        |

Depending on the documents used for verification, the following fields are sent

| Number | I-9 Field                               | E-Verify Field | Description   |
|--------|---|----------------|---|
| 12     | Document # if document type is passport | PassPortNumber | This field can be between 6 and 12 alphanumeric characters.                             |
| 13     | Document # if Document type is visa     | VisaNumber     | This field is 8 characters.   |
| 14     | List B and C document                   | DocumentID     | This ID describes the document type presented by the Employee.                          |
| 15     | List A,B and C document date            | DocExpDate     | The expiration date of the document in format: YYYY-MM-DD. Must represent a valid date. |

|   |                                    |  |
|---|------------------------------------|--|
| Signature of Employer or Authorized Representative<br><br>Electronically signed 2009-02-04 12:25:45 by<br><b>Gideon Taylor</b><br>EmplID KU0007, User ID GTC | <b>Print Name</b><br>Gideon Taylor | <b>Title</b><br>Director-Finance           |
| <b>Business or Organization Name and Address</b> (Street Name and Number, City, State, Zip Code)<br>University of Florida, Gainesville, Florida   |                                    | <b>Date (month/day/year)</b><br>02/04/2009 |

| Number | I-9 Field  | E-Verify Field     | Description                                     |
|--------|--|--------------------|---|
| 16     | Signature of Employer or Authorized Representative | SubmittingOfficial | Person in authority who is submitting the case. |
| 17     | (not shown)  | SubmittersPhoneNbr | The phone number for submitting official.       |

Once the web service call completes, DHS sends a status response which is logged to the Employee's I-9 record in the GT table.

The screenshot shows a web interface titled "Create an I-9 Form" with a sub-header "Step 4 of 4: Form Finalized". It indicates that the I-9 form has been successfully completed. The user is identified as Gideon Taylor. Personal information for Irma Krantz is displayed, including her name, employee ID (0050), and eForm ID (2709). The form status is "AUTHORIZED". The E-Verify system has returned a "Case Number" (2009062135559BF) and a "Status" (SSA EMPLOYMENT AUTHORIZED). A "Resolve Case" link is provided. Navigation links include "Print I-9 Form", "Go To Worklist", "View This Form", and "Close This Form".

① Case Number – this is the reference number for the verification transaction.

② Status - based on the information sent, the E-Verify system will respond with one of the following statuses:

- **SSA EMPLOYMENT AUTHORIZED:** This response indicates that employment eligibility is authorized and the case needs to be closed.
- **SSA TENTATIVE NONCONFIRMATION (SSA TNC):** This response indicates that the employee's Social Security information could not be verified. The employee must be notified of the TNC response and referred to SSA if he or she wishes to contest the SSA TNC. See Section 3.2.6 for how to refer the employee to SSA to resolve a TNC by using E-Verify's electronic process along with the required written notice.
- **DHS VERIFICATION IN PROCESS:** This response indicates that the non-citizen's information provided to SSA matches the information contained in SSA records, but did not match DHS records. The case is then automatically referred to DHS for further verification. Employers do not need to take any action at this point. DHS will respond to most of these cases within 24 hours, although some responses may take up to 3 federal working days. An Employer representative should check the system daily for a response.

Based on statistics from DHS, "SSA Employment Authorized" response will be returned for 94% of the transactions submitted. For the remaining 6% of transactions that are not initially authorized, the GT E-Verify integration™ solution provides functionality to help manage the SSA and DHS TNC responses.







## After submitting an I-9 and receiving a TNC Response:

### Create an I-9 Form

Authorized by  
**GIDEON TAYLOR**

**Step 4 of 5: SSA** 

The I-9 has been successfully completed! 

---

#### Personal Info


Name: Krantz,Irma      EmpID: 0050      eForm ID: 2710


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#### Form Status


eForm ID: 2710

You have just AUTHORIZED this form.

 Case Number: 2009062140320BJ      [Resolve Case](#)  
Status: SSA TENTATIVE      [Initiate SSA Referral](#)  
NONCONFIRMATION

[Print I-9 Form](#)       [Resolve Case](#)

[Go To Worklist](#)  
[View This Form](#)  
[Close This Form](#)

 Employer clicks on "Resolve Case" link.

## Incorrect Form Data

If the Employer Representative realizes that the information submitted on the I-9 was incorrect, they can close the case through GT E-Verify integration.

**Tentative Nonconfirmation** Authorized by  
GIDEON TAYLOR

**Step 1 of 5: Confirm I-9 Data** i

After having reviewed the I-9 data for accuracy, select the appropriate option to proceed. If you need to go back and re-review the data, select the previous button. ↶

---

**Personal Info**

Name: Krantz, Irma      EmpID: 0050      eForm ID: 2711  
E-Verify Case Number: 2009062140320BJ  
Status: SSA TENTATIVE NONCONFIRMATION

---

**E-Verify Initial Verification**

|                         |             |                       |                    |
|-------------------------|-------------|-----------------------|--------------------|
| Last Name:              | Krantz      | First Name:           | Irma               |
| Middle Initial:         |             | Maiden Name:          |                    |
| Social Security Number: | 123-45-6789 | Date of Birth:        | 11/01/1943         |
| Hire Date:              | 11/02/2005  | Citizenship Status:   | Lawful Permanent R |
| Alien Number:           | 006785107   | I-94 Number:          |                    |
| Passport Number:        |             | Visa number:          |                    |
| Document Type:          | 123-45-6789 | Doc. Expiration Date: | 02/02/2006         |

Yes, The I-9 Data is Correct 1  No, the I-9 Data is Incorrect 2

<< Previous Next >>

1 Employer selects "No, the I-9 Data is Incorrect" option.

2 Employer clicks the "Next" button.



|   |                              |                             |
|---|------------------------------|-----------------------------|
| Krantz  | <b>First Name:</b>           | Irma                        |
| 123-45-6788   | <b>Maiden Name:</b>          |                             |
| 01/02/2005  | <b>Date of Birth:</b>        | 11/01/1943                  |
|   | <b>Citizenship Status:</b>   | Lawful Permanent (required) |
| 006785107   | <b>I-94 Number:</b>          |                             |
| Unexpired Foreign Passport with I-551 Stamp         | <b>Visa Number:</b>          |                             |
| KU0007  | <b>Doc. Expiration Date:</b> | 02/02/2006                  |
| JJAF5100  | <b>Initiated On:</b>         | 11/14/2008                  |
| SSA TENTATIVE NONCONFIRMATION<br>SSN does not match |                              |                             |
| Invalid Query<br>JJAF5100                           |                              |                             |
| <b>Resolved On:</b>                                 |                              | 11/14/2008                  |

## Contesting Tentative Non-confirmation

If the data submitted was correct, the Employer must give the employee a notice from the agency which explains the situation and the employee's options.

In most cases, the employee will elect to contest the Tentative Non-confirmation and the employer will need to refer the employee's case to the SSA.

Authorized by  
**GIDEON TAYLOR**

### Tentative Nonconfirmation

**Step 1 of 5: Confirm I-9 Data** ?

After having reviewed the I-9 data for accuracy. Select the appropriate option to proceed. If you need to go back and re-review the data, select the previous button. ↶

---

**Personal Info**

**Name:** Krantz, Irma      **EmpID:** 0055      **eForm ID:** 2713

**E-Verify Case Number:** 2009035142643EH

**Status:** SSA TENTATIVE NONCONFIRMATION

---

**E-Verify Initial Verification**

|                                |             |                              |                  |
|--------------------------------|-------------|------------------------------|------------------|
| <b>Last Name:</b>              | Krantz      | <b>First Name:</b>           | Irma             |
| <b>Middle Initial:</b>         |             | <b>Maiden Name:</b>          |                  |
| <b>Social Security Number:</b> | 123-45-6789 | <b>Date of Birth:</b>        | 11/01/1943       |
| <b>Hire Date:</b>              | 11/02/2005  | <b>Citizenship Status:</b>   | Lawful Permanent |
| <b>Alien Number:</b>           | 006785107   | <b>I-94 Number:</b>          |                  |
| <b>Passport Number:</b>        |             | <b>Visa number:</b>          |                  |
| <b>Document Type:</b>          | 123-45-6789 | <b>Doc. Expiration Date:</b> | 02/02/2006       |

1
 Yes, The I-9 Data is Correct     
  No, the I-9 Data is Incorrect




2
<< Previous
Next >>

1 Employer selects "Yes, the I-9 Data is Correct" option.

2 Employer clicks the "Next" button.

The Employee is given access to the system in order to read the notice and note whether or not they are contesting the TNC.

### Example of TNC notice

|  |  |   |   |
|--|--|---|---|
|               |  |  |  |
| <b>Social Security Administration (SSA)</b><br>Notice to Employee of Tentative Nonconfirmation |  |   |   |
| <b>Krantz</b>  | <b>Irma</b>  |   |   |
| Last Name of Employee  | First Name of Employee   |   |   |
| <b>123456788</b>   | <b>11/1943</b>   |   |   |
| Employee's Social Security Number (SSN)  | Employee's Month/Year of Birth   |   |   |
| <b>3/3/2009</b>  | <b>2009035142643EH</b>   |   |   |
| Date of SSA Tentative Nonconfirmation  | Case Verification Number   |   |   |
| Reason for this Notice:  | <input checked="" type="checkbox"/> <b>SSN does not match.</b> The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records. |   |   |
|  | <input type="checkbox"/> <b>SSN is invalid.</b> The SSN entered in E-Verify is not a valid number.   |   |   |
|  | <input type="checkbox"/> <b>SSA unable to confirm U.S. Citizenship.</b> Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.                |   |   |
|  | <input type="checkbox"/> <b>SSN record does not verify, Other Reason.</b> SSA found a discrepancy in the employee's record.  |   |   |
|  | <input type="checkbox"/> <b>SSA unable to process data.</b> SSA found a discrepancy in other data in the employee's record.  |   |   |

## Tentative Nonconfirmation

Authored by  
GIDEON TAYLOR

### Step 2 of 5: Review SSA Tentative Nonconfirmation Options

Click on the link to review the Tentative Nonconfirmation document. This will then allow the employee to make a determination on whether or not to contest the nonconfirmation status.

#### Personal Info

Name: Krantz,Irma      EmplID: 0055      eForm ID: 2713  
E-Verify Case Number: 2009035142643EH  
Status: SSA TENTATIVE NONCONFIRMATION

#### Form Data

##### REQUIRED - Review SSA Tentative Nonconfirmation Notification with employee

**After reviewing the Tentative Nonconfirmation notification, I choose to:  
(check one)**

- Contest the tentative nonconfirmation.** I understand that I must contact the Social Security Administration within 8 Federal Government work days from the date shown on the referral notice which is to be provided by my employer
- Not Contest the tentative nonconfirmation.** I choose voluntarily to give up my opportunity to correct the tentative nonconfirmation. I understand that my voluntary choice not to contest the tentative nonconfirmation authorizes my employer to terminate my employment immediately.

If the Employee is contesting the Tentative Nonconfirmation, they click the box next to the appropriate option.

|   |   |              |            |
|---|---|--------------|------------|
| Employer Name:  | <input type="text" value="University of Florida"/>    |              |            |
| Employer Phone:   | <input type="text" value="801/422-4636"/>             |              |            |
| Employer Representative:  | <input type="text" value="Gideon Taylor"/>            |              |            |
| Signature of Employee:  | <b>1</b> <input type="button" value="Click to Sign"/> | Date Signed: | 03/03/2009 |
| Signature of Employer Representative:   | <b>2</b> <input type="button" value="Click to Sign"/> | Date Signed: |            |
| <input type="button" value=" &lt;&lt; Previous"/> <input type="button" value=" Next &gt;&gt;"/> |   |              |            |

**1** The Employee clicks the "Click to Sign" button.

If any required fields (including residence status) have not been populated, the system displays an error message which identifies the fields that need to be completed.

If all required fields are complete, the Employee's Signature page loads.

## Employee's Signature

### Enter Electronic Signature

By entering my User ID and Password below, I acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury.

User ID:

User Password:

Sign

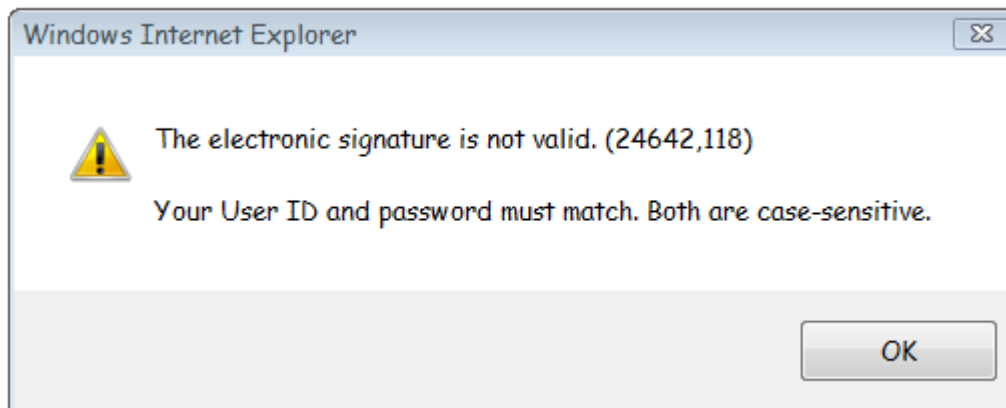
Cancel

The Employee enters their User ID and User Password, and then clicks on the "Sign" button.

The system displays a detailed error message if any of the following occur:

- **The Employee enters their User ID incorrectly**
- **The Employee enters their User Password incorrectly**
- **The Employee's User ID does not match the User ID of the employee chosen on the form**

Example error message:



Once a valid User ID/Password combination is entered, the Review page loads again with the Employee Signature now displayed.



The date field has been system-populated.

② Next, the Employer clicks the “Click to Sign” button.

The system displays a detailed error message if any of the required fields have not been complete. If there are no errors, the Employer’s Signature page loads.

**Employers's Signature**

### Enter Electronic Signature

By entering my User ID and Password below, I acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury.

User ID:

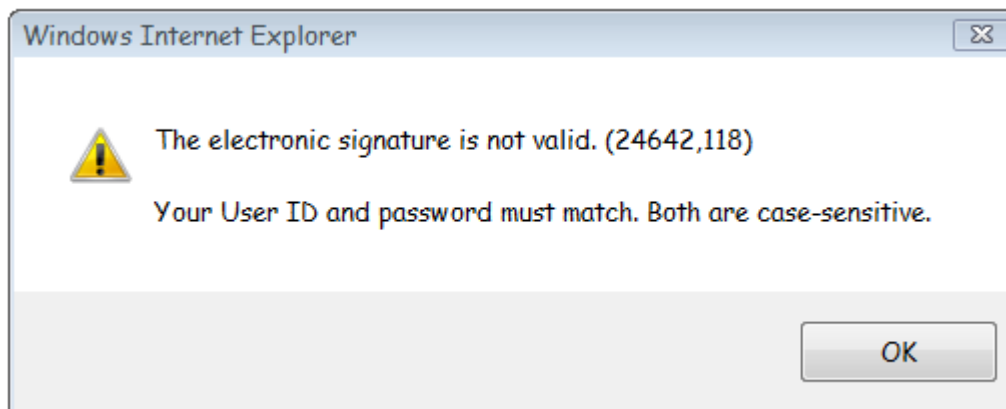
User Password:

The Employer enters their User ID and User Password, and then clicks on the “Sign” button.

The system will display a detailed error message if any of the following occur:

- **The User ID is incorrect**
- **The User Password is entered incorrectly**
- **The Employer Representative’s User ID does not match the User ID that is currently logged in.**

Example error message:



Once a valid User ID/Password combination is entered, the Review page loads again with the Employer Representative Signature now displayed.

|  |  |                     |            |
|--|--|---------------------|------------|
| <b>Signature of Employer Representative:</b> | <br><small>Electronically signed 2009-03-03 02:00:35 by<br/><b>Gideon Taylor</b><br/>EmplID KU9007, User ID GTC</small> | <b>Date Signed:</b> | 03/03/2009 |
|--|--|---------------------|------------|

The date has been system-populated.

The Employer clicks the “Next” button.

The Print SSA TNC & Referral Letters page loads.

Click the link to print the referral letter for the employee. This letter will be taken by the employee to the SSA office to contest the Tentative Nonconfirmation.

You will also want to review and print the completed Tentative Nonconfirmation Notification. A copy of this completed form should also be printed and given to the employee (see the instructions in the letters).


## Tentative Nonconfirmation

Authorized by  
**GIDEON TAYLOR**

### Step 3 of 5: Print SSA TNC & Referral Letters

Click the link to print the referral letter for the employee. This letter will be taken by the employee to the SSA office to contest the Tentative Nonconfirmation. You will also want to review and print the completed Tentative Nonconfirmation Notification. A copy of this completed form should also be printed and given to the employee (see the instructions in the letters).

**Personal Info**

|   |                               |                |      |                  |      |
|---|-------------------------------|----------------|------|------------------|------|
| <b>Name:</b>  | Krantz,Irma                   | <b>EmplID:</b> | 0055 | <b>eForm ID:</b> | 2713 |
|  <b>Case Number:</b> | 2009035142643EH               |                |      |                  |      |
| <b>Status:</b>  | SSA TENTATIVE NONCONFIRMATION |                |      |                  |      |

**Form Data**

[REQUIRED - Print SSA Tentative Nonconfirmation Notification for the employee](#)

[REQUIRED - Review/Print SSA Referral Letter for the employee](#)

<< Previous      Next >>

Once both links are reviewed/printed, the Employer clicks the “Next” button.

The submit page loads.

**Tentative Nonconfirmation** Authorized by  
GIDEON TAYLOR

**Step 4 of 5: SSA Tentative Submit** i


**Personal Info**

Confirm all of the required form messages are selected and make any comments before submitting the form for further processing.

**Name:** Krantz,Irma      **EmpID:** 0055      **eForm ID:** 2713

**Comments**

**Your Comment:**

Submit SSA Tentative Confirmation  

**Comment History:**

The Employer can enter comments if needed.

The Employer clicks the "Submit" button.

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Employer confirms they would like to submit the form by clicking "Yes" button.

Page loads to confirm the update has been made to the case and the case has been closed.

The confirmation page loads.

**Tentative Nonconfirmation** Authorized by  
■ GIDEON TAYLOR

**Step 5 of 5: Result** i

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**Personal Info**

Name: Krantz, Irma      EmpID: 0055      eForm ID: 2713

**Form Status**

eForm ID: 2713

You have just AUTHORIZED this form.

 Case Number: 2009035142643EH  
Status: SSA REFERRED

[Go To Worklist](#)      [Print Notice of Referral](#)  
[View This Form](#)      [Print Referral Letter](#)  
[Close This Form](#)

If the Employer goes into E-Verify and reviews the case, they see that the case is now "In Progress" and they will see that the SSA Referral information is populated.

| Initial Verification Results |   |                |            |
|------------------------------|---|----------------|------------|
| Initial Eligibility:         | SSA TENTATIVE NONCONFIRMATION<br>SSN does not match |                |            |
| SSA Referral                 |   |                |            |
| Referral By:                 | 13APS100  | Referral Date: | 11/14/2008 |
| Expect Gov't Response By:    | 12/01/2008  |                |            |

## NOT Contesting Tentative Non-confirmation

In some cases, the employee will elect not to contest the Tentative Non-confirmation and the employer will need to refer the employee's case to the SSA.

**Tentative Nonconfirmation** Authored by  
GIDEON TAYLOR

**Step 1 of 5: Confirm I-9 Data** i

After having reviewed the I-9 data for accuracy. Select the appropriate option to proceed. If you need to go back and re-review the data, select the previous button. ↶

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**Personal Info**

**Name:** Krantz, Irma      **EmpID:** 0055      **eForm ID:** 2714

**E-Verify Case Number:** 2009035135831EC

**Status:** SSA TENTATIVE NONCONFIRMATION

---

**E-Verify Initial Verification**

|                                |             |                              |                  |
|--------------------------------|-------------|------------------------------|------------------|
| <b>Last Name:</b>              | Krantz      | <b>First Name:</b>           | Irma             |
| <b>Middle Initial:</b>         |             | <b>Maiden Name:</b>          |                  |
| <b>Social Security Number:</b> | 123-45-6789 | <b>Date of Birth:</b>        | 11/01/1943       |
| <b>Hire Date:</b>              | 11/02/2005  | <b>Citizenship Status:</b>   | Lawful Permanent |
| <b>Alien Number:</b>           | 006785107   | <b>I-94 Number:</b>          |                  |
| <b>Passport Number:</b>        |             | <b>Visa number:</b>          |                  |
| <b>Document Type:</b>          | 123-45-6789 | <b>Doc. Expiration Date:</b> | 02/02/2006       |

**1**  Yes, The I-9 Data is Correct       No, the I-9 Data is Incorrect



**2** << Previous Next >>


**1** Employer selects "Yes, the I-9 Data is Correct" option.

**2** Employer clicks the "Next" button.

The Employee is given access to the system in order to read the notice and note whether or not they are contesting the TNC.

## Example of TNC notice

|   |   |
|---|---|
|   |   |
| <b>Social Security Administration (SSA)</b><br><b>Notice to Employee of Tentative Nonconfirmation</b>   |   |
| Krantz  | Irma  |
| Last Name of Employee   | First Name of Employee  |
| 123456788   | 11/1943   |
| Employee's Social Security Number (SSN)   | Employee's Month/Year of Birth  |
| 3/3/2009  | 2009035142643EH   |
| Date of SSA Tentative Nonconfirmation   | Case Verification Number  |
| Reason for this Notice:   | <input checked="" type="checkbox"/> <b>SSN does not match.</b> The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records.<br><input type="checkbox"/> <b>SSN is invalid.</b> The SSN entered in E-Verify is not a valid number.<br><input type="checkbox"/> <b>SSA unable to confirm U.S. Citizenship.</b> Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.<br><input type="checkbox"/> <b>SSN record does not verify, Other Reason.</b> SSA found a discrepancy in the employee's record.<br><input type="checkbox"/> <b>SSA unable to process data.</b> SSA found a discrepancy in other data in the employee's record. |

|  |  |                                       |
|--|--|---------------------------------------|
| <b>Tentative Nonconfirmation</b>   |  | Authored by<br><b>GIDEON TAYLOR</b>   |
| <b>Step 2 of 5: Review SSA Tentative Nonconfirmation Options</b>   |  |                                       |
| Click on the link to review the Tentative Nonconfirmation document. This will then allow the employee to make a determination on whether or not to contest the nonconfirmation status. |  |                                       |
| <b>Personal Info</b>   |  |                                       |
| Name:  | Krantz,Irma  | EmpID: 0055 eForm ID: 2714            |
|   | Case Number: 2009035135831EC   | Status: SSA TENTATIVE NONCONFIRMATION |
| <b>Form Data</b>   |  |                                       |
| <a href="#">REQUIRED - Review SSA Tentative Nonconfirmation Notification with employee</a>   |  |                                       |
| <b>After reviewing the Tentative Nonconfirmation notification, I choose to:</b><br><b>(check one)</b>  |  |                                       |
| <input type="checkbox"/>   | <b>Contest the tentative nonconfirmation.</b> I understand that I must contact the Social Security Administration within 8 Federal Government work days from the date shown on the referral notice which is to be provided by my employer  |                                       |
| <input checked="" type="checkbox"/>  | <b>Not Contest the tentative nonconfirmation.</b> I choose voluntarily to give up my opportunity to correct the tentative nonconfirmation. I understand that my voluntary choice not to contest the tentative nonconfirmation authorizes my employer to terminate my employment immediately. |                                       |

If the Employee is NOT contesting the Tentative Nonconfirmation, they click the box next to the appropriate option.

|  |   |                         |
|--|---|-------------------------|
| Employer Name:   | <input type="text" value="University of Florida"/>  |                         |
| Employer Phone:  | <input type="text" value="801/422-4636"/>   |                         |
| Employer Representative:   | <input type="text" value="Gideon Taylor"/>  |                         |
| Signature of Employee:   | <div style="display: inline-block; border: 1px solid black; padding: 2px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">1</span> <input type="button" value="Click to Sign"/> </div> | Date Signed: 03/03/2009 |
| Signature of Employer Representative:  | <div style="display: inline-block; border: 1px solid black; padding: 2px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">2</span> <input type="button" value="Click to Sign"/> </div> | Date Signed:            |
| <div style="display: inline-block; border: 1px solid black; padding: 2px;"> <input type="button" value=" &lt;&lt; Previous"/> <input type="button" value=" Next &gt;&gt;"/> </div> |   |                         |

**1** The Employee clicks the “Click to Sign” button.

If any required fields (including residence status) have not been populated, the system displays an error message which identifies the fields that need to be completed.

If all required fields are complete, the Employee’s Signature page loads.

### Employee's Signature

## Enter Electronic Signature

By entering my User ID and Password below, I acknowledge that I have read the preceding attestation, and that I so attest under penalty of perjury.

User ID:

User Password:

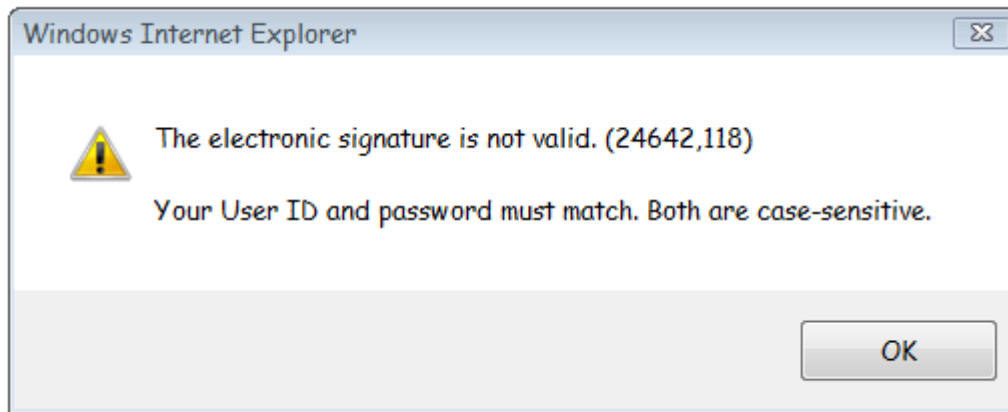
The Employee enters their User ID and User Password, and then clicks on the “Sign” button.

The system displays a detailed error message if any of the following occur:

- **The Employee enters their User ID incorrectly**
- **The Employee enters their User Password incorrectly**

- The Employee's User ID does not match the User ID of the employee chosen on the form

Example error message:



Once a valid User ID/Password combination is entered, the Review page loads again with the Employee Signature now displayed.



The date field has been system-populated.

- 2 Next, the Employer clicks the "Click to Sign" button.

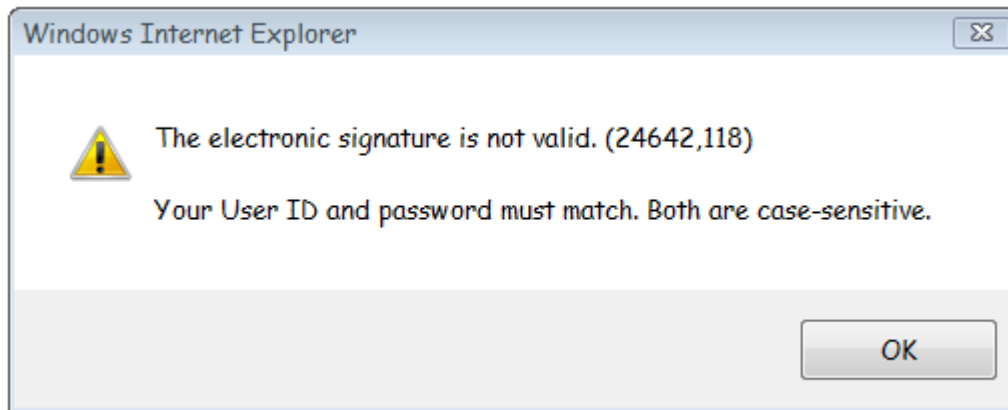
The system displays a detailed error message if any of the required fields have not been complete. If there are no errors, the Employer's Signature page loads.

The Employer enters their User ID and User Password, and then clicks on the "Sign" button.

The system will display a detailed error message if any of the following occur:

- **The User ID is incorrect**
- **The User Password is entered incorrectly**
- **The Employer Representative's User ID does not match the User ID that is currently logged in.**

Example error message:



Once a valid User ID/Password combination is entered, the Review page loads again with the Employer Representative Signature now displayed.




The date has been system-populated.

The Employer clicks the "Next" button.

The Print DHS TNC Notification page loads.

Click the link to print the SSA Tentative Nonconfirmation Notification. A copy of this completed form should also be printed and given to the employee (see the instructions in the letters).


**Step 3 of 5: Print DHS TNC Notification** i



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**Personal Info**

**Name:** Krantz,Irma      **EmplID:** 0055      **eForm ID:** 2714

 **Case Number:** 2009035135831EC

**Status:** SSA TENTATIVE NONCONFIRMATION

---

**Form Data**

[REQUIRED - Print SSA Tentative Nonconfirmation Notification for the employee](#)

<< Previous
Next >>

The submit page loads.

*Authorized by*  
**GIDEON TAYLOR**

**Tentative Nonconfirmation**

**Step 4 of 5: SSA Tentative Submit** i

**Personal Info**


Confirm all of the required form messages are selected and make any comments before submitting the form for further processing.

**Name:** Krantz,Irma      **EmplID:** 0055      **eForm ID:** 2713

---

**Comments**

**Your Comment:**

Submit SSA Tentative Confirmation 

**Comment History:**

<< Previous
Submit

The Employer can enter comments if needed.

The Employer clicks the "Submit" button.

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes No

Employer confirms they would like to submit the form by clicking “Yes” button.

Page loads to confirm the update has been made to the case and the case has been closed.

**Tentative Nonconfirmation** Authorized by  
GIDEON TAYLOR

**Step 5 of 5: Result** i

---

**Personal Info**

Name: Krantz,Irma      EmpID: 0055      eForm ID: 2713

**Form Status**

eForm ID: 2713

You have just AUTHORIZED this form.

 Case Number: 2009035142643EH  
Status: SSA REFERRED

[Go To Worklist](#)      [Print Notice of Referral](#)  
[View This Form](#)      [Print Referral Letter](#)

[Close This Form](#)

If the Employer goes into E-Verify and reviews the case, they see that the case is now closed and the resolution option has been set to “Self-Terminated”.

| Initial Verification Results |   |              |            |
|------------------------------|---|--------------|------------|
| Initial Eligibility:         | SSA TENTATIVE NONCONFIRMATION<br>SSN Does not match |              |            |
| <b>Case Resolution</b>       |   |              |            |
| Resolve Option:              | Self-Terminated                                     |              |            |
| Resolved By:                 | IJAFS100  | Resolved On: | 11/14/2008 |

# Strengths of the Solution

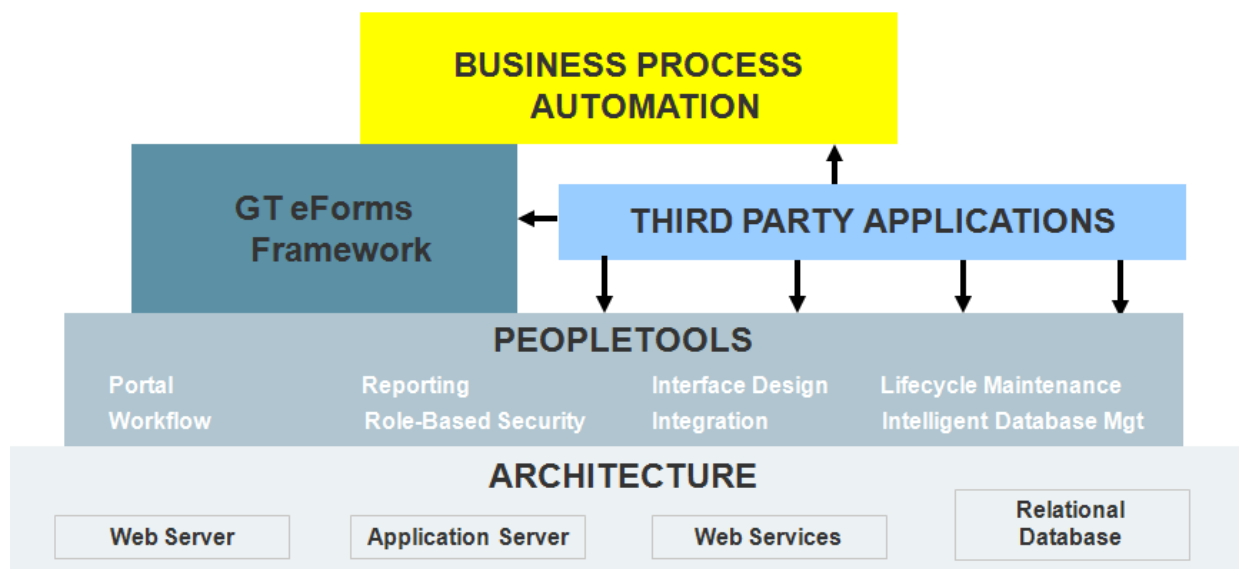
## Advantages of a Native PeopleSoft Solution

There are a surprising number of advantages that spring from being a native PeopleSoft application.

- **No additional hardware is required.** The solution will use the same database, application, file and web servers already in place. (Attachments may be stored on a separate storage device if desired.)
- **The existing security architecture can be leveraged.** We use the same user IDs and passwords as PeopleSoft, reducing management overhead, duplication and synchronization issues.
- **Local access to Person data.** The GT E-Verify Integration can read Person data directly to pre-populate the forms with information that has already been validated, reducing both data entry time and mismatch errors.
- **Native access to edit code.** In addition to native data access, even the native validation code for that data can be easily accessed.
- **Native access to valid values.** Without external data interfaces, our solution can read the most current employee, user, business unit and other values, reducing errors and streamlining entry.
- **Integration with delivered Workflow.** If the client implements workflow routings for E-Verify, those routings will display on the same delivered PeopleSoft Worklist as other implemented workflow routings.
- **Users manage E-Verify in a familiar environment.** As a native PeopleSoft application the GT E-Verify Integration is easy for existing PeopleSoft users to master.
- **Technical resources can leverage their existing skill sets.** Any maintenance required or customizations desired are easier because the client's technical team already knows PeopleTools.
- **Integrated reporting, auditing and process management.** Because the E-Verify cases are stored in the same database as the HR and I-9 data, analysts or auditors can easily query for missing E-Verify cases, drill down to I-9 and E-Verify data from Person and Job data, and include HR, I-9 and E-Verify data on the same reports.

## Overview of Product Features

The GT E-Verify Integration was built using the GT eForms development framework. GT eForms is an eForm development framework that allows any paper process to be turned into a PeopleSoft-based, workflow-enabled electronic form.



## Platform Support

GT eForms supports versions of PeopleTools from version 8.22 to 8.49 and HRMS versions from 8.3 to 9.0.

Examples of our current client Product and PeopleTools versions that we support

| Customer  | Functional Product/Version | PT Version  | RDBMS      |
|-----------|----------------------------|-------------|------------|
| Wakefern  | HRMS 8.3                   | 8.22        | DB 2       |
| BYU       | HCM 8.8                    | 8.49        | Oracle 10g |
| UF        | HCM 8.8                    | 8.48        | DB 2       |
| UA        | Financials 8.9 / HRMS 8.3  | 8.49 / 8.22 | Oracle 9i  |
| UCF       | HCM 8.9                    | 8.46        | Oracle 9i  |
| UH        | HCM 8.9                    | 8.49        | Oracle 10g |
| UU        | HCM 8.9                    | 8.49        | Oracle 10g |
| OUHSC     | HCM 9.0                    | 8.49        | Oracle 10g |
| OU-Norman | HCM 9.0                    | 8.49        | Oracle 10g |

## Seamless GT Paperless I-9 Integration

The challenge for GT was to make the E-Verify verification process one seamless business process for the user. We have met this challenge by stepping from the I-9 completion to the E-Verify integration with no action by the end user. The GT process begins with the paperless I-9 that enforces compliance of the governing regulations. Then the E-Verify integration extracts the required data, formats it to CPS standards, and submits the transaction using the CPS subsystem, ensuring that the transaction is quickly and accurately processed with the E-Verify response available in one easy to access log. The entire process is easy and self documenting.

## Built on the Power of GT eForms

- **GT eForms is a bolt-on electronic forms toolset** that can be installed on any current PeopleTools-based application using delivered installation scripts and the Install Guide.
- **GT eForms is an eForm development framework** that allows any paper process to be turned into a PeopleSoft-based, workflow-enabled electronic form.
- **GT eForms provides users with the overall architecture and guidance** to create and use forms that expedite and improve business processes.
- **GT eForms enhances form-based processes** with “smart” automation capabilities:
  - **Built-in security**
  - **Interface shows different fields and pages based on different business conditions**
  - **Self-checking for errors**
  - **Robust, automatic approval routing**
  - **Automated entry into PeopleSoft**
  - **Automatic storage and instant retrieval**
- **GT eForms navigation and presentation information is stored in setup tables** that can be managed by functional users / business analysts with little or no developer intervention.

## Implementation Strategy

E-Verify regulations require employers to verify all newly hired employees while their company is participating in the E-Verify program but they allow the organization to use E-Verify for one or more business units within the organization and not for others. For example if a university had 3 campuses they could implement E-Verify for one campus and not the other two. We have designed our E-Verify setup to support implementation by business unit.

## Conclusion

The GT E-Verify Integration provides clients the opportunity to streamline, standardize and automate the cumbersome E-Verify business process, while maintaining in-house oversight and compliance control. The solution achieves its design goals of compliance, comfort, ease of use and flexibility, giving clients a solution they can trust and benefits they can count on.

GT's current fixed-price implementation offering forms a very competitive alternative to high-priced, long-term outsourcing options, and brings expert GT implementers onsite to make sure the solution integrates successfully into the business of your enterprise.

**The GT E-Verify Integration strongly advances Gideon Taylor's goal of bringing innovation and efficiency to the enterprise.**