

**Memorandum:**

**Date: December 19, 2006**

**To: Deans, Directors and Department Heads**

**Subject: New Employment Verification Requirements Effective January 1, 2007**

This memorandum is a follow up to the memo sent out by Vice Chancellor Taylor on this subject;

As you know, January 1, 2007 will bring some changes in the way agencies and universities of the State of North Carolina will conduct their business based on actions passed in the last legislative session. Included in these changes is a significant change in the employment process for all state agency and all university employees, which includes faculty, staff and student workers.

For many years we have been subject to the Immigration Reform and Control Act (IRCA) which includes the requirement that all new employees complete an I-9 form within three days of beginning work at UNCG. We occasionally have issues with new employees and their department heads not understanding the gravity of this federal statute, including the requirement that we remove from payroll and terminate any new UNCG employee who does not comply.

As of January 1, 2007 we have an additional requirement that all new employees, which includes faculty, staff and student workers, not only complete the I-9 form, they must also be cleared by the Department of Homeland Security (DHS) as being eligible to work in the United States. This requirement was enacted by the NC General Assembly in their last session. The program used by the Department of Homeland Security is called the Basic Pilot Program. It is completed by a representative from Human Resource Services inputting into a secure DHS website the information provided by the new employee from the completed I-9 form and their social security number. DHS will respond within seconds whether the person is cleared to work or if they have issues that must be cleared up with either the Social Security Administration or DHS.

While I won't go into any more detail at this time, you need to understand that **it is imperative that all new employees after January 1, 2007 report to the HRS Department at 1100 West Market Street on their very first day of reporting to work at UNCG. Failure to do so may generate a call to the Vice Chancellor's Office indicating noncompliance with federal and state law and the possible termination of the new employee if the situation is not rectified immediately.**

The HRS Department will be holding informational meetings on January 9 and 10 with the HR Liaisons to provide additional information on this very important issue. I strongly advise that you ensure your departmental HR Liaison attend one of these sessions or you have an alternate attend. Any of you all are invited to attend as well if you would like more information on this issue. Sessions will be held in the Maple Room and you can contact HRS at 45009 for additional information on these sessions.

Thank you for understanding that this is the law as of January 1, 2007 and we have no options but to comply.

If you have any questions about this new program, please contact:

Tammy Waddell, Toby Bass or Brenda Hedrick in the Department of Human Resource Services at 45009.