

Via Email Only

January 21, 2010

To: Divisional Deans

Fr: Pamela Peterson, Assistant Vice Chancellor, Academic Personnel

Re: E-Verification of Academic Employees

Dear Deans:

This is to remind you that the 90-day grace period for implementation of the E-Verify system ended on January 16, 2010. The campus is now required to verify the employment eligibility of all personnel assigned to qualifying federal contracts and sub-contracts via E-Verify within the prescribed maximum limit of 3 days for newly hired employees, or 30 days for existing employees newly assigned to the contract. Principal investigators of qualifying contracts and sub-contracts are also subject to verification within 30 days, regardless of whether they receive salary from the award.

The Office of Sponsored Projects will notify divisional research accountants as soon as new or amended contracts containing the E-Verify requirement are received. Research accountants are responsible for notifying divisional academic HR staff who will meet with affected employees if necessary and conduct the employment verifications using the E-Verify system.

For more information about E-Verify or its implementation on our campus, visit <http://www.uscis.gov/e-verify> or contact Grace Little in the Academic Personnel Office at 9-1346 or grace@ucsc.edu.

CC: Divisional AHR Coordinators