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October 27, 2009

To: UCSC Staff and Academic Employees

Fr: Charlotte Moreno, Assistant Vice Chancellor, Staff Human Resources
Pamela Peterson, Assistant Vice Chancellor, Academic Personnel

Re: Campus Participation in E-Verify

As a federal contractor, UCSC and other institutions of higher learning are now required to verify the work status of certain new and existing employees using the E-Verify system.

This new part of the campus employment verification process will ONLY affect employees who work directly on a federal contract or subcontract that requires the use of E-Verify. The new regulations apply to academic, staff, and student employees.

E-Verify is a free internet-based system that uses information provided by the employee on their I-9 form and matches that information to a database operated by the Department of Homeland Security in partnership with the Social Security Administration. The university is required to E-Verify new employees as well as existing employees hired after November 6, 1986 who work on a qualifying federal contract or subcontract.

The campus is currently updating employment procedures that will allow the identification of employees affected by this new process and ensure the campus comes into compliance with all E-Verify policies. General information regarding E-Verify is available online at:

[UC At Your Service - E-Verify Process Now Required for Some Employees](http://atyourservice.ucop.edu/administrators/news/0910-verify_proc.html)
(http://atyourservice.ucop.edu/administrators/news/0910-verify_proc.html)

[Department of Homeland Security - E-Verify](http://www.dhs.gov/E-Verify)
(<http://www.dhs.gov/E-Verify>)

Staff Personnel Policy on Appointment (PPSM 21) has been revised to bring that policy into compliance with the new legal requirements. The revised policy is available online at:

[UC At Your Service – PPSM 21](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp21.html)
(http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp21.html)

Staff employees with questions about E-Verify should contact Lori Castro, Employment Manager in Staff Human Resources, lhcastro@ucsc.edu, 9-2960.

Academic employees with questions about E-Verify should contact Grace Little, Senior Analyst in the Academic Personnel Office, grace@ucsc.edu, 9-1346.

10/27/09
SHR/L. Castro