

# E-Verify Status Reference Guide

## Report Description

The E-Verify Status Report provides an on-line view of all individuals paid or encumbered on federal contracts with the E-Verify requirement, along with their E-Verified status.

## Purpose

The E-Verify Status Report is used to monitor compliance with E-Verify. As a federal contractor, Princeton University is enrolled in the federal E-Verify program. Some departments have an affiliation with a federal contract (or contracts) that has an E-Verify clause (FAR52.222-54). The Office of Research and Project Administration (ORPA) cannot execute a new federal contract that includes the E-Verify requirement until E-Verify is complete for all project personnel listed on the contract. After the contract is executed, the department administrator must confirm that the individual(s) assigned to the contract is E-Verified prior to being paid. Additionally, prior to journaling salary or support costs to a contract with an E-Verify requirement, the department must confirm that the individual(s) was E-Verified. **Note that employee's hired prior to November 6, 1986 are not required to be E-Verified.**

We recommend that Department Administrators use this report to ascertain that contracts are in compliance with E-Verify. Additionally, during the award set up process, the Department Administrator can provide ORPA with a snapshot of the E-Verify status of an individual to be paid on a particular contract.

## Key Information

- The E-Verify status of a non-compliant individual (one who has not been E-Verified) will be left “blank” and will appear at the top of the report. If an individual has already been paid and has not been verified, they will require immediate attention.
- This report is cumulative; it will list all individuals in Active status that have been paid on contracts with the E-Verify requirement, including closed contracts.
- Output is customizable and can be run with different parameters:
  - **Project ID:** this is where the salary/support is charged. This output will return all individuals paid or encumbered on contracts for that project, which can include more than one department.
  - **Project Owning Department-** the department where the project charged resides. This output will return individuals paid or encumbered on contracts within that particular department code. You must enter the correct department code or sub code that is used in PeopleSoft. (i.e. Computer Science, the Home Unit is 25500, however, some projects are charged to 25506). This output can include individuals from more than one department.
  - **Home Department:** this will list individuals paid from the Home Department regardless of where the contract resides. For example, a Department Administrator from Computer Science (25500) runs this report by Home Department. The output will list all employees and students from Computer Science (25500) that were paid on contracts with the E-Verify requirement, regardless of the department that owns the project where the contract is charged.
  - **E-Verified/Not-Verified-** Department Administrator can run a report to list all those that have/have not been E-Verified within their department or on a particular project.
  - **Paid/Encumbered-** Department Administrator can run a report to list all those that have/have not been paid or encumbered within their department or on a particular project. You must also select E-Verified or Not E-Verified.

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Sample Report Output (This sample uses default 'customize output appearance' prompts)

PRINCETON UNIVERSITY		E-Verify Status										Project: All Project Owning Department: All Home Department: All E-Verified: Yes, No Paid/Encumbered: Paid, Encumbered		
Category	Employee ID	Name	E-Verify Status Date	E-Verify Confirmation Number	E-Verify Status	Title	Staff Group	Staff Class	Home Department	Project ID	Project Status	Project Owning Department	Paid/Encumbered	
Employee						Manager, Infrastructure Operations, Computer Science.	Salaried Staff Group	Administration			Open		Encumbered	
Employee						Assistant VP for Operations, Vice President, Plasma Physics Lab.	Salaried Staff Group	Administration			Open		Paid	
Employee						Assistant VP for Operations, Vice President, Plasma Physics Lab.	Salaried Staff Group	Administration			Open		Paid	
Employee						Postdoctoral Research Associate, Mechanical and Aerospace Engineering.	Salaried Staff Group	Research			Open		Paid	
Employee						Research Specialist I (Lab), Psychology.	Salaried Staff Group	Biweekly A			Closed		Encumbered	
Employee						Postdoctoral Research Associate, Geosciences.	Salaried Staff Group	Research			Open		Paid	
Employee						Associate Research Scholar, Andlinger Center for Energy and the Environment.	Salaried Staff Group	Research			Ended		Paid	
Employee						Visiting Research Collaborator, Electrical Engineering.	Salaried Staff Group	Research			Closed		Paid	
Student							Student Group	Grad Student			Open		Paid	
Student							Salaried Staff Group	Biweekly A			Open		Paid	
Employee			09/21/2010	2010264101414CU	Employment Authorized	Research Scholar, Mechanical and Aerospace Engineering.	Salaried Staff Group	Research			Closed		Paid	
Employee			09/21/2010	2010264101414CU	Employment Authorized	Research Scholar, Mechanical and Aerospace Engineering.	Salaried Staff Group	Research			Closed		Paid	
Employee			02/11/2011	2011042145416WJ	Employment Authorized	Gordon Y.S. Wu Professor in Engineering Professor of Computer Science. Chair, Department of Computer Science.	Salaried Staff Group	Faculty			Open		Paid	
Employee			02/11/2011	2011042145416WJ	Employment Authorized	Gordon Y.S. Wu Professor in Engineering Professor of Computer Science. Chair, Department of Computer Science.	Salaried Staff Group	Faculty			Open		Paid	

## Column Definitions

- **Category:** Indicates active students or employees.
- **Employee ID:** Unique identifier assigned to each individual.
- **E-Verify Status Date:** Identifies the date the individual was successfully E-Verified. If the date is blank, E-Verification needs to be obtained.
- **Home Department:** The home unit of the individual being paid.
- **Project ID:** The project number where the salary or support for the individual was charged.
- **Project Status:** Identifies the status of a Project where the individual was charged, as one of the following: Open, Ended, or Closed.
- **Project Owning Department:** The department where the contract is setup. This may differ from the individual's Home department.
- **Paid/ encumbered:** The status that shows if the individual has been paid or is scheduled to be paid (encumbered).