



TO: All Departments with Federal Contract-Supported Activity Requiring E-Verify

FROM: Elizabeth Adams, Director of the Office of Research and Project Administration
Nikole Ricciardi, Assistant Vice President for Human Resources

SUBJECT: Annual Reminder Regarding E-Verify Requirements

DATE: May 13, 2021

As a federal contractor, Princeton University is enrolled in the federal [E-Verify](#) program. Some departments conduct activity associated with a federal contract (or contracts) at Princeton that includes the E-Verify clause (FAR52.222-54). If such contracts and/or activity is applicable to your department, we are writing to remind you of specific compliance-related responsibilities that include:

1. Completing the [E-Verification Request Form](#) when the new contract arrives. This includes identifying and listing all individuals to be paid on the project, ideally over its duration. This completed form is necessary to set up the project account.
2. Ensuring that all identified individuals complete the E-Verification process in the respective University office within the specific timeframes noted below. Identified individuals will be engaged directly in the E-Verify process by HR, the Graduate School, and/or the Office of Undergraduate Student Employment, as applicable. ***ORPA cannot execute a new federal contract that includes the E-Verify clause until e-verification is complete for all project personnel listed on the form.***
3. After contract acceptance and project account establishment, should the lead department wish to pay an individual(s) on the account not listed on the form, the lead department must notify HR, the Graduate School, and/or the Office of Undergraduate Student Employment as appropriate so that the additional individuals may be e-verified by the relevant offices within the specific timeframes noted below. This step must be completed ***prior*** to adding or journaling anyone onto the account.

Individuals e-verified by a previous employer must be re-verified by Princeton. Specific timeframes required by the E-Verify program are:

1. **New Contract:** Current Princeton faculty, staff, and students who are assigned to a new E-Verify contract must be e-verified **within 90 days** of the University receiving the contract.
2. **Established Contract:** Current Princeton faculty, staff, and students who are assigned to an established E-Verify contract must be e-verified **within 30 days** of beginning work under the contract.
3. **New Employees:** Newly hired faculty, staff, and students who are assigned to an established E-Verify contract must be e-verified **within 3 days** of beginning work under the contract.

E-Verify is a web-based system that assists federal contractors to confirm the eligibility of their employees to work in the in the United States by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). The E-Verify statute limits the scope of E-Verify operations to the United States, which includes the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands. Users may only create E-Verify cases in the United States.

For assistance, contact:

Employee Category	Responsible Office	Contacts	Location
All faculty, academic professionals, and staff	Human Resources	Loretta O'Connor	100 Overlook Center
Undergraduate Students	Student Employment	Benjamin (Ben) Eley	Morrison Hall
Graduate Students	Graduate School	Jeanette DeGuire Laurie Eccles	Clio Hall

Thank you for your assistance in maintaining E-Verify compliance at Princeton. For more information, refer to the [E-Verify website](#), the [HR website](#), or contact your [department's ORPA representative](#).