

## eVerify Functionality

Following Release 5.74 and 1.44, eVerify functionality was introduced to assist users with gathering and storing eVerify information within PeopleSoft. This change will:

- Align with compliance requirements prior to writing the PO/Contract.
- Streamline annual immigration processing by making it available across the USG system, saving many hours of manual work.
- Provide transparency for audits and accurate reporting when applying eVerify to purchase orders.

Below are instructions on how to add eVerify information to a purchase order.

Step	Action
1.	Create a purchase order following the typical business process.
2.	Once on the Maintain Purchase Order page, you will notice two new fields: <ul style="list-style-type: none"> <li>• Service PO dropdown menu</li> <li>• eVerify Details link</li> </ul>
3.	For the Service PO dropdown, select the appropriate value based on the options as listed below: <ul style="list-style-type: none"> <li>• N: PO is not for a service</li> <li>• Y: PO is for a service greater than or equal to \$2499. If Y is selected in Service PO field, click on eVerify Details link and follow Steps 4 - 8.</li> <li>• NA: PO is for a service, but is below \$2500 OR is a service PO greater than \$2499 but is exempt from reporting</li> </ul>
4.	Click the eVerify Details link. The eVerify Details page displays.

Step	Action
5.	Select one of the following options: <ul style="list-style-type: none"> <li>• <b>Yes:</b> indicates the vendor is exempt from eVerify requirements. If Yes is selected, the following details must also be entered:               <ul style="list-style-type: none"> <li>○ Date of Contract</li> <li>○ Contract ID</li> <li>○ Service Amount</li> <li>○ Comments</li> </ul> </li> <li>• <b>No:</b> indicates the vendor is <b>not</b> exempt from eVerify requirements. If No is selected, the following details must also be entered:               <ul style="list-style-type: none"> <li>○ eVerify Number (numeric characters only)</li> <li>○ Date of Contract</li> <li>○ Contract ID (can be entered manually or select a value if using procurement contracts functionality)</li> <li>○ Service Amount</li> </ul> </li> </ul>
6.	Click the OK button to save. The system navigates back to the Maintain Purchas Orders page.
7.	Attach the eVerify Affidavit to the purchase order header comments.
8.	Click the Save button.

Below is general information related to eVerify. However, for additional questions on eVerification requirements, please contact the Executive Director of Strategic Sourcing: Lisa Little at [lisa.little@usg.edu](mailto:lisa.little@usg.edu)

### What is e-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The Immigration Affidavit, sometimes referred to as an E-Verify Affidavit, is a form required as specified below. E-Verify registration can be completed at the Federal Government E-Verify Website. [www.e-verify.gov](http://www.e-verify.gov)

### Where can I find the proper Georgia e-Verify affidavit forms?

<https://www.audits2.ga.gov/resources/other/immigration/>

## **Under what circumstances is an e-Verify affidavit needed?**

Effective September 16, 2013, an immigration or E-Verify affidavit is required for all transactions when any labor or services ("the physical performance of services") greater than \$2,499.99 are procured or contracted. The affidavit must be obtained prior to the service being contracted for or procured, except in the case of emergency repairs or services. A contract can be a formal written agreement, an order form, a purchase order, or a verbal contract for services. The Immigration / E-Verify affidavit requirement applies to contractors as well as any subcontractors the contractor may use.

## **What is the definition of the "physical performance of services?"**

The Georgia Security and Immigration Compliance Act (O.C.G.A. 13-10-91) broadly defines the physical performance of services as any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceeds \$2,499.99. If you have additional questions about this topic, please contact the USG Procurement Staff.

## **How often do we need to get the affidavits? If the vendor is performing multiple jobs on campus will an affidavit be needed for each job?**

An Immigration / E-Verify affidavit is required for every contract, job, and/or purchase order when labor or services greater than \$2,499.99 are procured.

## **Is the e-Verify number different than the TIN (Tax Identification Number)?**

Yes, a Tax Identification Number (9 numerical digits in length) is a number assigned by the Internal Revenue Service or Social Security Administration and is used for tax purposes. An E-Verify number (5 to 7 numerical digits in length) is a number assigned by the Department of Homeland Security and is used to verify employee eligibility and contains no letters or dashes.

**If a vendor has no employees, do they need to fill out this affidavit?**

O.C.G.A. 13-10-91 allows for contractors to submit a driver's license in lieu of the affidavit if they have no employees. Please note that the driver's license must be issued by a state within the United States that verifies lawful immigration status prior to issuing the driver's license (Georgia driver's license are therefore acceptable). [States that verify immigration status prior to the issuance of a driver's license \(PDF\)](#)

**Does the e-Verify requirement apply to work performed in a foreign country or foreign groups/individuals who do not have any employees that are U.S. citizens?**

- No. The E-Verify requirement does not apply to work being performed outside of the United States or to foreign individuals/groups with no employees that are United States citizens who will be performing services for or at an Institution.
- Professional Services are limited to those services defined by the statute as a "profession" or "professional service". For example, the following services are statutorily defined as "professions" or "professional services": certified public accountancy, actuarial services, architecture, landscape, architecture, registered interior designers, licensed or accredited structural pest controllers, chiropractic, dentistry "professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry and osteopathy. This also applies to guest speakers or artist that perform at an Institution.