

## E-VERIFY REQUIREMENT

A presidential Executive order and subsequent [Federal Acquisition Regulation \(FAR\) rule](#) requires federal contractors to use E-Verify to electronically verify the employment eligibility of employees working under covered federal contracts. The order and the rule reinforce Federal government policy that the Federal government does business only with organizations that have a legal workforce.

The Office of Research and Sponsored Programs (ORSP) will identify federal contracts where the E-Verify requirement is applicable at the time of award and communicate this requirement to the Principal Investigator/Project Director (PI/PD) and Grants Accounting.

- Grants Accounting will identify the account as E-Verify in the Oracle Grants Module.
- The PI/PD will receive the notification of the E-Verify requirement on the LEO award letter that is issued out by email when the account has been established.

The PI/PD is responsible for communicating this requirement to new hires and existing employees working on accounts where E-Verify is required and notifying Human Resources of these employees. Please refer to the E-Verify form that provides instructions on the process at the following link: [Notice to Employee and Student Employee E-Verify Procedure](#)

The University is required to track these employees and will document E-Verify on the employee record once the form has been completed by the employee and processed by Human Resources. The employees who are required to meet the E-Verify requirement can be queried by selecting Yes on the E-Verify Awards Only? prompt below.

The screenshot shows the Oracle Payroll Detail interface. The 'Prompts' section contains various search filters. The 'E-Verify Awards Only?' dropdown menu is highlighted with a red box and is set to 'Yes'. Other filters include Fiscal Year, Period, Job Category, Element, Entity, Source, Project, Task, Award, HR Planning Unit, GL Organization, Activity, Include PTAs?, Function, Object, Last Name, First Name, and Employee Number.

For questions regarding this process please contact Cindy Perry, Director, Grants Accounting at 740-593-1871 or [perryrc@ohio.edu](mailto:perryrc@ohio.edu).