

URGENT NOTICE
ALL HIRES NOVEMBER 1 AND AFTER REQUIRE VERIFICATION
HB 1804 Requirement

The Oklahoma Taxpayer and Citizen Protection Act (HB1804) requires all new hires of all agencies within the State of Oklahoma to be verified through the electronic verification of work authorization program operated by the US Citizenship and Immigration Service, Verification Division (E-Verify).

ALL new hires hired on or after November 1, 2007, MUST be verified through the E-verify system (a companion-piece to the Form I-9). Verification may not be conducted prior to the acceptance of a job offer. This verification process determines that the new hire has provided accurate social security information and is eligible for employment in the United States. The I-9 form **MUST** be filled out immediately upon arrival on their first day of employment.

Verification will be monitored in the OPSU Human Resources office and **MUST** be initiated prior to payroll signup documentation. **No employee will be added to HRS (and payroll) prior to proper documentation being received.**

Each new hire has three days to present acceptable Department of Homeland Security Form I-9 documentation. The Form I-9 require the employer to examine **ORIGINAL** documents presented by the employee that demonstrate his or her identity and employment eligibility. The I-9 information is entered into the E-Verify system and data checked against the Social Security and Homeland Security databases. The employer must provide employees with an opportunity to contest a Tentative Nonconfirmation. However, the employee is permitted to continue to work unless the program issues a final nonconfirmation or the employee decides not to contest the tentative nonconfirmation.

Existing employees cannot be checked against the E-Verify system and **EVERY OPSU EMPLOYEE HIRED NOVEMBER 1 or thereafter MUST BE VERIFIED.**

Noncompliance with HB1804 may result in felony charges, penalties of not less than one year imprisonment and/or a fine of not less than \$1,000. If convicted, Oklahoma Statute requires immediate termination of the supervisors employment. Additionally, failure to follow the requirements of the E-Verify system may result in civil or criminal legal action, back pay awards, and other legal consequences.

OPSU Human Resources will provide oversight of ensuring that new hires are verified through the E-Verify system and qualified to work at OPSU. Each college dean and division vice president will be responsible for ensuring that all Form I-9 forms and verifications in the college/division are completed in a timely manner and forwarded to the OPSU Human Resources office in accordance with federal, state, and OPSU procedures.

Noncompliance will result in very stiff consequences that can easily be avoided by following proper procedures.