

## **Acknowledgement and Acceptance of E-Verify Compliance**

Effective November 11, 2009, the University of Tennessee is required to participate in the E-Verify program for any federal contract that contains the Federal Acquisition Regulation (FAR) clause number 52.222-54.

### **E-Verify is:**

- A free, internet-based system operated by the Department of Homeland Security (DHS) and the U.S. Citizenship and Immigration Services (USCIS).
- A requirement for prime federal contracts with a period of performance longer than 120 days and a value above the simplified acquisition threshold (\$100,000). The rule covers subcontractors if a prime contract includes the clause. For subcontracts that flow from those prime contracts, the rule extends the E-Verify requirement to subcontract for services or for construction with a value over \$3,000.

### **E-Verify is Not:**

- A method to pre-screen applicants.
- An exemption from the responsibility to complete, retain, and make available for inspection the I-9 form all newly-hired employees must complete.

### **How E-Verify Affects UT:**

- Employment verification through E-Verify must begin within 3 days for ALL newly-hired employees assigned to the contract.
- Employment verification through E-Verify must begin within 30 days for ALL current employees assigned to the contract (exemption for employees previously e-verified while employed at UT).

### **Principal Investigator Responsibilities:**

- Be aware of, and comply with, E-Verify compliance regulations for the period of each qualifying contract.
- New Hires – Within 3 days of hire, submit I-9 information of all newly-hired faculty/staff/student employees (who have not already completed an I-9) who are assigned to and/or receive any pay from a qualifying contract, to your local human resources office.
- Current Employees – No later than 30 days after being assigned to and/or receive any pay from a qualifying contract, submit names and personnel numbers of current faculty/staff/student employees to your local human resources office. This continues for the life of the contract.

### **Potential Penalties for Noncompliance:**

- Termination of the university's memorandum of understanding.
- Denial of the university's access to the E-Verify system.
- Referral of the university to a suspension or debarment official.
- Debarment of the university from receiving ANY future federal contracts covered under this FAR clause. This pertains to the **entire university**, not an individual PI.
- Subject the university to legal action.

**By signing below, I acknowledge that I have reviewed, accept and will comply with the regulations pertaining to the E-Verify program.**

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(Please Print) Principal Investigator Name

\_\_\_\_\_  
(Please Print) Department Name

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date