

Good afternoon,

Last year, Governor Rick Perry signed Executive Order RP-80 intending that “all agencies under the direction of the governor [to] verify the employment eligibility of all current and prospective agency employees through the U.S. Department of Homeland Security’s E-Verify System.”

E-Verify is an internet-based system administered by the U.S. Citizenship and Immigration Services that compares information from an employee's I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

As an agency under the direction of the governor, UT Dallas will use E-Verify to confirm the employment eligibility for all new hires. To achieve this, the completion of new hire paperwork will be centralized to ensure verification of all employment types (staff, faculty, student and temporary). The following includes information for processing new hire paperwork. Please begin to route your new hires in accordance with the process listed below. If you have any questions or need additional details, feel free to reach out to the primary contact(s) listed for each process. Additional information will be posted to the websites of the Office of Human Resources and the Career Center in the near future.

****Please remember, UT Dallas does not have a volunteer program and any individual performing work for the University must be hired and verified using the E-Verify System. If you have any questions, please direct them to the designated primary contact.**

	Primary Contact	I-9/E-Verify	Other Documents (W-4, Direct Deposit, Personal Data Form, Conditions and Regulations)	UAAF/CAR	PAF
Lecturers and Faculty	Evelie Giddings 972-883-3561 evelie.giddings@utdallas.edu AD 2.208	<ul style="list-style-type: none"> All I-9/E-Verify will be completed by the Office of Human Resources.* After an offer has been accepted, the department will send, via email, the hiring details to the primary contact. I-9/E-Verify will be completed by appointment. The new employee’s I-9/E-Verify must be completed no later than three (3) business 	The Office of Human Resources will collect all additional employment forms during the time the I-9/E-Verify is completed.	<ul style="list-style-type: none"> The UAAF/CAR forms will be completed by the hiring department. The completed form(s) should be sent to Provisioning and Access Control (PAC). 	<ul style="list-style-type: none"> The paper PAF/ePAR will be completed by the hiring department. If submitting a paper PAF, the completed PAF (including approval signatures) should be sent to Budget.

	Primary Contact	I-9/E-Verify	Other Documents (W-4, Direct Deposit, Personal Data Form, Conditions and Regulations)	UAAF/CAR	PAF
		<p>days from the first day worked.</p> <ul style="list-style-type: none"> The new employee must be physically present to complete the I-9/E-Verify. Contact your primary contact if the employee is unable to complete the I-9/E-Verify in person. If the I-9/E-Verify is not completed within three (3) business days after the first day worked, the employee will not be able to work until eligibility has been verified. 			
Student Hourly workers	<p>Tracy Diaz 972-883-4265 studentemployment@utdallas.edu SSB 3.300</p>	<ul style="list-style-type: none"> All I-9/E-Verify will be completed by the student Career Center.* The new student employee's I-9/E-Verify must be completed no later than three (3) business days from the first day worked. The new student employee must be physically present to complete the I-9/E-Verify. Consult with your primary contact if the employee is unable to complete the I-9/E-Verify in person. If the I-9/E-Verify is not completed within three (3) 	<p>The Career Center will collect all additional employment forms during the time the I-9/E-Verify is completed.</p>	<ul style="list-style-type: none"> The UAAF/CAR forms will be completed by the hiring department. The completed form should be sent to Provisioning and Access Control (PAC). 	<ul style="list-style-type: none"> The paper PAF/ePAR will be completed by the hiring department. If submitting a paper PAF, the completed PAF (including approval signatures) should be sent to Budget.

	Primary Contact	I-9/E-Verify	Other Documents (W-4, Direct Deposit, Personal Data Form, Conditions and Regulations)	UAAF/CAR	PAF
		<p>business days after the first day worked, the employee will not be able to work until eligibility has been verified.</p> <ul style="list-style-type: none"> • Please contact the student Career Center for additional process details at 972-883-2943 or careercenter@utdallas.edu. 			
Work-Study Students	<p>Tracy Diaz 972-883-4265 studentemployment@utdallas.edu SSB 3.300</p>	<ul style="list-style-type: none"> • <i>See process for hourly student workers</i> 	<i>See process for hourly student workers</i>	<i>See process for hourly student workers</i>	<ul style="list-style-type: none"> • PAFs will be filled out by department using the S09996 job code. • Each PAF will include work-study cost center (75%) and department cost center (25%) • Once PAF has department signatures, it MUST be routed to the Career Center BEFORE it goes to the Budget Office.
RA/TA	<p>Kelly Anderson 972-883-2129 ksz011000@utdallas.edu AD 2.208</p>	<ul style="list-style-type: none"> • Beginning August 2015 all RA/TAs will be required to attend Employment Express. • All I-9/E-Verify will be completed by the Office of Human Resources.* 	The Office of Human Resources will collect all additional employment forms during Employment Express.	If required, the UAAF/CAR forms will be completed by the hiring department. The completed form should be sent to Provisioning and Access Control (PAC).	The paper PAF/ePAR will be completed by the hiring department. If submitting a paper PAF, the completed PAF (including approval signatures) should be sent to Budget.

	Primary Contact	I-9/E-Verify	Other Documents (W-4, Direct Deposit, Personal Data Form, Conditions and Regulations)	UAAF/CAR	PAF
		<ul style="list-style-type: none"> RA/TAs who are unable to attend Employment Express will need to schedule an appointment with HR to complete the I-9/E-Verify. The new RA/TA's I-9/E-Verify must be completed no later than three (3) business days from the first day worked. If the I-9/E-Verify is not completed within three (3) days after the first day worked, the employee will not be able to work until eligibility has been verified. 			
Staff (including Classified Temp positions)	<p>Kelly Anderson 972-883-2129 kszo11000@utdallas.edu AD 2.208</p>	<ul style="list-style-type: none"> All I-9/E-Verify will be completed by the Office of Human Resources.* New employees must complete the DayOne process with the Office of Human Resources. The new employee's I-9/E-Verify must be completed no later than three (3) business days from the first day worked. The new employee must be physically present to complete the I-9/E-Verify. Consult with the primary contact if the employee is unable to 	<p>If required, the Office of Human Resources will collect all additional employment forms during the time the I-9/E-Verify is completed as part of the Day One process.</p>	<ul style="list-style-type: none"> The UAAF/CAR forms will be completed by the hiring department. The completed form should be sent to the Office of Human Resources. 	<ul style="list-style-type: none"> The paper PAF/ePAR will be completed by the hiring department. If submitting a paper PAF, the completed (including approval signatures) should be sent to Budget.

	Primary Contact	I-9/E-Verify	Other Documents (W-4, Direct Deposit, Personal Data Form, Conditions and Regulations)	UAAF/CAR	PAF
		<p>complete the I-9/E-Verify in person.</p> <ul style="list-style-type: none"> • If the I-9/E-Verify is not completed within three (3) days after the first day worked, the employee will not be able to work until eligibility has been verified. 			

**Assigned designees for Callier Center, Center for Vital Longevity, and Center for Brain Health only.*