

Effective immediately, a design change has been implemented on the Personal Data _Personal History tab of the Employee Record. House Bill 1804, effective November 1, 2007, requires all Oklahoma public employers including the State of Oklahoma, to be in compliance regarding the verification of employees' eligibility to work in the United States. This process is referred to as E-Verify through Homeland Security. To give the agency users a mechanism of notating the E-Verify Process has been completed on New Hires to the State of Oklahoma, the Personal History tab has been modified.

The previous view of the page for the Personal History tab under the USA Flag showed a checkbox with Eligible to Work in U.S. as the label. Below is the current screen view as it will appear for new hires. The eligible to work in U.S. label has been changed to **I-9 completed** and will be checked as you follow the new hire process. Fill in the forms used to verify eligibility for employment in the two boxes provided for the form name.

Another box has been added entitled **E-Verify Process Complete**. If the E-Verify process has been completed by the time you have entered the new hire information, the box can be checked. If the E-Verify process has not been completed for a new employee and will be done at a later date, the agency user can go back into the record, add a row with the effective date the process was completed and check the box next to E-Verify Process Complete, then Save the record.

This new process will NOT keep the agency user from saving the record and continue with the employment process to ensure the employee will be paid in a timely manner.

Addendum to the previous E-Verify Message posted January 8, 2008

In addition to the information in the original document, CORE HRMS has developed a public query the agencies can use to do a self-audit for the E-Verify Process. The Office of Personnel Management also has the ability to audit all State of Oklahoma agencies through this query. The query is titled: GO_HR_AUDIT_EVERIFY

Path: Home > PeopleTools > Query Manager > Use > Query Manager

According to the Office of Personnel Management, the E-Verify Process must be completed on all Hires and Rehires effective from November 1, 2007 forward. Each Agency is responsible for verifying and updating the E-Verify field for each hired or rehired employee **since** November 1, 2007.

If you have any questions, please contact the OSF Help Desk at 405 521-2444 or 866 521-2444 or helpdesk@osf.ok.gov.

EmplID: NEW

Personal Data

View All First 1 of 1

'Effective Date: [BY] +

'Gender:

Alternate Employee ID:

'Highest Education Level:

Language Code:

'Marital Status: As of: [BY]

Full-Time Student Smoker As of: [BY]

USA

Military Status:

Date Entitled to Medicare: [BY]

I-9 Completed E-Verify Process Complete

Employment Eligibility Proof

1: 2: