



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 09-16

DATE: April 21, 2009
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration
SUBJECT: **I-9 and E-Verify Requirements**

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

On March 23, 2009, all state agencies were advised by OSF of a new PeopleSoft HCM Query to check agency compliance with Form I-9 and E-Verify requirements, per state and federal laws (please see content of 3/23/09 OSF communication below). The specific Form I-9 and E-Verify requirements are as follows:

Form I-9 Requirement

Pursuant to the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a), all employees, citizens, and noncitizens hired after November 6, 1986, and working in the United States must complete Form I-9 at the time of hire. This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. The form shall be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices. The most recent version of Form I-9 may be accessed at: <http://www.uscis.gov/files/form/i-9.pdf>.

E-Verify Requirement

Pursuant to O.S. 25:1313, HB 1804 (2007), every public employer shall register with and utilize a Status Verification System (E-Verify) as described in O.S. 25:1312 to verify the federal employment authorization status of all new employees effective November 1, 2007.

All state agencies are encouraged to run this PeopleSoft HCM Query as soon as possible to determine agency compliance with Form I-9 and E-Verify requirements, and to correct any identified discrepancies. Additionally, this report should be prepared periodically to maintain compliance with these requirements.

Subject: HCM Query Toolkit Link (I-9 and eVerify Review)

HCM Users:

Be advised that the query GO_HR_AUDIT_EVERIFY has been modified to show both incomplete I-9 or incomplete e-Verify employees in PeopleSoft. A handy spreadsheet to identify the various reports and queries is the HCM Toolkit. The Toolkit provides a short and long description of all the reports and queries to help you pull data out of the system.

CORE HCM Query Toolkit Link:

http://www.ok.gov/OSF/documents/PeopleSoftHRMSToolkitVersion9.0_core_02112009.xls