

E-VERIFY EXCEPTION REQUEST

E-Verify General User and/or Program Administrator complete following document and attach to employee's 1-9 form as part of the hire packet. PAF and hiring documentation is submitted to Human Resource Services for appropriate processing. For assistance, please contact your Human Resources.

EMPLOYEE INFORMATION (Please Print)

Name	Phone Number
Department	Campus Address

REASON FOR EXCEPTION REQUEST

DATE EMPLOYEE IS EXPECTED TO RETURN APPROPRIATE DOCUMENTATION:

Date:

If unknown, please specify when the employee applied for documentation:

E-Verify requires that all new hires be verified through the on-line system within three days of hire. This verification uses information contained within the 1-9 form. This process has temporarily been suspended due to the above-mentioned employee's lack of a social security number. (name) has been notified of the requirement that he/she supply a valid social security number for payroll reporting purposes. The employee has been notified that it is his/her responsibility to supply this information in a timely basis. The employee understands that if he/she fails to provide such documentation, termination of employment may result.

Signature of Employee

Date

I agree to follow-up with the employee on a weekly basis to ascertain his/her status. Once this documentation is provided, I will initiate the verification process on E-Verify. I will forward the appropriate documentation to the attention of Human Resource Services. If the employee is unable to furnish appropriate documentation within 30 days