

Federal Agreements – E-Verify Requirements

Certain federal contracts and subcontracts specifically include the Federal Acquisition Regulation (FAR) clause: FAR 52.222-54 Employment Eligibility Verification. This clause is referred to as the E-Verify clause. When this clause is included in a federal contract, OSP will notify the PI, who will be required to fill out the E-Verify form and submit to HR. HR will perform the E-verification process. <http://osp.ua.edu/contracts/contract-documents/E-VERIFY-ROUTING-FORM-031213.doc> **The federal rule is not the same as the state E-Verify rule. The federal rule applies to employees being paid under a federal contract.**

When this clause is included in a federal contract, The University of Alabama Department of Human Resources, must verify qualifying new and existing employees, including employees who may be assigned through a transfer to a qualified federal contract/subcontract. Grants are not subject to the federal rule, only qualified federal contracts/subcontracts. The E-Verify process must be done in a nondiscriminatory manner and, in the case of new hires, only after the individual has accepted an offer of employment and completed the Form I-9.

For new hires assigned to the federal contract/subcontract meeting the conditions for E-Verify, the Form I-9 must first be completed within three business days of the hire date.