University of Kentucky
Current Employees: E-Verify Flow Chart

When a department receives a federal contract containing the E-Verify clause, an email will be generated from the Office of Sponsored Projects Administration (OSPA) to the principle investigator (PI) and the departmental budget officer. Below is the process that will take place for the E-Verify screen. The University will have 30 days from the contract award date to complete this process.

**Step 1: Initial Verification**

- Contract Received by OSPA
- OSPA Notifies PI of Federal Acquisition Regulations (FAR) clause through email and provides instructions

  **Yes**
  - Employee contacted by HR E-Verify processor and new I-9 completed

  **No**
  - HR E-Verify processor enters I-9 into the E-Verify
    - HR E-Verify processor is notified of employees needing screening and determines if new I-9 is needed

**Step 2: E-Verify Results**

- Match
  - Match – I-9 matches E-Verify
- Tentative
  - Tentative – Additional information is needed
  - HR E-Verify processor prints out “SSA/DHS Notice” letter and explains options in person to employee
  - Contest
    - Employee is given SSA or DHS referral letter. The employee continues to work until a “Final Confirmation” or a “Final Non Confirmation” is received.
  - Does not contest
    - Department may terminate after discussion with Human Resources
  - Final Confirmation