



HR-Verify

Automates the employee verification process and interaction with E-Verify

Employee verification is a hot topic for today's employers. The federal government has implemented E-Verify, a web-based employee verification system utilizing the Social Security Administration and the Department of Homeland Security (DHS) databases. In recent years, several states have required the use of the system. In addition, the federal government has mandated that most contractors and subcontractors working on federal contracts and solicitations issued on or after September 8, 2009 must use E-Verify to confirm the eligibility of employees to work in the United States.

Whether you are required to use E-Verify as a government contractor or operate in one of the states where E-Verify is mandated, you may have found that you now have yet another system to incorporate into your day-to-day HR operations. Why not simplify your processes by using your SAP HR system to interface with E-Verify? Built with SAP technologies, HR-Verify does not require any new hardware or software. It leverages your existing enterprise structure to facilitate

Features:

- ▶ Automates all interaction with DHS.
- ▶ Allows you to verify existing employees and all new hires.
- ▶ Eliminates the need to separately key employee information into the E-Verify site.
- ▶ Provides support for centralized and decentralized process models.
- ▶ Verification for over 95% of new hires will be fully automated.
- ▶ Supports paper or Adobe interactive form I-9s.
- ▶ Auto-populates and prints E-Verify letters.
- ▶ Ensures that sensitive information is not required to be stored by third parties.
- ▶ Minimal training – guided process using familiar SAP user-interface.
- ▶ Automated processing of updates, no need to check DHS website for updates.



E-Verify administrator assignments, workflow, security and notifications. Employee data is kept safely in your system and not sent out to third parties.

HR-Verify provides rapid implementation and deployment via a pre-built solution. Using HR-Verify will streamline the employee verification process. It is customizable and flexible to support your unique processes and preferences. HR-Verify eliminates the need to manually key employee details into the E-Verify website. It automates the E-Verify process to provide an unparalleled ease of use and efficiency. Accelerators minimize effort and guard against errors when processing.

HR-Verify also maintains detailed logging information of the process for audit purposes and to reduce your exposure to loss of contracts, fines, and legal issues. Pre-delivered audit reports minimize the time you spend gathering information for auditors. It monitors important deadlines through a dashboard to ensure compliance with all DHS regulations and to keep you on top of the cases requiring action from your HR administrators.

Functional overview:

- ▶ Overall integration of SAP and E-verify, eliminating need to duplicate data entry of I9 information
- ▶ Provide interface between the SAP system and E-Verify – nightly batch program that will collect all I9 information and send to E-Verify, based upon definition of new hires and current employees subject to E-Verify
- ▶ Classic SAPGUI based dashboard from which centralized HR group will receive and can monitor E-Verify results
- ▶ Ability to track case numbers (both E-Verify and SAP) associated with PERNR, via custom infotype
- ▶ Ability to trigger workflow via user exits
- ▶ Pre-fill E-Verify Notification and Referral forms & print them from SAP
- ▶ Functionality for resubmitting corrected information, as well as “calling” E-Verify in order to obtain continuous update on TNC cases.
- ▶ Ability to track those cases which need immediate follow-up (e.g. I9 information not entered into system within 3 days of hire, employee did not follow-up with agency within 8 days, 3 day notification to employee due, final disposition still pending after designated period of time.)
- ▶ Record access logging
 - Audit trail can be reviewed both in Case Manager UI and also via separate report transaction
- ▶ Updating and enhancements of system to accommodate for future DHS requirements including electronic signature and electronic document (e.g. photo) storage.

Optional:

- ▶ Web (WD4A) dashboard for field offices

