Executive Order Regarding E-Verify for New Mexico State University

Under Executive Order 13465 effective June 6, 2008 (extended with final effective date September 8, 2009), all institutions of higher education entering into covered federal government contracts will be required to use the E-Verify system to establish the employment eligibility of designated employees. E-Verify is required by the federal government for employers awarded federal contracts that meet the following criteria:

- Contracts governed by Federal Acquisition Regulation (FAR) 52.222-54 E-Verify Clause
- Performance period longer than 120 days
- Value above $100,000
- Performed in the United States
- Subcontracts covered under the federal contract valued over $3,000

E-Verify is an internet-based system operated by the Department of Homeland Security (DHS) in which the employment eligibility of certain employees is confirmed after the I-9 Employment Eligibility Verification Form has been completed. E-Verify does not replace the Employment Eligibility Verification Form (I-9) requirement. Rather, in addition to the completion of the I-9 form, those employers required to use E-Verify will enter the worker’s identity and employment eligibility information into the E-Verify system. E-Verify conducts a two-step verification process that checks employee information electronically against records contained in DHS and Social Security Administration (SSA) databases.

Human Resource Services (HRS), the Office of Grants and Contracts (OGC), and Sponsored Projects Accounting (SPA) will work closely to ensure compliance with the E-Verify rules. Once a covered contract is received by OGC, an e-mail notification will go to the Dean/VP of the department that is awarded the contract, with a copy to HRS and SPA. The department will be responsible for notifying HRS when an employee is hired under the covered contract and needs to be e-verified. A formal procedure has been established and distributed to Deans/VPs and Campus Presidents.

For more information regarding E-Verify and the Form I-9 compliance please visit [http://hr.nmsu.edu/employment/emp-eligibility/](http://hr.nmsu.edu/employment/emp-eligibility/). Should you have additional questions, please contact Human Resource Services at hrhelp@nmsu.edu or 575-646-8000.