



University of Pittsburgh

Office of the Provost

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MEMORANDUM

TO: Deans, Department Chairs and Directors

FROM: George E. Klinzing, Vice Provost for Research

A handwritten signature in blue ink that reads "George E. Klinzing".

DATE: October 7, 2009

SUBJECT: E-Verify Requirements for Persons Working on Certain Federal Contracts

While the University receives much of its federal research support in the form of grants, in some cases, federal agencies may provide funding support for research using a federal contract. The federal government recently enacted a new requirement, which applies to all federal contracts issued after September 8, 2009, with a value of over \$100,000 and a performance period of greater than 120 days ("Qualifying Contract"). Any University faculty, staff or students who are charged to a Qualifying Contract, must have their eligibility to work in the United States confirmed through the Department of Homeland Security's ("DHS's") E-Verify on-line system. The E-Verify system checks information already provided by an employee's I-9 form against records maintained in Social Security Administration and Department of Homeland Security databases. The new federal regulations require the University to check both existing and new employees who perform work on Qualifying Contracts through the E-Verify system, so even if your faculty, staff and students completed an I-9 some time ago, they are subject to the E-Verify process and the school or department administrator will have to prepare a new form I-9 documentation for faculty, research associates and post-docs who work on a Qualifying Contract. These new form I-9's must be promptly transmitted to Human Resources, which will be responsible for entering the data in the E-Verify system. New form I-9's for staff who work on a Qualifying Contract will be prepared by Human Resources.

The Office of Research will promptly notify both the Office of Human Resources, and the PI (and their department administrator) whenever the University enters into a Qualifying Contract. Human Resources will obtain from the Office of Research a list of all persons identified in the initial budget for the Qualifying Contract, and will work with the department to obtain the necessary documentation to perform the E-Verify check. Should additional personnel be added to a Qualifying Contract during the performance period, the University must also E-Verify those persons, so PI's and department administrators must provide updated information to Human Resources of any additional personnel assigned to a Qualifying Contract during the period of performance.

Because the time table for completing the E-Verify check is very short, prompt cooperation from departments is necessary to ensure that the University remains in compliance with this new requirement. Should you have any questions, please contact Michelle Sukal in Human Resources at 412-624-8062 or via email at mrs100@pitt.edu, or Stephen Ferber, Assistant Vice Chancellor of Human Resources at 412-624-8166 or via email at smf200@pitt.edu.