

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
Office of the Provost and Vice Chancellor for Academic Affairs
201 Mossman Building, Campus
(336) 334-5494

GUIDELINES FOR APPOINTMENT TO POSITIONS EXEMPT FROM THE STATE PERSONNEL ACT
The following two pages serve as formal extensions of all EPA Appointment Letters.

Employees must report to Human Resource Services at 123 Mossman Building, 1202 Spring Garden St., Greensboro, NC, in order to complete the following two processes within the first three working days:

- (1) Employment Eligibility Verification (Form I-9) and**
- (2) Employment authorization by both the Social Security Administration and the Department of Homeland Security, via the E-Verify Program.**

Given the importance of these mandatory tasks, you are strongly encouraged to address them on your first working day. Specific information on these requirements follows.

(1) The Immigration Reform and Control Act of 1986, Public Law 99-603 (8 U.S.C. 1324a) requires that all citizens, and lawfully authorized non-citizens, hired after November 6, 1986, verify identity and employment eligibility. The verification process requires completion of a Form I-9 (Employment Eligibility Verification) and presentation by the new employee of original documents to authorized UNCG personnel in order to establish identity and employment eligibility. The Form I-9 process must be completed within the employee's first three working days.

A Form I-9 can be obtained at http://web.uncg.edu/hrs/Recruitment/E_Verify/i9form.pdf or from the Human Resource Services at 123 Mossman Building, 1202 Spring Garden St., Greensboro, NC. At the above website, the first page contains INSTRUCTIONS, page two is the actual form, and page three contains LISTS OF ACCEPTABLE DOCUMENTS from which an individual may select. **Each new employee is required to complete the "Employee Information and Verification" section of the Form I-9 and original documents must be presented for the I-9 process. Note that any document from List B must contain a photograph of the individual.**

(2) In order for State employment to continue, new employees must be authorized/confirmed by the Social Security Administration and by the Department of Homeland Security through the E-Verify Program.

The Illegal Immigration Reform & Immigrant Responsibility Act (HRIRA) required that the Immigration & Naturalization Service (now Department of Homeland Security (DHS)) and the Social Security Administration (SSA) conduct employment verification pilot programs. North Carolina volunteered to participate in this program when the North Carolina Legislature passed General Statute 1523, Section 23.1.(a) and (b) which mandated that *each State agency, department, institution, university, community college, and local education agency* participate in the E-Verify Program (EVP) administered by the DHS. Therefore, once an individual is a new State employee, participation in the EVP requires entry of that individual's data into the EVP system within three federal working days. Entry may not be made until the date the individual reports to work and following completion of the I-9 process. Additional information on these processes, including instructions for offsite new hires, can be viewed on the Human Resource Services website at http://web.uncg.edu/hrs/Recruitment/E_Verify/.

Requirements to Verify Credentials with the Office of the Provost and Vice Chancellor for Academic Affairs

North Carolina statute requires the verification of significantly related previous experience and credentials for all new employees. **New EPA employees are responsible for submitting three documents required for the official personnel file: 1) official transcript, 2) Certification Form, and 3) Post-Employment Personnel Data Form PD-7a.**

Failure to complete these three employment requirements within 30 days of the employee's initial date of employment can result in suspension without pay.

1) An official transcript for the highest degree awarded should be submitted, via the home department head/chair and dean, to the Office of the Provost and Vice Chancellor for Academic Affairs. Please note that transcripts of other graduate degrees could also be required based on employee teaching assignments. An official transcript “issued to student” is not acceptable. If the highest degree was awarded by UNCG, EPA Human Resources will obtain a copy of that transcript for the official personnel file.

Failure to submit an official transcript or documentation that the appropriate official transcript has been requested by the employee for submission to UNCG can result in suspension without pay until appropriate document received. **It is the employee's responsibility to ensure an official transcript is obtained.**

2 & 3) A Certification Form and a Post-Employment Personnel Data Form PD-7a may be found at http://provost.uncg.edu/Academic/EPA_Personnel/forms/. Both forms can be completed online but must be printed because each requires that the individual sign and date the forms. Once signed and dated the forms are to be submitted, via the employee's home department and unit, to the Office of the Provost & Vice Chancellor for Academic Affairs. Originals will be maintained in the official personnel file.