

Viterbi School of Engineering E-Verify and Process and Procedures

E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administrations (SSA), which requires employers to electronically verify the employment eligibility of their newly hired employees.

At USC E-Verify is triggered for employees paid on federal contracts which includes the Federal Acquisition Regulations (FAR) E-Verify clause ([FAR 52.222-54](#)).

Initial Notification:

- Viterbi Business Affairs (VBA) Research Administration and Payroll receives email notification of an award containing the e-Verify clause
- VBA-Research Administration will forward to the Department Business Manager, Principal Investigator and Research Administrator
- If there are satellite accounts set-up the research administrator will need to notify the faculty member and the staff member overseeing the satellite account(s)
- VBA Payroll will update internal payroll systems with the information

Time Frame:

- When a new contract is received:
 - Need to E-Verify existing employees within **90-days** from the award date
 - For new hires must be done within **3-days** of hiring
- On pre-existing contracts
 - Need to E-Verify within **3-days** from assignment for working on the contract

Department Next Steps:

- Send an e-mail to the VBA-Payroll designee with the following information
 - Subject Line: E-Verify
 - Employee Full Name and 7-digit employee number
 - E-Verify Account Number

VBA-Payroll Next Steps:

- Will then work with USC Payroll to complete using existing I-9 Information
- If the I-9 information has expired VBA-Payroll will work with the Department on completing a “new” I-9 for processing with unexpired documents

Once an employee is E-Verified this will be noted in the internal VBA-Payroll system and will not need to be redone unless employee terminates from USC and then rehires to work on a federal contract with the applicable FAR Clause.

Can view whether your award has the E-Verify Clause in TARA. Is in the tab labeled “Payment, Reports, & Terms”; Open “Compliance Terms”. Is listed as FAR 52.222-54, Employment Verification. A Screen shot is below

[For Questions please contact the VBA Payroll Supervisor and/or VBA Director of Research Administration](#)

KC Award 

PI:	[REDACTED]	Document ID:Status:	[REDACTED]
Lead Unit:	[REDACTED]	Award ID: Account:	[REDACTED]
Sponsor Name:	US-Army-Army Research Office	Last Update:	01/29/18 by lvillaf

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Terms 

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	Code	Actions
1	2: FAR 52.203-13, Contractor Code of Business Ethics and Conduct	
2	5: FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards.	
3	6: Trafficking in Persons-Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104), located at 2 CFR part 175 and FAR 52.222-50	
4	7: FAR 52.222-54, Employment Eligibility Verification.	
5	23: U.S. export control laws and regulations, including ITAR, 22 CFR Parts 120-130 and Export Administration Regulations, 15 CFR Parts 730-799	
6	35: DFAR 252.225-7048 Export-Controlled Items	
7	56: FAR 52.219-8, Utilization of Small Business Concerns	
8	57: FAR 52.219-9, Small Business Subcontracting Plan	
9	58: FAR 52.219-16, Liquidated Damages - Subcontracting Plan (Over \$700,000)	
10	78: DFAR 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016)	