



SUBJECT: Recording Vendor E-Verify Information in PeopleSoft

Posted: June 24, 2013

ANNOUNCEMENT

Per Senate Bill 160 and State of Georgia requirements, effective July 1, 2013 institutions must verify all vendors use E-Verify for all Service/Construction related work that exceeds \$2,499 (previously only PWC).

Georgia FIRST Financials has identified a process for capturing the E-Verify Company ID Number and Effective Date within the Vendor in PeopleSoft Financials.

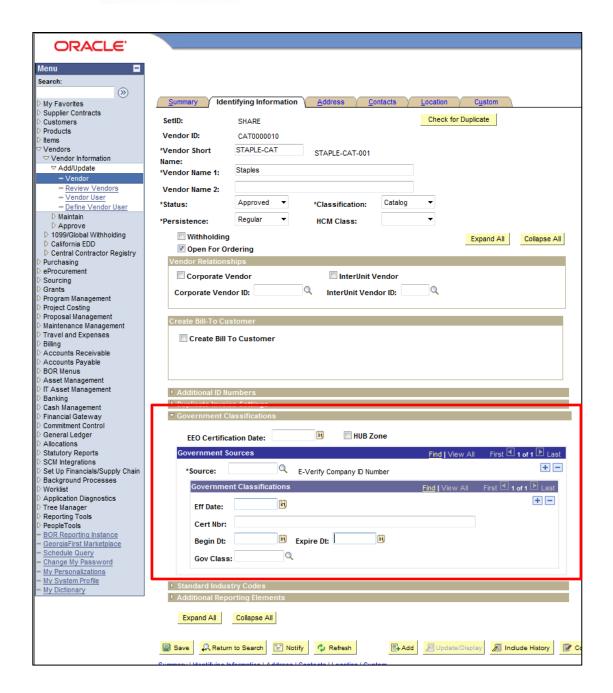
How to Record E-Verify Information in the Vendor

1. Navigate to the Identifying Information tab of the Vendor and expand the Government Classifications section.













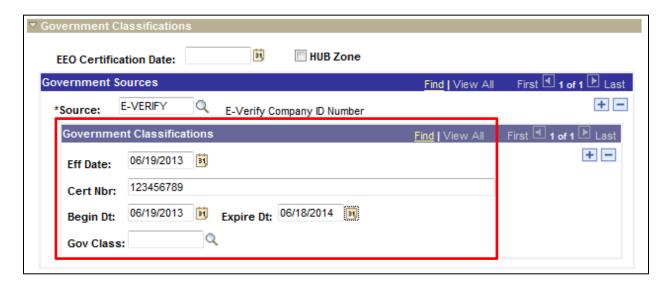


2. In the Government Sources section, select the Source of **E-Verify**. Notice the description of E-Verify Company ID Number.



- 3. In the Government Classifications section, enter the appropriate information:
 - a. Eff Date date the verification was completed
 - b. Cert Nbr E-Verify Company ID Number
 - c. Begin Dt date verification begins
 - d. Expire Dt date verification ends

Note: The **Gov Class** field should be left blank.

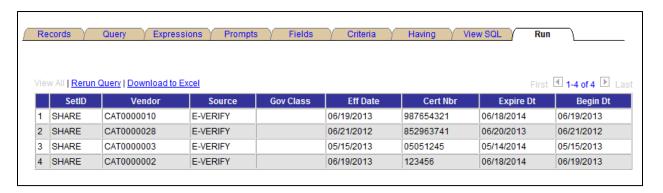






How to Track E-Verify Vendor Information

The data that is entered in the Government Classifications section of the vendor is stored in the VNDR_GOV_CERT table. Users can query this table in order to see which Vendors have E-Verify information entered in PeopleSoft.



SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit http://status.usg.edu.

